

PROBATE FORMS



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Welcome to the Probate Overview and Introduction to Forms

This program is designed to provide you with an overview of the standardized forms.



After viewing this program you will be able to determine:

- Which forms are required of the fiduciary by the courts
 - How each form is used to report different financial information
 - Where to obtain the forms
- And
- How to submit the forms

Annual Reporting



Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____

Address: _____

Zip Code: _____

Number: _____

Alibiary Number (if applicable): _____

Court No: _____

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

IN THE MATTER OF THE
CONSERVATORSHIP FOR _____

A Minor
 An Adult

SUBMISSION OF AND PETITION FOR
APPROVAL OF FIRST
CONSERVATOR'S ACCOUNT

With Budget
 Budget Amendment
 Fee Statement

Assigned to the Honorable _____

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 4.

By state statute and supreme court rule, a conservator is required to file an annual report to the court that provides an account of the status of the protected person's finances. Until recently, courts across the state have required varying formats for providing this information.

Financial Status



2012
2011
2013



These standardized forms will give the judge and other interested parties a financial status of the conservatorship; they allow the court to view, in one document, last year's account information, this year's account information and the plan for the coming year.

Standardized Forms Start Date



September 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10					
16	17					
23	24					
30						

Form 5: Conservatorship Estate Budget

SCHEDULE 1: Statement of Receipts and Disbursements

Summary for 12 Month Accounting Period

Item	Actual Receipts	Actual Disbursements	Change in Net Worth	Change in Assets	Change in Liabilities	Net Change
Total						

Form 6: First Conservator's Account

SCHEDULE 2: Statement of Receipts and Disbursements

Summary for 12 Month Accounting Period

Item	Actual Receipts	Actual Disbursements	Change in Net Worth	Change in Assets	Change in Liabilities	Net Change
Total						

Form 7: Conservator's Account

SCHEDULE 3: Statement of Receipts and Disbursements

Summary for 12 Month Accounting Period

Item	Actual Receipts	Actual Disbursements	Change in Net Worth	Change in Assets	Change in Liabilities	Net Change
Total						

Starting on September 1, 2012, all new conservatorship cases are required to use these standardized forms. If you are an existing conservator as of September 1, 2012, you should receive an order from the court after you file your next account indicating when you will be required to begin using the standard forms.

Filing the Form



Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Licensed Fiduciary Number (if applicable): _____

FOR CLERK'S USE ONLY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

IN THE MATTER OF THE)
CONSERVATORSHIP FOR)
_____)
 a Minor)
 an Adult)

Case No. _____

SUBMISSION OF AND PETITION FOR
APPROVAL OF FIRST
CONSERVATOR'S ACCOUNT
 with BUDGET
 Budget Amendment
 Fee Statement

(Assigned to the Honorable
_____)

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 1.

The form a conservator is required to file depends on the phase of the conservatorship. The form technically is just a cover sheet providing information such as the case number, the name of the conservator and protected person, and a listing of the specific documents the conservator is required to file which comprises the conservator's account to the court.

Form 5: Conservatorship Estate Budget

Form 5: Conservatorship Estate Budget
 SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past Actual Results Prior Period:	Present Budget Period Just Ended:	Present Actual Results	Present Change from Budget Column C minus Column B	Present Change as Percent Column D divided by Column B and multiplied by 100	Future Budget Current Year:	Future Budget Change From Actual Results: Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income							
4 Annuities, Structured Settlements, and Trust Income							
5 Wages and Earned Income							
6 Investment and Business Income							
7 Other Receipts (Attach WS A)							
8 Total Receipts (Add lines 3 through 7)							
9 Assets/Liabilities as Receipts							
10 Total Income Included in Receipts (Line 8 minus line 9)							
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter							
12 Medical Costs							
13 Personal Allowance							
14 Payments on Debt							
15 Discretionary Expenses							
16 Other Disbursements for Protected Person (Attach WS A)							
17 Total Disbursements for Protected Person (Add lines 11 through 16)							
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs							
19 Fiduciary's Attorney Fees and Costs							
20 Protected Person's Attorney Fees and Costs							
21 Other Administrative Fees and Costs (Attach WS A)							
22 Total Administrative Fees and Costs (Add lines 18 through 21)							
23 Total Disbursements (Add lines 17 and 22)							
24 Assets/Liabilities as Disbursements							
25 Total Expenses in Disbursements (Line 23 minus line 24)							
26 Total Surplus/(Total Shortfall) (Line 8 minus line 23)							
27 Net Income/(Net Expenses) (Line 10 minus line 25)							

Unless the court waives the requirement, every conservator is required to file the Conservatorship Estate Budget, Form 5 at the beginning of their appointment. This first budget covers only the first nine months of the conservatorship. In subsequent accounts, the conservatorship estate budget will include a full 12-month period.

Form 6: First Conservator's Account

In the matter of:		Case No.						
Form 6: First Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G
		Past	Present			Future		
		Actual Results	Budget See Form 5, Schedule 1, Column Period Just Ended:	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended
1 Start Date of Account Reporting Period: (Example: 07/01/2011) 2 End Date of Account Reporting Period:		Prior Period:		Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C	
Receipts (Money Received):								
3	Retirement and Disability Income			0.00	--			
4	Annuities, Structured Settlements, and Trust Income			0.00	--			
5	Wages and Earned Income			0.00	--			
6	Investment and Business Income			0.00	--			
7	Other Receipts (Attach WS A)			0.00	--	0.00		
8	Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00	--	0.00		
9	Assets/Liabilities as Receipts			0.00	--			
10	Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00	--	0.00		
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter			0.00	--			
12	Medical Costs			0.00	--			
13	Personal Allowance			0.00	--			
14	Payments on Debt			0.00	--			
15	Discretionary Expenses			0.00	--			
16	Other Disbursements (Attach WS A)			0.00	--	0.00		
17	Total Expenses for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	--	0.00		
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs			0.00	--			
19	Fiduciary's Attorney Fees and Costs			0.00	--			
20	Protected Person's Attorney Fees and Costs			0.00	--			
21	Other Administrative Fees and Costs (Attach WS A)			0.00	--	0.00		
22	Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	--	0.00		
23	Total Disbursements for Protected Person (Add line 17 and line 22)	0.00	0.00	0.00	--	0.00		
24	Assets/Liabilities as Disbursements			0.00	--			
25	Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	--	0.00		
26	Total Surplus/(Total Shortfall) (Line 8 minus line 23)	0.00	0.00	0.00	--	0.00		
27	Net Income/(Net Expenses) (Line 10 minus line 25)	0.00	0.00	0.00	--	0.00		

After the completion of the first account reporting period, the conservator will file Form 6, the First Conservator's Account. This account covers the first 9 months of the conservatorship.

