



**Conservator Account Monitoring Preparation
and Electronic Reporting (CAMPER)
Court User Manual**

Revised July 12, 2011

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About CAMPER for Court Users

Access to the Conservator Application Administration system is restricted to authorized personnel only. Court Users have some of the same rights as administrators; however, the only functions you should have to use are the following:

click a link below for detailed instructions

- [Edit My Profile](#)
- [View Reports](#)
- [Un-assign a Conservator](#)
- [Transfer of Venue](#)
- [Inter-Agency Transfer of Files](#)

Refer to the CAMPER Public User Manual posted on the mncourts.gov/conservator site for instructions on other system functions.

Note:

Court users currently have assign/un-assign rights in CAMPER. However, only the CAMPER Administrator is doing the assigning. See specific instructions relating to discharge of conservators and use of the un-assign feature.

Phone: 763-279-0176

Fax: 763-279-0178

Email: StateConservatorSetup@courts.state.mn.us

Adding Court Users to CAMPER

Court Administrators and Supervisors may sign up new users by completing a [CAMPER Access Request Form](#) and attaching to an ITD Service Desk ticket. The form may be found on the [Customer Resources](#) page of CourtNet under Supervisor Resources.

About this Document

This document is available on the CAMPER page on [CourtNet](#) and provides instructions to court users on how to perform their functions in the CAMPER system.

Court Administration Process 630.20

Information about appropriate case type and sub-type changes that may be required as a conservatorship case changes may be found on CourtNet in [CAP 630.20](#).

Processing the Acknowledgment of Electronic Report Filing Document

Conservators file one of two acknowledgment forms (found on <http://mncourts.gov/conservators>):

Acknowledgment of Electronic Report Filing

State of Minnesota District Court Probate Division Judicial District
 County of _____ Court File No. _____
 In Re: Conservatorship of: _____
 Name: _____
 Address: _____
 Phone: _____
Acknowledgement of Electronic Report Filing
 By: Individual Corporation
 State of _____
 County of _____
 By submitting this Acknowledgement, the undersigned conservator agrees to abide by all Court rules, orders, policies and procedures governing the use of the electronic report filing system. The conservator agrees to protect the security of the conservator's username and password and immediately notify the Court if the password has been compromised. The conservator agrees that each electronically filed report or other document is deemed to have been signed by the conservator and that the conservator has authorized the filing.
 The undersigned conservator further certifies that the conservator has completed all required training.
BY INDIVIDUAL:
 Dated: _____, 20____
 Sworn/affirmed before me this _____ day of _____, 20____
 Notary Public \ Deputy Court Administrator [Stamp or Seal]
 Signature of Conservator
 Name (print): _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 E-Mail: _____
BY CORPORATION:
 The Corporation has authorized this acknowledgement to be signed in the corporate name.
 Date: _____, 20____
 Sworn/affirmed before me this _____ day of _____, 20____
 Notary Public \ Deputy Court Administrator [Stamp or Seal]
 Corporation: _____
 Signature: _____
 Name (Print): _____
 Title: _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 E-Mail: _____
COMPLETE THIS FORM AND RETURN IT TO THE COURT WHERE CASE IS CURRENTLY FILED
FOR COURT USE ONLY
 New Appointment for: Emergency General Successor -OR-
 Inventory Balance or Ending Balance of Last Filed Account (Personal Property figure ONLY): \$ _____
 Verified by: _____
 Revised: 11/15/2010

Designation of Attorney/Accountant as Agent and Acknowledgment of Electronic Report Filing by Designated Conservator Agent

