

Instructions for Conservator's Beginning Inventory Report

**Court employees may not help you fill out this form.
Do not include these instructions when you file the completed form.**

Purpose

The Beginning Inventory report will supply the Court with a summary of the protected person's financial wellbeing. It will also assist the guardians and conservators in planning and preserving the assets for the individual's future benefit. Fillable forms are available on the North Dakota State Court's website: <http://www.ndcourts.gov/> on the Self Help tab. Attach additional pages as necessary to provide a complete inventory with any appropriate explanations.

If new assets are discovered after submitting the Beginning Inventory, use your judgment to determine if an updated report is required. Otherwise, report these to the court in the annual report along with any new assets acquired.

If you are a new conservator, review "Managing Financials" in the New Guardian Packet available on the Self Help tab on the North Dakota State Court's website: <http://www.ndcourts.gov/>. This guide will assist you in locating and marshaling the assets and managing the estate, and preparing for the annual reports.

Confidentiality of the Protected Individual

Pursuant to Rule 3.4 of the North Dakota Supreme Court, reports should not contain the following identification information: social security numbers, taxpayer identification numbers, birthdates, financial account numbers, or the name of an individual known to be a minor. The following examples are acceptable substitutions: the last four digits of a social security or financial account number, the year of an individual's birth, and a minor's initials.

- **Top of Form**

If the court has not completed the top of the form for you, please:

- a. Enter the county and district court names.
- b. Fill in legal name of the protected person (see note above for minors.)
- c. Enter the case number from your Letters for Conservatorship.

- **Protected Individual and Conservator Information**

1. Complete the current address, age, and phone number of the protected person.
2. Fill in the information for guardians, co-guardians, and conservator(s). Complete the contact information including address, phone numbers, and emails for each.

- **Assets**

Include all assets that the protected individual owns or has an interest in such as joint ownership and rights to future income. **NOTE: the total of “Cash, checking accounts” will be the beginning balance on your first annual report to the court.**

- a. Cash, checking accounts: only include accounts that you or another authorized person will use to pay the individual’s expenses. Examples:

Checking account	\$ 635	First National Bank
Cash	\$ 212	will be deposited into checking

- b. Savings accounts, other bank accounts, and investments: include savings, CDs, money market accounts, stocks and bonds, pensions, trusts etc. Examples:

Special Needs Trust	\$9,500	Guardian and Protective Services
Burial Savings Acct	\$1,323	First National Bank

- c. Real estate and physical assets: include homes, land, equipment, vehicles, mineral rights, buildings, etc. Examples:

Family home	\$138,000	123 Main Street, Linton
Farmland	\$285,000	300 acres NE of Linton
Mineral rights	unknown	shared owner with siblings

- d. Personal property: combine all general personal property such as clothing, appliances, furniture, etc and estimate a total for this group of assets. Items of high value such as jewelry, art, or antiques should be listed separately.

- e. Other assets: use this section to list anything that does not belong in the other groups; items like insurance policies, business ownership, time shares, etc.

- **Debt**

Include all of the debt for which the protected individual is responsible:

- a. Mortgages, loans, and liens: list each loan separately. Include the institution that holds the loan, and the property that is mortgaged. Examples:

Home equity loan	\$25,364	First National Bank
Tractor loan	\$32,555	Farm Credit Bureau

- b. Other creditors, debt, and unpaid bills: include all other debt, even if payments are not currently being made on accounts. You should not include monthly utility bills unless they have a past-due balance. Some examples may include:

Healthcare costs	\$3,246	Jamestown Alltru Hospital
Credit card	\$1,211	First National Bank Visa
Ambulance service	\$ 842	FM Ambulance

- **Totals**

- a. Line 9: add up all of the assets and enter the total here.
- b. Line 10: add up all of the debt and enter the total here.
- c. Subtract the total debt from the total assets and enter this figure on line 11. This amount is the total estate value, otherwise known as net worth. This amount may be negative.

- **Comments**

Use this section to explain any of the assets or debt that are not self-explanatory. Relating to the examples listed above, you might mention that the protected person's spouse is living in the family home so it cannot be sold to pay off the loans. Or to explain that the farmland is co-owned with siblings. Describe any rights to future income such as annuities and trusts and any extraordinary circumstances such as pending lawsuits or insurance claims.

- **Form Certification and Submission**

1. Each guardian and conservator that helped to complete this report must sign at the bottom. You are certifying that you have identified and recorded all of the protected individual's assets and debt, and submitted copies of the inventory report to the Court, the protected individual, and interested persons.
2. Please sign the form in front of a notary; a notary public is available at each district court and may be available at your local bank or credit union.
3. Submit the original signed form to your district court. Submit copies of the report to the protected individual and interested persons.
4. If you are unable to submit your report within 90 days, please contact the district court. An Order to Show Cause hearing may be scheduled to safeguard the assets if the inventory report is not promptly submitted.

Do not include these instructions when you mail or file the completed form.