Form 7: Conservator's Account

In the matter of:		Case No.							
Form 7: Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G	
		Past	Present			Future			
		Actual Results Prior Period: <small>See Prior Period Schedule 1, Column C</small>	Budget <small>See Prior Period Schedule 1, Column F</small>	Actual Results Period Just Ended:	Column D	Column E	Column F	Column G	
1 Start Date of Account Reporting Period: (Example: 07/01/2011)					January	February	March	April	
2 End Date of Account Reporting Period:					January	February	March	April	
Receipts (Money Received):					January	February	March	April	
3 Retirement and Disability Income					January	February	March	April	
4 Annuities, Structured Settlements, and Trust Income					January	February	March	April	
5 Wages and Earned Income					January	February	March	April	
6 Investment and Business Income					January	February	March	April	
7 Other Receipts (Attach VS A)					January	February	March	April	
8 Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00		January	February	March	April	
9 Assets/Liabilities as Receipts					January	February	March	April	
10 Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00		January	February	March	April	
Disbursements (Money Spent):					January	February	March	April	
Money Spent for Protected Person:					January	February	March	April	
11 Food, Clothing, and Shelter					January	February	March	April	
12 Medical Costs					January	February	March	April	
13 Personal Allowance					January	February	March	April	
14 Payments on Debt					January	February	March	April	
15 Discretionary Expenses					January	February	March	April	
16 Other Disbursements (Attach VS A)					January	February	March	April	
17 Total Disbursements for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	0.00	January	February	March	April	
Money Spent for Administrative Fees & Costs:					January	February	March	April	
18 Fiduciary Fees and Costs				0.00	January	February	March	April	
19 Fiduciary's Attorney Fees and Costs				0.00	January	February	March	April	
20 Protected Person's Attorney Fees and Costs				0.00	January	February	March	April	
21 Other Administrative Fees and Costs (Attach VS A)				0.00	January	February	March	April	
22 Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	0.00	January	February	March	April	
23 Total Disbursements (Add lines 17 and 22)	0.00	0.00	0.00	0.00	January	February	March	April	
24 Assets/Liabilities as Disbursements				0.00	January	February	March	April	
25 Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	0.00	January	February	March	April	
26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)	0.00	0.00	0.00	0.00	--	0.00	0.00	0.00	
27 Net Income/(Net Expenses) (Line 10 minus line 25)	0.00	0.00	0.00	0.00	--	0.00	0.00	0.00	

For the second and subsequent account reporting periods, the conservator will file Form 7, the Conservator's Account. The conservator will continue to use Form 7 until the conservatorship ends.

Form 8: Final Conservator's Account

In the matter of:		Case No.						
Form 8: Final Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G
		Past		Present			Future	
		Actual Results	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended
		Prior Period: See Prior Period Schedule 1, Column C	See Prior Period Schedule 1, Column F	Period Just Ended:				
					Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)								
2 End Date of Account Reporting Period:								
Receipts (Money Received):								
3 Retirement and Disability Income					0.00	--		
4 Annuities, Structured Settlements, and Trust Income					0.00	--		
5 Wages and Earned Income					0.00	--		
6 Investment and Business Income					0.00	--		
7 Other Receipts					0.00	--		
8 Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	0.00	--		
9 Assets/Liabilities as Receipts					0.00	--		
10 Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	0.00	--		
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11 Food, Clothing, and Shelter					0.00	--		
12 Medical Costs					0.00	--		
13 Personal Allowance					0.00	--		
14 Payments on Debt					0.00	--		
15 Discretionary Expenses					0.00	--		
16 Other Disbursements					0.00	--		
17 Total Disbursements for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	0.00	--		
Money Spent for Administrative Fees & Costs:								
18 Fiduciary Fees and Costs					0.00	--		
19 Fiduciary's Attorney Fees and Costs					0.00	--		
20 Protected Person's Attorney Fees and Costs					0.00	--		
21 Other Administrative Fees and Costs					0.00	--		
22 Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	0.00	--		
23 Total Disbursements (Add lines 17 and 22)		0.00	0.00	0.00	0.00	--		
24 Assets/Liabilities as Disbursements					0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	0.00	--		
26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)		0.00	0.00	0.00	0.00	--		
27 Net Income/(Net Expenses) (Line 10 minus line 25)		0.00	0.00	0.00	0.00	--		

When the conservatorship terminates, the conservator will be required to file one last account, known as Form 8, the Final Conservator's Account.

Form 9: Simplified Conservator's Account

In the matter of:	Case No.	
Form 9: Simplified Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements	Column A	Column B
	Past	Present
	Actual Results Prior Period:	Actual Results Period Just Ended:
	See Prior Period Form 9, Schedule 1, Column B	
1 Start Date of Account Reporting Period: (Example: 07/01/2011)		
2 End Date of Account Reporting Period:		
Receipts (Money Received):		
3 Retirement and Disability Income		
4 Annuities, Structured Settlements, and Trust Income		
5 Wages and Earned Income		
6 Investment and Business Income		
7 Other Receipts		
8 Total Receipts (Add lines 3 through 7)	0.00	0.00
Disbursements (Money Spent):		
Money Spent for Protected Person:		
9 Food, Clothing, and Shelter		
10 Medical Costs		
11 Personal Allowance		
12 Payments on Debt		
13 Discretionary Expenses		
14 Other Disbursements		
15 Total Disbursements for Protected Person (Add lines 9 through 14)	0.00	0.00
Money Spent for Administrative Fees & Costs:		
16 Fiduciary Fees and Costs		
17 Fiduciary's Attorney Fees and Costs		
18 Protected Person's Attorney Fees and Costs		
19 Other Administrative Fees and Costs		
20 Total Administrative Fees and Costs (Add lines 16 through 19)	0.00	0.00
21 Total Disbursements (Add lines 15 and 20)	0.00	0.00

In certain situations, the Court may allow the conservator to use a simplified form, known as Form 9, the Simplified Conservator's Account. This form does not require as much information as the typical conservator's account, and is designed for smaller estates or estates with limited financial transactions.

**Using
PROBATE
FORMS**

Forms & Schedules

Form 5: Conservatorship Estate Budget

SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Post Actual Results	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year	Budget Change From Prior Period
Prior Period	Period Just Ended	Period Just Ended	Column D divided by	Column D divided by	Year	Period Just Ended
1 Start Date of Account Reporting Period: (Example)						
2 End Date of Account Reporting Period:						
Receipts (Money Received):						
3 Retirement and Disability Income						
4 Annuities, Structured Settlements, and Trust						
5 Wages and Earned Income						
6 Investment and Business Income						
7 Other Receipts (Attach WS A)						
8 Total Receipts (Add lines 3 through 7)						
Assets/Liabilities as Receipts						
9 Assets/Liabilities as Receipts						
10 Total Income Included in Receipts (Line 8 minus line 9)						
Disbursements (Money Spent):						
Money Spent for Protected Person:						
11 Food, Clothing, and Shelter						
12 Medical Costs						
13 Personal Allowance						
14 Payments on Debt						
15 Discretionary Expenses						
16 Other Disbursements for Protected Person (A)						
17 Total Disbursements for Protected Person (Add lines 11 through 16)						
Money Spent for Administrative Fees & Costs:						
18 Fiduciary Fees and Costs						
19 Fiduciary's Attorney Fees and Costs						
20 Protected Person's Attorney Fees and Costs						
21 Other Administrative Fees and Costs (Attach WS A)						
22 Total Administrative Fees and Costs (Add lines 18 through 21)						
23 Total Disbursements (Add lines 17 and 22)						
Assets/Liabilities as Disbursements						
24 Assets/Liabilities as Disbursements						
25 Total Expenses in Disbursements (Line 23 minus line 24)						
26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)						
27 Net Income/(Net Expenses) (Line 10 minus line 25)						