State of Minnesota District Court Probate Division Judicial District
 County of _____ Court File No. _____
 In Re: Conservatorship of: _____
 Name: _____
 Address: _____
 Phone: _____
Designation of Attorney/Accountant as Agent and Acknowledgment of Electronic Report Filing By Designated Conservator Agent
 State of _____
 County of _____
 I, _____ as Conservator in the above captioned matter, do hereby designate _____ as my agent to submit any conservator reports in the above captioned matter electronically as required. I understand this does not limit my responsibilities or liability as conservator in any way and should this agent relationship change, it is my responsibility to notify the court in writing.
 Dated: _____, 20____
 Sworn/affirmed before me this _____ day of _____, 20____
 Notary Public \ Deputy Court Administrator [Stamp or Seal]
 Signature of Conservator
 Name (print): _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 E-Mail: _____
Acknowledgement of Electronic Report Filing By Designated Attorney/Accountant as Conservator Agent
 State of _____
 County of _____
 By submitting this Acknowledgement, the undersigned designated conservator agent agrees to abide by all Court rules, orders, policies and procedures governing the use of the electronic report filing system. The designated conservator agent agrees to protect the security of the designated conservator agent's username and password and immediately notify the Court if the password has been compromised. The designated conservator agent agrees that each electronically filed report or other document is deemed to have been signed by the agent on behalf of the conservator and that the conservator has reviewed and authorized the filing.
 The undersigned designated conservator agent further certifies that the designated conservator agent has completed all required training.
BY DESIGNATED CONSERVATOR AGENT:
 Dated: _____, 20____
 Sworn/affirmed before me this _____ day of _____, 20____
 Notary Public \ Deputy Court Administrator [Stamp or Seal]
 Firm Name: _____
 Signature of Designated Conservator Agent
 Name (print): _____
 Professional Lic/ID #: _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 E-Mail: _____
COMPLETE THIS FORM AND RETURN IT TO THE COURT WHERE CASE IS CURRENTLY FILED
FOR COURT USE ONLY
 New Appointment for: Emergency General Successor -OR-
 Inventory Balance or Ending Balance of Last Filed Account (Personal Property figure ONLY): \$ _____
 Verified by: _____
 Revised: 11/15/2010

Once the conservator files the appropriate form with the local court, court staff complete and process the form as follows:

If a New Appointment:

1. Verify the information for completeness, accuracy, and legibility:
 - a. Correct county of venue
 - b. Complete file number with county code
 - c. Correct protected person and conservator name, address, and telephone number
 - d. Notarized signatures for *both* conservator and any designated agent
2. Update any changes in MNCIS.

3. Complete the "For Court Use" box at the bottom of the form:

FOR COURT USE ONLY	
<input type="checkbox"/> New Appointment for:	<input type="checkbox"/> Emergency <input type="checkbox"/> General <input type="checkbox"/> Successor -OR-
<input type="checkbox"/> Inventory Balance or Ending Balance of Last Filed Account (Personal Property Figure ONLY):	\$ _____
Verified by: _____	

4. Check the appropriate box to indicate if the new appointment is for an Emergency, General, or Successor.

a. If General or Successor, check the applicable box.

<p>Notes:</p> <ul style="list-style-type: none"> The appointment of a Successor Conservator on a case that is already in CAMPER is treated like a new file within CAMPER. The Successor prepares an inventory in CAMPER so there is no beginning balance to enter for the successor. Do not un-assign the original conservator until discharged.

b. If Emergency, check the applicable box and flag for expedited handling:

<p>Note:</p> <p>To expedite handling, indicate "High Importance" or "Emergency" on the fax or use the High Importance flag () in the email.</p> 

5. Sign as "Verified by".

6. Email to stateconservatorsetup@courts.state.mn.us or fax to 763-279-0178.

7. File either Acknowledgment form in MNCIS as an event of Conservator Acknowledgment of Electronic Report Filing (CONACKELER).

<p>Note:</p> <p>If you have requested the form and are waiting for it to be filed, you may also use this event code (CONACKELER) to set a due date for review.</p>

a. When adding the Acknowledgment for Designated Agent, include a comment of "Designated Agent". Otherwise, you may optionally add the party as an "agent" into MNCIS to connect to this event.

