

Duties of Guardian of Person and Estate

Within 20 days after Order Appointing Guardian:

- Take and file Oath.
- Bond and get Court Approval.

The completion of these two items causes the "Qualification" of the Guardian and the date of the qualification determines other deadlines.

Within 30 days of Qualification as Guardian:

- Take possession of all the Ward's property.
- File Inventory, Appraisal, and List of Claims.
- Publish Notice to Creditors.
- Apply for monthly allowance if not already set for in order appointing guardian.

Within 4 months of Qualification as Guardian:

- Send notice to Secured Creditors by certified mail.
- Send notice to known Unsecured Creditors by certified mail.
- Consider applying for the sale of any personal property of the Ward that may be subject to perish, waste, or deterioration in value.

Within 6 months of Qualification as Guardian:

- File an application for approval of an Investment Plan for the Ward's estate.

One Year Anniversary of the Date of Qualification:

- Begin gathering information for the annual accounting (Gather bank account statements, receipts, vouchers, etc. and take Verification of Funds on Deposit to all financial institutions holding accounts/cash).
- Begin gathering information for annual report of the person.
- Pay premium for renewal of Bond (if necessary).

Within 60 days after Anniversary Date of Qualification:

- File Guardian's Annual Account
- File Guardian's Annual Report on the Condition and Well-Being of the Ward (Report on the Person).

Within 120 days after Anniversary Date of Qualification:

- Letters of Guardianship expire unless the court has approved to annual account and annual report of the person and has authorized the issuance of renewal letter.