Form 6: First Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Post Actual Results	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year	Budget Change From Prior Period
Prior Period	Period Just Ended	Period Just Ended	Column D divided by	Column D divided by	Year	Period Just Ended
1 Start Date of Account Reporting Period: (Example 07/01/2015)						
2 End Date of Account Reporting Period:						
Receipts (Money Received):						
3 Retirement and Disability Income						
4 Annuities, Structured Settlements, and Trust Income						
5 Wages and Earned Income						
6 Investment and Business Income						
7 Other Receipts (Attach WS A)						
8 Total Receipts (Add lines 3 through 7)						
Assets/Liabilities as Receipts						
9 Assets/Liabilities as Receipts						
10 Total Income Included in Receipts (Line 8 minus line 9)						
Disbursements (Money Spent):						
Money Spent for Protected Person:						
11 Food, Clothing, and Shelter						
12 Medical Costs						
13 Personal Allowance						
14 Payments on Debt						
15 Discretionary Expenses						
16 Other Disbursements (Attach WS A)						
17 Total Expenses for Protected Person (Add lines 11 through 16)						
Money Spent for Administrative Fees & Costs:						
18 Fiduciary Fees and Costs						
19 Fiduciary's Attorney Fees and Costs						
20 Protected Person's Attorney Fees and Costs						
21 Other Administrative Fees and Costs (Attach WS A)						
22 Total Administrative Fees and Costs (Add lines 18 through 21)						
23 Total Disbursements for Protected Person (Add line 17 and line 22)						
Assets/Liabilities as Disbursements						
24 Assets/Liabilities as Disbursements						
25 Total Expenses in Disbursements (Line 23 minus line 24)						
26 Total Surplus/(Total Shortfall) (Line 10 minus line 25)						
27 Net Income/(Net Expenses) (Line 10 minus line 25)						

Form 7: Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Post Actual Results	Budget	Actual Results	Change from Budget	Change as Percent	Budget Current Year	Budget Change From Prior Period
Prior Period	See Prior Period Schedule 1, Column F	Period Just Ended	Column D divided by Column B	Column D divided by Column B	Year	Column F minus Column C
1 Start Date of Account Reporting Period: (Example 07/01/2015)						
2 End Date of Account Reporting Period:						
Receipts (Money Received):						
3 Retirement and Disability Income						
4 Annuities, Structured Settlements, and Trust Income						
5 Wages and Earned Income						
6 Investment and Business Income						
7 Other Receipts (Attach WS A)						
8 Total Receipts (Add lines 3 through 7)						
Assets/Liabilities as Receipts						
9 Assets/Liabilities as Receipts						
10 Total Income Included in Receipts (Line 8 minus line 9)						
Disbursements (Money Spent):						
Money Spent for Protected Person:						
11 Food, Clothing, and Shelter						
12 Medical Costs						
13 Personal Allowance						
14 Payments on Debt						
15 Discretionary Expenses						
16 Other Disbursements (Attach WS A)						
17 Total Disbursements for Protected Person (Add lines 11 through 16)						
Money Spent for Administrative Fees & Costs:						
18 Fiduciary Fees and Costs						
19 Fiduciary's Attorney Fees and Costs						
20 Protected Person's Attorney Fees and Costs						
21 Other Administrative Fees and Costs (Attach WS A)						
22 Total Administrative Fees and Costs (Add lines 18 through 21)						
23 Total Disbursements (Add lines 17 and 22)						
Assets/Liabilities as Disbursements						
24 Assets/Liabilities as Disbursements						
25 Total Expenses in Disbursements (Line 23 minus line 24)						
26 Total Surplus/(Total Shortfall) (Line 10 minus line 25)						
27 Net Income/(Net Expenses) (Line 10 minus line 25)						

Even though the account forms are given a distinct form number, the actual schedules and worksheets the conservator must complete for each account reporting period are essentially the same. The only difference is that certain columns within each schedule may not need to be filled out, depending on which account you are filing with the court. The schedules are formatted so you know which columns you need to complete.