<p>Note:</p> <p>CAMPER only allows the entry of three co-conservator/agent connections to one protected person.</p>
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8. When CAMPER Administration staff receives the Acknowledgment of Electronic Report Filing, the conservator is added to the CAMPER program and attached to the appropriate protected person.
 - a. CAMPER administration provides the conservator a user name and password. The conservator then files their inventory in CAMPER.
9. When CAMPER Administration staff receives the Designation of Attorney/Accountant as Agent and Acknowledgment of Electronic Report Filing by Designated Conservator Agent form, the designated agent is added to the CAMPER program and attached to the appropriate protected person.
 - a. CAMPER Administration provides the agent a user name and password. The agent then files their inventory in CAMPER.

Important:

Profiles set up for Designated Agents contain the words "Designated Agent" as part of their title. This should NOT be changed as it is designed to show properly when reports are submitted.

Note:

The following is a transitional step only to be used until ALL existing files are entered into CAMPER.

If submitting an Acknowledgment form for an existing conservator:

1. Verify information for completeness, accuracy, and legibility:
 - a. Correct county of venue
 - b. Complete file number with county code
 - c. Correct protected person and conservator name, address, and telephone number
 - d. Notarized signatures for *both* conservator and any designated agent
2. Update any changes in MNCIS.
3. Complete the "For Court Use" box at the bottom of the form:

FOR COURT USE ONLY

New Appointment for: Emergency General Successor **-OR-**
 Inventory Balance or Ending Balance of Last Filed Account (Personal Property Figure ONLY):
 \$ _____
 Verified by: _____

- a. Check the () Inventory Balance or Ending Balance of Last Filed Account (Personal Property Figure ONLY) checkbox:
 - Enter the Personal Property figure from the Inventory if there has not yet been an annual account filed.
 - OR
 - Enter the Personal Property figure from the LAST annual account filed.
4. Sign as "Verified by".
5. Email to stateconservatorsetup@courts.state.mn.us or fax to 763-279-0178.
6. File either Acknowledgment form in MNCIS as an event of Conservator Acknowledgment of Electronic Report Filing (CONACKELER).

Note:

If you have requested the form and are waiting for it to be filed, you may also use this event code (CONACKELER) to set a due date for review.

- a. When adding the Acknowledgment for Designated Agent, include a comment of "Designated Agent". Otherwise, you may optionally add the party as an "agent" into MNCIS to connect to this event.

Note:

CAMPER only allows the entry of three co-conservator/agent connections to one protected person.

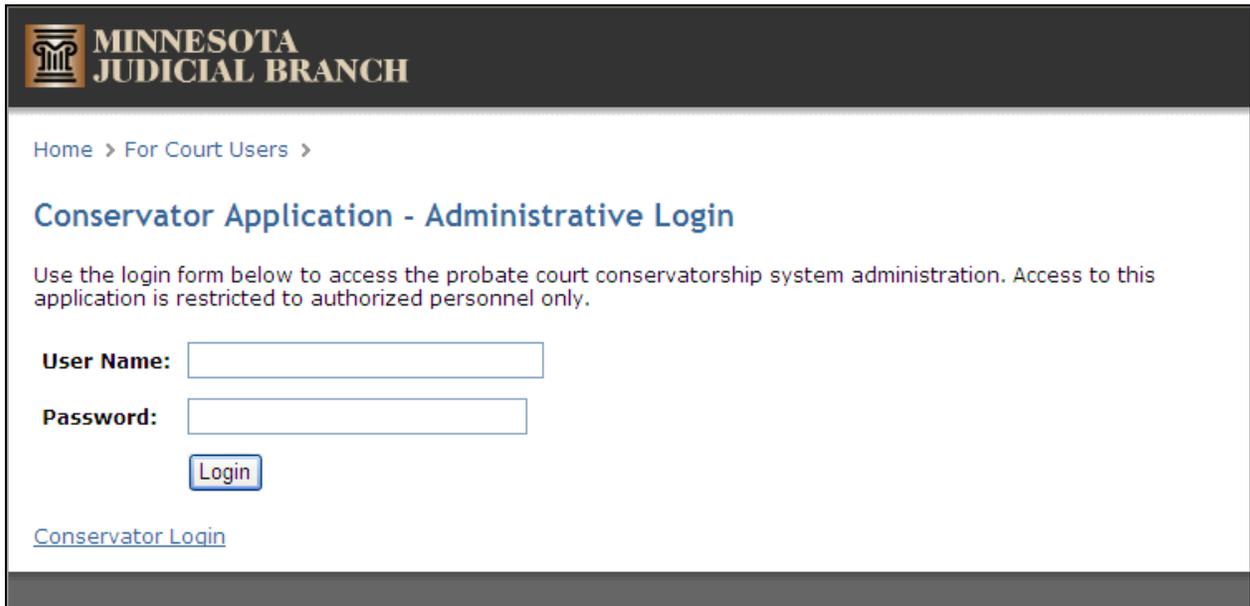
7. When CAMPER administration staff receives the Acknowledgment of Electronic Report Filing, the conservator is added to the CAMPER program and attached to the appropriate protected person.
 - a. CAMPER administration provides the conservator a user name and password and the amount provided by court staff is entered as the beginning balance so the conservator may make future account entries directly into the CAMPER program.
8. When CAMPER administration staff receives the Designation of Attorney/Accountant as Agent and Acknowledgment of Electronic Report Filing by Designated Conservator Agent form, the designated agent is added to the CAMPER program and attached to the appropriate protected person.
 - a. CAMPER administration provides the agent a user name and password and the amount provided by court staff is entered as the beginning balance so the agent may make future account entries directly into the CAMPER program.

