

## Instructions for Contact Information Form

**Court employees can't help you fill out this form.**

### Purpose of the Contact Information Form

The guardian/conservator is required to mail copies of the beginning inventory, annual report, and final report and accounting to the conservator, if any, the ward/protected person, and all interested persons listed in the court order appointing the guardian/conservator.

The Contact Information form gives the North Dakota State District Court the current contact information for the ward/protected person, guardians, conservators, and each interested person listed in the court's order.

This form ensures that the guardian/conservator mails copies of the reports to the current address of each person. This form also allows the court to update the case file with updated contact information for each person.

- **Serving the Contact Information form**

1. Service instructions and forms are available at [ndcourts.gov/legal-self-help/adult-guardianship](https://ndcourts.gov/legal-self-help/adult-guardianship).
2. Scroll to the "After Adult Guardianships are Established" section.
3. Click on the "Service Instructions and Forms After Adult Guardianship Established" link.

- **Filing the Contact Information form**

1. Make a copy for your records.
2. Take the original Contact Information form and the original Declaration of Service forms to the Clerk of District Court.

- **E-filing the Contact Information form**

1. If you e-file the Guardianship/Conservatorship Annual Report, e-file the Contact Information form as follows:
  - a. **Filing Code:** Select "GAR - Guardian and/or Conservatorship Annual Report"
  - b. **Filing Description:** Type "Contact Information"
  - c. **Security:** Public

State of North Dakota

In District Court

County of \_\_\_\_\_

\_\_\_\_\_ Judicial District

In The Matter of the Guardianship or Conservatorship of

\_\_\_\_\_.

Case No. \_\_\_\_\_

### Contact Information Form

***The Guardian/Conservator must mail copies of the beginning inventory report, annual report, and final report and accounting to the conservator, if any, the Ward/Protected Person, and all interested persons listed in the court order appointing the guardian/conservator. Review your court order and list the name, relationship to the Ward/Protected Person, address, phone number, and email of every interested person listed. Attach additional pages if needed.***

Ward's/Protected Person's Name	Address, Phone Number & Email
Guardian's/Co-Guardian's Name(s)	Address, Phone Number & Email
Conservator's/Co-Conservator's Name(s)	Address, Phone Number & Email
Interested Person Name & Relationship	Address, Phone Number & Email

Interested Person Name & Relationship <i>(continued)</i>	Address, Phone Number & Email

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email Address)