Supporting Schedules

In the matter of:		Case No.									
Form 6: First Conservator's Account		Column A	Column B	Column C	Column D	Column E					
SCHEDULE 3: Statement of Sustainability of Conservatorship		Sustainability Estimated in	Updated	Change from	Change as Percent						
In the matter of:		Case No.									
Form 6: First Conservator's Account		Column A	Column B	Column C	Column D	Column E					
SCHEDULE 2: Statement of Net Assets & Reconciliation		Inventory Summary	Updated Inventory Value	Change from	Change as						
In the matter of:		Case No.									
Form 6: First Conservator's Account		Column A	Column B	Column C	Column D	Column E	Column F	Column G			
SCHEDULE 1: Statement of Receipts and Disbursements		Post Prior Period	Present	Actual Results	Budget See Form 5, Schedule 1, Column C Period Just Ended	Actual Results	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year	Budget Change From Actual Results Period Just Ended Column F minus Column C	
1 Report Date of Sustainability	SECTION 1: Net Assets (Inventory)	1 Inventory Value Report Date: (Example 07/01/2011)	2 End Date of Account Reporting Period:	3 Retirement and Disability Income	4 Annuities, Structured Settlements, and Trust Income	5 Wages and Earned Income	6 Investment and Business Income	7 Other Receipts (Attach WS A)	8 Total Receipts (Add lines 3 through 7)	9 Assets/Liabilities as Receipts	10 Total Income Included in Receipts (Line 8 minus line 9)
2 Net Assets (See Schedule 3)	4 Business Ownership Interests	5 Household Items and Personal Effects	6 Stocks, Bonds, and Mutual Funds - Not General Assets, Excluding Cash and Bank Accounts	7 Vehicle(s)	8 Tax-Deferred Assets	9 Other General Assets (Attach WS B)	10 Total General Assets (Add lines 2 through 8)	11 Cash and Regular Bank Accounts:	12 Bank Accounts - Restricted Access	13 Bank Accounts - Unrestricted Access	14 Cash on Hand
3 Adjustments (Attach Schedule 3)	5 Recurring Net Income	6 Net income/(Net loss)	7 Adjustments (Attach Schedule 3)	8 Adjusted Net Income	9 Total Available Assets (Add lines 2 through 14)	10 Liabilities (Debt):	11 Bills & Payables More Than 30 Days Old	12 Other Debts (Attach WS B)	13 Total Liabilities (Add lines 10 and 11)	14 Net Assets (Line 9 minus line 13)	15 Starting Cash Balance (Line 1, Column A, Inventory Summary)
4 Adjusted Net Assets (See Schedule 3)	6 Recurring Net Income	7 Net income/(Net loss)	8 Adjustments (Attach Schedule 3)	9 Adjusted Net Income	16 Personal Allowance	17 Fiduciary Fees and Costs	18 Fiduciary's Attorney Fees and Costs	19 Protected Person's Attorney Fees and Costs	20 Other Administrative Fees and Costs (Attach WS A)	21 Total Administrative Fees and Costs (Add lines 17 through 20)	22 Total Receipts (SCHEDULE 1, Column C, line 8)
5 Recurring Net Income	7 Recurring Net Income	8 Net income/(Net loss)	9 Adjusted Net Income	10 Adjusted Net Income	21 Other Administrative Fees and Costs (Attach WS A)	22 Total Administrative Fees and Costs (Add lines 17 through 20)	23 Total Disbursements for Protected Person (Add line 17 and line 22)	24 Assets/Liabilities as Disbursements	25 Total Expenses in Disbursements (Line 23 minus line 24)	26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)	27 Net Income/(Net Expenses) (Line 10 minus line 25)
6 Adjustments (Attach Schedule 3)	8 Recurring Net Income	9 Net income/(Net loss)	10 Adjusted Net Income	11 Adjusted Net Income	24 Assets/Liabilities as Disbursements	25 Total Expenses in Disbursements (Line 23 minus line 24)	26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)	27 Net Income/(Net Expenses) (Line 10 minus line 25)			
7 Adjusted Net Income	9 Recurring Net Income	10 Net income/(Net loss)	11 Adjusted Net Income	12 Adjusted Net Income	26 Total Surplus/(Total Shortfall) (Line 8 minus line 25)	27 Net Income/(Net Expenses) (Line 10 minus line 25)					
8 Enter Adjusted Net Assets (See Schedule 3)	10 Recurring Net Income	11 Net income/(Net loss)	12 Adjusted Net Income	13 Adjusted Net Income							
9 Enter Adjusted Net Assets (See Schedule 3)	11 Recurring Net Income	12 Net income/(Net loss)	13 Adjusted Net Income	14 Adjusted Net Income							
10 Estimated Years of Sustainability	12 Recurring Net Income	13 Net income/(Net loss)	14 Adjusted Net Income	15 Adjusted Net Income							
11 Is Conservatorship Successful?	13 Recurring Net Income	14 Net income/(Net loss)	15 Adjusted Net Income	16 Adjusted Net Income							
12 (Complete if "NO" is checked)	14 Recurring Net Income	15 Net income/(Net loss)	16 Adjusted Net Income	17 Adjusted Net Income							
	15 Recurring Net Income	16 Net income/(Net loss)	17 Adjusted Net Income	18 Adjusted Net Income							
	16 Recurring Net Income	17 Net income/(Net loss)	18 Adjusted Net Income	19 Adjusted Net Income							
	17 Recurring Net Income	18 Net income/(Net loss)	19 Adjusted Net Income	20 Adjusted Net Income							
	18 Recurring Net Income	19 Net income/(Net loss)	20 Adjusted Net Income	21 Adjusted Net Income							
	19 Recurring Net Income	20 Net income/(Net loss)	21 Adjusted Net Income	22 Adjusted Net Income							
	20 Recurring Net Income	21 Net income/(Net loss)	22 Adjusted Net Income	23 Adjusted Net Income							
	21 Recurring Net Income	22 Net income/(Net loss)	23 Adjusted Net Income	24 Adjusted Net Income							
	22 Recurring Net Income	23 Net income/(Net loss)	24 Adjusted Net Income	25 Adjusted Net Income							
	23 Recurring Net Income	24 Net income/(Net loss)	25 Adjusted Net Income	26 Adjusted Net Income							
	24 Recurring Net Income	25 Net income/(Net loss)	26 Adjusted Net Income	27 Adjusted Net Income							
	25 Recurring Net Income	26 Net income/(Net loss)	27 Adjusted Net Income	28 Adjusted Net Income							
	26 Recurring Net Income	27 Net income/(Net loss)	28 Adjusted Net Income	29 Adjusted Net Income							
	27 Recurring Net Income	28 Net income/(Net loss)	29 Adjusted Net Income	30 Adjusted Net Income							
	28 Recurring Net Income	29 Net income/(Net loss)	30 Adjusted Net Income	31 Adjusted Net Income							
	29 Recurring Net Income	30 Net income/(Net loss)	31 Adjusted Net Income	32 Adjusted Net Income							
	30 Recurring Net Income	31 Net income/(Net loss)	32 Adjusted Net Income	33 Adjusted Net Income							
	31 Recurring Net Income	32 Net income/(Net loss)	33 Adjusted Net Income	34 Adjusted Net Income							
	32 Recurring Net Income	33 Net income/(Net loss)	34 Adjusted Net Income	35 Adjusted Net Income							
	33 Recurring Net Income	34 Net income/(Net loss)	35 Adjusted Net Income	36 Adjusted Net Income							
	34 Recurring Net Income	35 Net income/(Net loss)	36 Adjusted Net Income	37 Adjusted Net Income							