Important:

Profiles set up for Designated Agents contain the words "Designated Agent" as part of their title. This should NOT be changed as it is designed to show properly when reports are submitted.

Logging In

1. Open the Web page by typing the following address in your Web browser:
<http://conservatorship.courts.state.mn.us/Probate/Admin/Login/>
2. The following web page displays. Type your username and password in the appropriate fields and click **Login**.



The screenshot shows the login page for the Minnesota Judicial Branch. At the top left is the logo for the Minnesota Judicial Branch, which consists of a stylized scale of justice icon next to the text "MINNESOTA JUDICIAL BRANCH". Below the logo is a breadcrumb trail: "Home > For Court Users >". The main heading is "Conservator Application - Administrative Login". Below the heading is a paragraph of text: "Use the login form below to access the probate court conservatorship system administration. Access to this application is restricted to authorized personnel only." The login form includes two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Login" button. At the bottom left of the form area is a link labeled "Conservator Login".

Edit My Profile

After logging in, the Administration Home page appears. Under System Administration, click **Edit My Profile** to update address and telephone information, and change your password if necessary.

MINNESOTA JUDICIAL BRANCH [Help](#)

Home >

ADMINISTRATION HOME

Logged in as **Megan Rix**.

Protected Persons

- Manage Existing Protected Person Account
- Add New Protected Person Account

Conservators

- Manage Existing Conservator Account
- Add New Conservator Account

System Administration

- Manage Existing Users
- **Edit My Profile**
- Add New User Account
- Manage Counties
- View Reports

Exit Application

- Logout of application
- Login as another user

If you forget your password, submit an ITD Service Desk ticket.

Change any necessary contact information and click **Save**. If there are no changes, click **Back** to return to the Administration Home page.

MINNESOTA JUDICIAL BRANCH [Help](#)

Home >

EDIT PROFILE

Properties

User Name:

Password:

First Name:

Last Name:

View Reports

To view reports, from the Administration Home page, under System Administration, click **View Reports**.

MINNESOTA JUDICIAL BRANCH Help

Home >

ADMINISTRATION HOME

Logged in as **Megan Rix**.

Protected Persons

- Manage Existing Protected Person Account
- Add New Protected Person Account

Conservators

- Manage Existing Conservator Account
- Add New Conservator Account

System Administration

- Manage Existing Users
- Edit My Profile
- Add New User Account
- Manage Counties
- **View Reports**

Exit Application

- Logout of application
- Login as another user

Submitted and unprocessed reports automatically appear. If nothing is listed, there are no new reports submitted for your county.

MINNESOTA JUDICIAL BRANCH Help

Home > System Administration > Reports List >

REPORTS LIST

Filed Date Between (mm/dd/yy): and

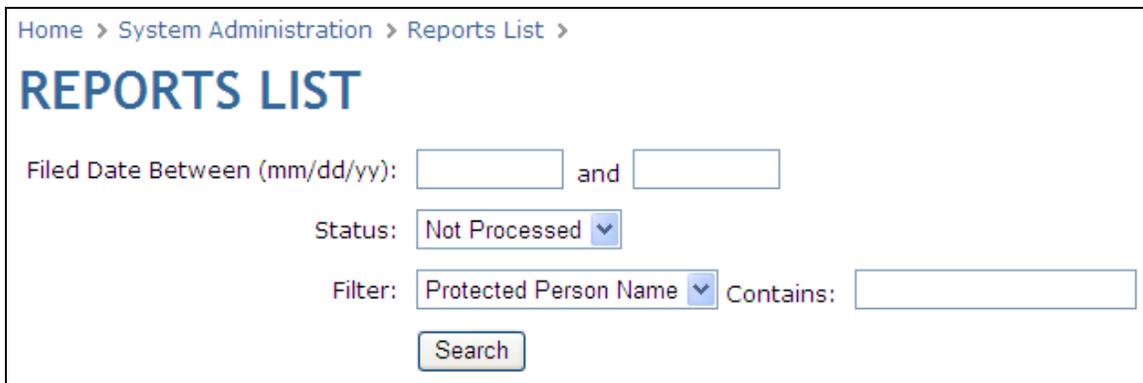
Status:

Filter: Contains:

Searching for a Specific Submitted Report

To search among reports in the system, enter any known criteria.

1. Enter a date parameter to search reports that were filed during a specified time period.
2. From the drop-down, select a Status of either:
 - a. Not Processed (saved, but not filed with the court) or,
 - b. Processed (filed with the court).
3. From the drop-down, select a Filter of either:
 - a. Protected Person Name
 - b. Case Number (**Note:** Users must include dashes in the file number in CAMPER.)
 - c. Report Type
4. If using a Filter, in the Contains field, enter full or partial information.
5. Click **Search**.



The screenshot shows the 'REPORTS LIST' search interface. At the top, there is a breadcrumb trail: 'Home > System Administration > Reports List >'. Below this, the title 'REPORTS LIST' is displayed in large blue letters. The search criteria are as follows: 'Filed Date Between (mm/dd/yy):' followed by two empty text input boxes separated by the word 'and'. Below that, 'Status:' is followed by a dropdown menu currently set to 'Not Processed'. Then, 'Filter:' is followed by a dropdown menu currently set to 'Protected Person Name', and 'Contains:' is followed by an empty text input box. At the bottom of the search area is a 'Search' button.

Note:

To locate any reports requiring court processing, change the status to Not Processed, as shown above.

ANNUAL NOTICE OF RIGHTS:

CAMPER produces the Annual Notice of Rights form for service on the protected person, but does not provide for submitting or filing through CAMPER. Proof of Service of the Notice is documented on both the Personal Well-Being Report and the Annual Account. If a court requires filing of the document, it may be scanned and submitted through CAMPER or filed directly with the local court.

Viewing and Managing a Submitted Report

Any records matching entered search criteria appear on the Reports List page. Click any of the column headings to sort the list in ascending or descending order.

Only administrative users with delete rights see the Delete link. Users, who believe a report must be deleted rather than amended, should submit their reasons for deleting in an email request to:

StateConservatorSetup@courts.state.mn.us.

MINNESOTA JUDICIAL BRANCH

Home > System Administration > Reports List >

REPORTS LIST

Filed Date Between (mm/dd/yy): and

Status:

Filter: Contains:

Select the Summary Report view for filing Account Reports.

Report Type	Protected Person	Filed Date	Processed Date	Processor
<input type="checkbox"/> Annual Account <input type="checkbox"/> Detail by Transaction <input type="checkbox"/> Detail By Category <input checked="" type="checkbox"/> Summary Report	62-PR-06-DEMO Jane Doe	7/7/2010 12:31:00 PM		
<input type="checkbox"/> Inventory Report	62-PR-YY-Train*Account Bilbo Baggins	10/24/2008 3:34:00 PM		
<input type="checkbox"/> Well Being Report	62-PR-08-123[ANR DEMO] Sam Gamgee	10/15/2008 9:34:44 AM		

The CAMPER program is not integrated with MNCIS. All filing information needs to be entered in MNCIS using standard MNCIS processes.