	35 Recurring Net Income	36 Net income/(Net loss)	37 Adjusted Net Income	38 Adjusted Net Income							
	36 Recurring Net Income	37 Net income/(Net loss)	38 Adjusted Net Income	39 Adjusted Net Income							
	37 Recurring Net Income	38 Net income/(Net loss)	39 Adjusted Net Income	40 Adjusted Net Income							
	38 Recurring Net Income	39 Net income/(Net loss)	40 Adjusted Net Income	41 Adjusted Net Income							
	39 Recurring Net Income	40 Net income/(Net loss)	41 Adjusted Net Income	42 Adjusted Net Income							
	40 Recurring Net Income	41 Net income/(Net loss)	42 Adjusted Net Income	43 Adjusted Net Income							
	41 Recurring Net Income	42 Net income/(Net loss)	43 Adjusted Net Income	44 Adjusted Net Income							
	42 Recurring Net Income	43 Net income/(Net loss)	44 Adjusted Net Income	45 Adjusted Net Income							
	43 Recurring Net Income	44 Net income/(Net loss)	45 Adjusted Net Income	46 Adjusted Net Income							
	44 Recurring Net Income	45 Net income/(Net loss)	46 Adjusted Net Income	47 Adjusted Net Income							
	45 Recurring Net Income	46 Net income/(Net loss)	47 Adjusted Net Income	48 Adjusted Net Income							
	46 Recurring Net Income	47 Net income/(Net loss)	48 Adjusted Net Income	49 Adjusted Net Income							
	47 Recurring Net Income	48 Net income/(Net loss)	49 Adjusted Net Income	50 Adjusted Net Income							
	48 Recurring Net Income	49 Net income/(Net loss)	50 Adjusted Net Income	51 Adjusted Net Income							
	49 Recurring Net Income	50 Net income/(Net loss)	51 Adjusted Net Income	52 Adjusted Net Income							
	50 Recurring Net Income	51 Net income/(Net loss)	52 Adjusted Net Income	53 Adjusted Net Income							
	51 Recurring Net Income	52 Net income/(Net loss)	53 Adjusted Net Income	54 Adjusted Net Income							
	52 Recurring Net Income	53 Net income/(Net loss)	54 Adjusted Net Income	55 Adjusted Net Income							
	53 Recurring Net Income	54 Net income/(Net loss)	55 Adjusted Net Income	56 Adjusted Net Income							
	54 Recurring Net Income	55 Net income/(Net loss)	56 Adjusted Net Income	57 Adjusted Net Income							
	55 Recurring Net Income	56 Net income/(Net loss)	57 Adjusted Net Income	58 Adjusted Net Income							
	56 Recurring Net Income	57 Net income/(Net loss)	58 Adjusted Net Income	59 Adjusted Net Income							
	57 Recurring Net Income	58 Net income/(Net loss)	59 Adjusted Net Income	60 Adjusted Net Income							
	58 Recurring Net Income	59 Net income/(Net loss)	60 Adjusted Net Income	61 Adjusted Net Income							
	59 Recurring Net Income	60 Net income/(Net loss)	61 Adjusted Net Income	62 Adjusted Net Income							
	60 Recurring Net Income	61 Net income/(Net loss)	62 Adjusted Net Income	63 Adjusted Net Income							
	61 Recurring Net Income	62 Net income/(Net loss)	63 Adjusted Net Income	64 Adjusted Net Income							
	62 Recurring Net Income	63 Net income/(Net loss)	64 Adjusted Net Income	65 Adjusted Net Income							
	63 Recurring Net Income	64 Net income/(Net loss)	65 Adjusted Net Income	66 Adjusted Net Income							
	64 Recurring Net Income	65 Net income/(Net loss)	66 Adjusted Net Income	67 Adjusted Net Income							
	65 Recurring Net Income	66 Net income/(Net loss)	67 Adjusted Net Income	68 Adjusted Net Income							
	66 Recurring Net Income	67 Net income/(Net loss)	68 Adjusted Net Income	69 Adjusted Net Income							
	67 Recurring Net Income	68 Net income/(Net loss)	69 Adjusted Net Income	70 Adjusted Net Income							
	68 Recurring Net Income	69 Net income/(Net loss)	70 Adjusted Net Income	71 Adjusted Net Income							
	69 Recurring Net Income	70 Net income/(Net loss)	71 Adjusted Net Income	72 Adjusted Net Income							
	70 Recurring Net Income	71 Net income/(Net loss)	72 Adjusted Net Income	73 Adjusted Net Income							
	71 Recurring Net Income	72 Net income/(Net loss)	73 Adjusted Net Income	74 Adjusted Net Income							
	72 Recurring Net Income	73 Net income/(Net loss)	74 Adjusted Net Income	75 Adjusted Net Income							
	73 Recurring Net Income	74 Net income/(Net loss)	75 Adjusted Net Income	76 Adjusted Net Income							
	74 Recurring Net Income	75 Net income/(Net loss)	76 Adjusted Net Income	77 Adjusted Net Income							
	75 Recurring Net Income	76 Net income/(Net loss)	77 Adjusted Net Income	78 Adjusted Net Income							
	76 Recurring Net Income	77 Net income/(Net loss)	78 Adjusted Net Income	79 Adjusted Net Income							
	77 Recurring Net Income	78 Net income/(Net loss)	79 Adjusted Net Income	80 Adjusted Net Income							
	78 Recurring Net Income	79 Net income/(Net loss)	80 Adjusted Net Income	81 Adjusted Net Income							
	79 Recurring Net Income	80 Net income/(Net loss)	81 Adjusted Net Income	82 Adjusted Net Income							
	80 Recurring Net Income	81 Net income/(Net loss)	82 Adjusted Net Income	83 Adjusted Net Income							
	81 Recurring Net Income	82 Net income/(Net loss)	83 Adjusted Net Income	84 Adjusted Net Income							
	82 Recurring Net Income	83 Net income/(Net loss)	84 Adjusted Net Income	85 Adjusted Net Income							
	83 Recurring Net Income	84 Net income/(Net loss)	85 Adjusted Net Income	86 Adjusted Net Income							
	84 Recurring Net Income	85 Net income/(Net loss)	86 Adjusted Net Income	87 Adjusted Net Income							
	85 Recurring Net Income	86 Net income/(Net loss)	87 Adjusted Net Income	88 Adjusted Net Income							
	86 Recurring Net Income	87 Net income/(Net loss)	88 Adjusted Net Income	89 Adjusted Net Income							
	87 Recurring Net Income	88 Net income/(Net loss)	89 Adjusted Net Income	90 Adjusted Net Income							
	88 Recurring Net Income	89 Net income/(Net loss)	90 Adjusted Net Income	91 Adjusted Net Income							
	89 Recurring Net Income	90 Net income/(Net loss)	91 Adjusted Net Income	92 Adjusted Net Income							
	90 Recurring Net Income	91 Net income/(Net loss)	92 Adjusted Net Income	93 Adjusted Net Income							
	91 Recurring Net Income	92 Net income/(Net loss)	93 Adjusted Net Income	94 Adjusted Net Income							
	92 Recurring Net Income	93 Net income/(Net loss)	94 Adjusted Net Income	95 Adjusted Net Income							
	93 Recurring Net Income	94 Net income/(Net loss)	95 Adjusted Net Income	96 Adjusted Net Income							
	94 Recurring Net Income	95 Net income/(Net loss)	96 Adjusted Net Income	97 Adjusted Net Income							
	95 Recurring Net Income	96 Net income/(Net loss)	97 Adjusted Net Income	98 Adjusted Net Income							
	96 Recurring Net Income	97 Net income/(Net loss)	98 Adjusted Net Income	99 Adjusted Net Income							
	97 Recurring Net Income	98 Net income/(Net loss)	99 Adjusted Net Income	100 Adjusted Net Income							

With each account, you will be required to complete up to three supporting schedules. Each schedule represents different aspects of the conservatorship.

Schedule 1: Statement of Receipts and Disbursements

In the matter of:		Case No.						
Form 6: First Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		Column A	Column B	Column C	Column D	Column E	Column F	Column G
		Past	Present		Future			
		Actual Results	Budget See Form 5, Schedule 1, Column	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended
Prior Period:	Period Just Ended:		Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C		
1	Start Date of Account Reporting Period: (Example: 07/01/2011)							
2	End Date of Account Reporting Period:							
Receipts (Money Received):								
3	Retirement and Disability Income			0.00	--			
4	Annuities, Structured Settlements, and Trust Income			0.00	--			
5	Wages and Earned Income			0.00	--			
6	Investment and Business Income			0.00	--			
7	Other Receipts (Attach WS A)			0.00	--	0.00		
8	Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	--	0.00	
9	Assets/Liabilities as Receipts			0.00	--			
10	Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	--	0.00	
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter			0.00	--			
12	Medical Costs			0.00	--			
13	Personal Allowance			0.00	--			
14	Payments on Debt			0.00	--			
15	Discretionary Expenses			0.00	--			
16	Other Disbursements (Attach WS A)			0.00	--	0.00		
17	Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	--	0.00	
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs			0.00	--			
19	Fiduciary's Attorney Fees and Costs			0.00	--			
20	Protected Person's Attorney Fees and Costs			0.00	--			
21	Other Administrative Fees and Costs (Attach WS A)			0.00	--	0.00		
22	Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	--	0.00	
23	Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	--	0.00	
24	Assets/Liabilities as Disbursements			0.00	--			
25	Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	--	0.00	
26	Total Surplus/(Total Shortfall) (Line 8 minus line 23)		0.00	0.00	0.00	--	0.00	
27	Net Income/(Net Expenses) (Line 10 minus line 25)		0.00	0.00	0.00	--	0.00	

The first schedule, Schedule 1: Statement of Receipts and Disbursements, summarizes the receipts and disbursements of the conservatorship. With this schedule, you are informing the court what money came into the estate and what money went out during the account reporting period.

Schedule 2: Statement of Net Assets & Reconciliation

In the matter of:		Case No.			
Form 6: First Conservator's Account					
SCHEDULE 2: Statement of Net Assets & Reconciliation					
	Column A Inventory Summary From Prior Period: See Form 5, Schedule 2, Column B	Column B Updated Inventory Value for Period Just Ended:	Column C Change from Prior Period Column B minus Column A	Column D Change as Percent Column C divided by Column A and multiplied by 100	Column E Explanation of Change
SECTION 1: Net Assets (Inventory)					
1 Inventory Value Report Date: (Example 07/31/2011)					
General Assets, Excluding Cash and Bank Accounts:					
2	Real Estate		0.00	--	
3	Vehicle(s)		0.00	--	
4	Business Ownership Interests		0.00	--	
5	Household Items and Personal Effects		0.00	--	
6	Stocks, Bonds, and Mutual Funds - Not Tax-Deferred		0.00	--	
7	Tax-Deferred Assets		0.00	--	
8	Other General Assets (Attach VS B)		0.00	--	
9	Total General Assets (Add lines 2 through 8)	0.00	0.00	0.00	--
Cash and Regular Bank Accounts:					
10	Bank Accounts - Restricted Access		0.00	--	
11	Bank Accounts - Unrestricted Access		0.00	--	
12	Cash on Hand		0.00	--	
13	Other Money-Denominated Assets (Attach VS B)		0.00	--	
14	Total Cash and Bank Accounts (Add lines 10 through 13)	0.00	0.00	0.00	--
15	Total Available Assets (Add lines 9 and 14)	0.00	0.00	0.00	--
Liabilities (Debt):					
16	Bills & Payables More Than 30 Days Old (Attach VS B)		0.00	0.00	--
17	Other Debts (Attach VS B)		0.00	0.00	--
18	Total Liabilities (Add lines 16 and 17)	0.00	0.00	0.00	--
19	Net Assets (Line 15 minus line 18)	0.00	0.00	0.00	--
SECTION 2: Reconciliation of Conservator's Account					
Reconciliation of Cash and Regular Bank Accounts:					
20	Starting Cash Balance (Enter Column A, line 14)	0.00	Starting Cash Balance comes from Column A, Line 14		
21	Total Receipts (SCHEDULE I, Column C, line 8)		0.00		
22	Available Funds (Add lines 20 and 21)		0.00		
23	Total Disbursements (SCHEDULE I, Column C, line 23)		0.00		
24	Ending Cash Balance (Line 22 minus 23)		0.00		Ending Cash Balance must equal Column B, Line 14

The second schedule, Schedule 2: Statement of Net Assets & Reconciliation, provides the court a summary of the value of the estate. For this form you will summarize the information you initially provided in the inventory. In subsequent accounts, you will be required to update certain inventory values.

Schedule 3: Statement of Sustainability of Conservatorship

In the matter of:		Case No.			
Form 6: First Conservator's Account					
SCHEDULE 3: Statement of Sustainability of Conservatorship					
	Column A	Column B	Column C	Column D	Column E
	Sustainability Estimated in Prior Period <small>See Form 5, Schedule 3, Column B</small>	Updated Sustainability Estimated	Change from Prior Period <small>Column B minus Column A</small>	Change as Percent <small>Column C divided by Column A and multiplied by 100</small>	Explanation of Adjustment in Column B
1	Report Date of Sustainability Estimate: (Example: 07/01/2011)				
Net Assets Available to Conservatorship:					
2	Net Assets (See SCHEDULE 2, line 19)	0.00	0.00	0.00	--
3	Adjustments (Attach W5 C)		0.00	0.00	--
4	Adjusted Net Assets (Add lines 2 and 3)	0.00	0.00	0.00	--
Recurring Net Income/(Net Expenses):					
5	Net Income/(Net Expenses) (See SCHEDULE 1, line 27)	0.00	0.00	0.00	--
6	Adjustments (Attach W5 C)		0.00	0.00	--
7	Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)	0.00	0.00	0.00	--
8	Enter Adjusted Net Assets (Line 4)	0.00	0.00		
9	Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)	0.00	0.00		
10	Estimated Years of Sustainability (Line 8 divided by line 9)	#DIV/0!	#DIV/0!		
11	Is Conservatorship Sustainable? (Yes or No)				
12	Prior Period Management Plan (Complete if "NO" is entered in Column A, Line 11: Provide Management Plan Going Forward as indicated in Form 5, SCHEDULE 3)		Management Plan Going Forward (Complete if "No" is entered in Column B, Line 11)		

The last schedule, Schedule 3: Statement of Sustainability of Conservatorship, provides information to the court about how long the protected person's estate will last before it runs out of money to support the protected person's needs. In other words, you are indicating to the court whether or not the estate is sufficient to cover the protected person's expenses for the duration of the conservatorship.

Sustainability

In the matter of:		Case No.			
Form 6: First Conservator's Account					
SCHEDULE 3: Statement of Sustainability of Conservatorship					
	Column A	Column B	Column C	Column D	Column E
	Sustainability Estimated in Prior Period <small>See Form 5, Schedule 3, Column B</small>	Updated Sustainability Estimated	Change from Prior Period <small>Column B minus Column A</small>	Change as Percent <small>Column C divided by Column A and multiplied by 100</small>	Explanation of Adjustment in Column B
1	Report Date of Sustainability Estimate: (Example: 07/01/2011)				
Net Assets Available to Conservatorship:					
2	Net Assets (See SCHEDULE 2, line 19)	0.00	0.00	0.00	--
3	Adjustments (Attach W5 C)		0.00	0.00	--
4	Adjusted Net Assets (Add lines 2 and 3)	0.00	0.00	0.00	--
Recurring Net Income/(Net Expenses):					
5	Net Income/(Net Expenses) (See SCHEDULE 1, line 27)	0.00	0.00	0.00	--
6	Adjustments (Attach W5 C)		0.00	0.00	--
7	Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)	0.00	0.00	0.00	--
8	Enter Adjusted Net Assets (Line 4)	0.00	0.00		
9	Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)	0.00	0.00		
10	Estimated Years of Sustainability (Line 8 divided by line 9)	#DIV/0!	#DIV/0!		
11	Is Conservatorship Sustainable? (Yes or No)				
12	Prior Period Management Plan (Complete if "NO" is entered in Column A, Line 11: Provide Management Plan Going Forward as indicated in Form 5, SCHEDULE 3)		Management Plan Going Forward (Complete if "No" is entered in Column B, Line 11)		

If, after calculating the estimated years of sustainability, you find the protected person's assets do not cover the total cost of care and services, the conservatorship is considered not sustainable. You must report this to the court on Schedule 3, along with your management plan going forward. This management plan must explain how you will protect and preserve the protected person's estate for as long as possible.

Filing Procedure

Print or Electronic

In the matter of:		Case No.						
Form 6: First Conservator's Account		Column A	Column B	Column C	Column D	Column E	Column F	Column G
SCHEDULE 1: Statement of Receipts and Disbursements		Post	Present			Future		
Actual Results	Budget See Form 6, Schedule 1, Column 1, Column 2	Actual Results	Change from Budget	Change as Percent	Budget Current Year:	Budget Change From Actual Results Period Just Ended		
Prior Period	Period Just Ended:		Column C minus Column B	Column D divided by Column B and multiplied by 100		Column F minus Column C		
1	Start Date of Account Reporting Period: (Example: 07/01/2011)							
2	End Date of Account Reporting Period:							
Receipts (Money Received):								
3	Retirement and Disability Income			0.00	--			
4	Annuities, Structured Settlements, and Trust Income			0.00	--			
5	Wages and Earned Income			0.00	--			
6	Investment and Business Income			0.00	--			
7	Other Receipts (Attach WS A)			0.00	--	0.00		
8	Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00	--	0.00		
9	Assets/Liabilities as Receipts			0.00	--			
10	Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00	--	0.00		
Disbursements (Money Spent):								
Money Spent for Protected Person:								
11	Food, Clothing, and Shelter			0.00	--			
12	Medical Costs			0.00	--			
13	Personal Allowance			0.00	--			
14	Payments on Debt			0.00	--			
15	Discretionary Expenses			0.00	--			
16	Other Disbursements (Attach WS A)			0.00	--	0.00		
17	Total Expenses for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	--	0.00		
Money Spent for Administrative Fees & Costs:								
18	Fiduciary Fees and Costs			0.00	--			
19	Fiduciary's Attorney Fees and Costs			0.00	--			
20	Protected Person's Attorney Fees and Costs			0.00	--			
21	Other Administrative Fees and Costs (Attach WS A)			0.00	--	0.00		
22	Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	--	0.00		
23	Total Disbursements for Protected Person (Add line 17 and line 22)	0.00	0.00	0.00	--	0.00		
24	Assets/Liabilities as Disbursements			0.00	--			
25	Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	--	0.00		
26	Total Surplus/(Total Shortfall) (Line 8 minus line 25)	0.00	0.00	0.00	--	0.00		
27	Net Income/(Net Expenses) (Line 10 minus line 25)	0.00	0.00	0.00	--	0.00		

Excel & PDF

- Available to complete by hand Or
- Complete electronically
- Automatically calculates
- Carries information over

The forms will be available in Excel format and as fill-able PDF documents. If you complete the schedules and worksheets electronically, using either format, formulas are included to perform the required calculations and to automatically enter some information. If you do not complete the forms electronically, you can print either the Excel version or PDF version to complete the form by hand.

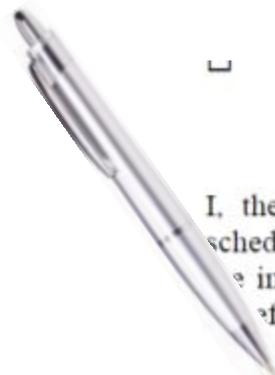
Review Your Work



4	Business Ownership Interests	\$0	
5	Household Items and Personal Effects	\$120,000	
6	Stocks, Bonds & Mutual Funds - Not Tax-Deferred	\$45,000	
7	Tax-Deferred Assets	\$0	

After you have completed the required schedules and worksheets, review all the documentation to ensure you have not left out any information. Remember, if you do not have any information to report in a certain category, enter a 0 on that line.

Sign the Conservator Certification Page



Transaction Log, detailing all financial transactions during the current reporting period

CONSERVATOR'S CERTIFICATION

I, the undersigned, acknowledge that I have read and reviewed this form, accompanying schedules and attached supplements, and after reasonable inquiry have a good faith belief that the information in this report is true, accurate and complete to the best of my knowledge and belief.

Jane Doe

<< Conservator Name >>

1/31/2012

<<Date>>

Once you have double checked your documentation, complete the form cover sheet and sign the conservator's certification at the bottom of the coversheet page. By signing the certification, you are acknowledging to the court that you have read and reviewed the accompanying schedules, worksheets and any other supporting details you are providing, and that you have a good faith belief the information is true, accurate and complete to the best of your knowledge.

File the Form



You will file the account form with the Clerk of the Court or Probate Registrar of the court that appointed you as conservator.

You must also provide copies of the account to all interested parties.

Other Tools

Form 10: Proof of Restricted Account

Form 10. Proof of Restricted Account from Financial Institution

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Comp.# (if applicable): _____

ARIZONA SUPERIOR COURT, _____ COUNTY

IN THE MATTER OF THE
CONSERVATORSHIP OF:

(Protected Person's Name)

Date of Birth: _____

Type of Conservatorship:
 Adult
 Minor

Case No: _____

**PROOF OF RESTRICTED
ACCOUNT FROM FINANCIAL
INSTITUTION**

Name of Financial Institution: _____
Branch Address: _____
Phone: _____

With each account, you will be required to provide other documentation in addition to the required schedules and worksheets. For example, a Form 10 may also be required if the court orders a restriction on the use of the protected person's bank account or accounts. Form 10 is known as the Proof of Restricted Account form.

Inventory/Statement of Asset Distribution

In the matter of: _____ Case No. _____

INVENTORY
(Use additional sheets if necessary)

Inventory Date: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Bank Address	Account Type	Name Account is Under	Account Number	Value

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Company Address	Number of Shares or Units	Value Per Unit	Actual Value

In the matter of: _____ Case No. _____

Statement of Asset Distribution
(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Account Number	Value	Who Received Asset and Why

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Actual Value	Who Received Asset and Why

LIFE INSURANCE POLICIES

Company Name	Policy Number	Cash Value	Who Received Asset and Why

When you file Form 5 you will need to also file an Inventory. Additionally, when you file your final account, Form 8, you will need to file a Statement of Asset Distribution.

Filing an Amended Budget

In the matter of:		Case No:	
Date of Amended Budget:		Column A	Column B
AMENDED BUDGET		Previously Filed Budget (Schedule 1, Column F OR prior Amended Budget, Column B)	Amended Budget
*Complete Only if Necessary		Current Year	
1 Start Date of Account Period (See SCHEDULE 1, Column F, Line 1):			
2 End Date of Account Period (See SCHEDULE 1 Column F, Line 2):			
Receipts (Money Received):			
3 Retirement and Disability Income			
4 Annuities, Structured Settlements, and Trust Income			
5 Wages and Earned Income			
6 Investment and Business Income			
7 Other Receipts (Attach WS A)			
8 Total Receipts (Add lines 3 through 7)			
9 Assets/Liabilities as Receipts			
30 Total Income Included in Receipts (Line 8 minus line 9)			
Disbursements (Money Spent):			
Money Spent for Protected Person			
11 Food, Clothing, and Shelter			
12 Medical Costs			
13 Personal Allowance			
14 Payments on Debt			
15 Discretionary Expenses			
16 Other Disbursements for Protected Person(Attach WS A)			
17 Total Disbursements for Protected Person (Add lines 11 through 16)			
Money Spent for Administrative Fees & Costs:			
18 Fiduciary Fees and Costs			
19 Fiduciary's Attorney Fees and Costs			
20 Protected Person's Attorney Fees and Costs			
21 Other Administrative Fees and Costs (Attach WS A)			
22 Total Administrative Cost (Add lines 18 through 21)			
23 Total Disbursements (Add lines 17 and 22)			
24 Assets/Liabilities as Expenses			
25 Total Expenses in Disbursements (Line 23 minus line 24)			
26 Total Surplus/(Shortfall) (line 8 minus line 25)			
27 Net Income/(Net Expenses) (line 30 minus line 25)			



There may also be occasions when you will have to file an amended budget. Pursuant to the Rules of Probate Procedure, a conservator shall file an amended budget within 30 days after projecting that any expenditure for any budget category will exceed 10 percent or \$2,000 of the original budgeted amount, whichever is the greater of the two values.

Important Reminders

Keep Your Records



Here are some good practices to keep in mind during your Conservatorship. Keep Your Records - As conservator, you must maintain accurate and complete records of the financial activity for the protected person. It is important to save copies of all the forms, schedules and other required documentation you file with the court. You may need to refer to this information later if the court has a question about the information you provided, and you will need to use most of the information again in future accounts.

Confidentiality

Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Licensed Fiduciary Number (if applicable): _____

FOR CLERK'S USE ONLY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

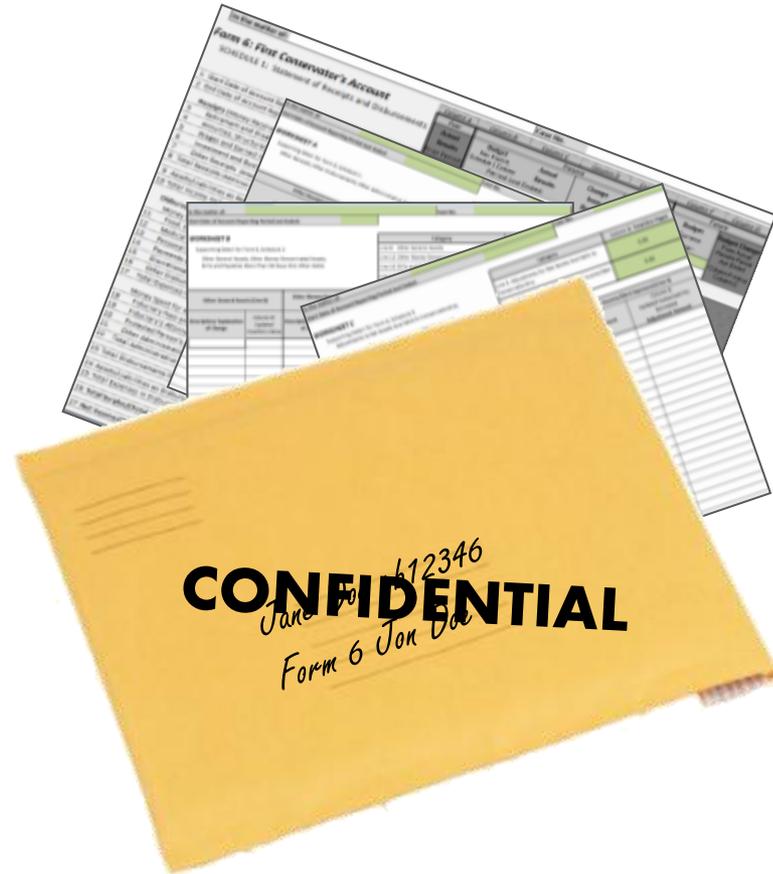
IN THE MATTER OF THE
CONSERVATORSHIP FOR

 a Minor
 an Adult

Case No. _____
SUBMISSION OF AND PETITION FOR
APPROVAL OF FIRST
CONSERVATOR'S ACCOUNT
 with BUDGET
 Budget Amendment
 Fee Statement
(Assigned to the Honorable
_____)

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 1.



Remember Confidentiality – Except for the form cover sheet, please remember that all other account documentation is considered confidential and not available for public inspection. Therefore, when filing confidential documents, place the original document in an envelope that bears the case name and number, the name of the document being filed, the name of the party filing the document, and the label “Confidential Document.”

Refer to Instructions



Definitions

Absolute value

The numerical value of a number without regard to whether it is a positive or negative number. For example, the absolute value of five (5) is five (5) and the absolute value of negative five (-5) is also five (5).

Detailed record of the conservatorship's financial activity.

A series of fixed-amount payments paid at regular intervals over a period of time.

Account

An unregistered, negotiable bond on which interest and principal are payable to the holder, regardless of whom it was originally issued. Coupons are attached to the bond, and each coupon represents a portion of the interest payment. The holder submits a coupon, usually semi-annually, to the issuer or paying agent to receive payment. Bearer bonds are typically issued by a business entity, such as a corporation, or by a government.

Annuity

A projected list of all anticipated expenses and income.

Bearer bond

A person who is appointed by a court to manage the estate of a protected person.

Budget

The legal responsibility over a protected person's estate.

Conservator

The superior court of each county.

Conservatorship

Court

Refer to Instructions – If this is your first time serving as a conservator, we understand there is a lot of information you have to familiarize yourself with. Remember to refer to your instructions when completing the account forms. You may also find it helpful to review the definitions contained in the first section of your instruction booklet.

Probate Website



In addition to the instructions, on the Probate website, located at www.azcourts.gov/probate, you will find additional useful information to assist you in learning more about your role and responsibilities as conservator. In fact, you will find the various conservator account forms on the Probate website. From this site you can select the specific form you need to complete, along with the instructions associated with that particular form.

Thank You



Thank you for viewing this training video. The welfare of the protected person is of utmost importance to the court. Please remember to view the page on the Judicial Branch website devoted to Probate for additional information and resources.

Certificate of Completion

By virtue of accessing this on-line program and printing and submitting this certificate for the training module

Forms Overview

The user attests to viewing the program in its entirety.

Printed Name

Date

Signature



Arizona State Supreme Court