To view report filings in CAMPER:

1. Under Report Type, click a report name to view the report in PDF format.

Note:

For account reports, select the "Summary Report" view.

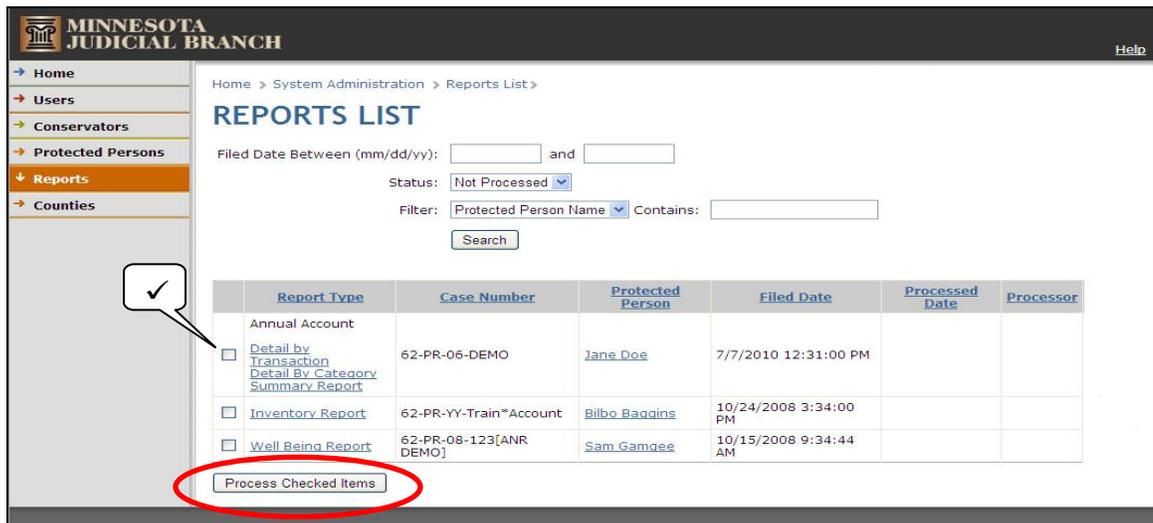
Detail by Transaction and Detail by Category are considerably longer reports and are needed for auditing purposes, but the shortened Summary Report version should be used for filing.

6. Print the PDF report for filing (or save a copy of the PDF image for import to imaging).
 - a. If you have imaging as a MNCIS option, once you open the image, save it to your personal drive or desktop.
 - b. You may want to set up a folder for images that can be deleted on a regular basis.
 - c. A message appears that you are saving a blank copy; ignore the message and proceed with saving the PDF.
 - d. Enter the appropriate event in MNCIS: right-click to attach the image, select the appropriate type, and attach if from your saved file.

2 Pages of Summary Report View:

<p>STATE OF MINNESOTA DISTRICT COURT</p> <p>COUNTY OF <u>Ramsey</u> JUDICIAL DISTRICT: <u>2nd District</u></p> <p>In Re: Conservatorship of: <u>Jane Doe</u> <input checked="" type="checkbox"/> <u>6th</u> ANNUAL ACCOUNT FOR PERIOD ENDING: <u>12/31/2007</u> <input type="checkbox"/> FINAL ACCOUNT</p> <p>Name: <u>Dean Maus</u> Name: _____ Address: <u>15 Kellogg Boulevard West</u> Address: _____ <u>650 Courthouse</u> _____ <u>St. Paul, MN 55102-1612</u> _____ Phone: <u>651-266-8150</u> Phone: _____</p> <p>Attorney Information: _____</p> <p>Name: _____ License No: _____ Address: _____ Phone: _____ _____ City, State Zip: _____</p> <p>The conservator represents that the estate of the protected person has been properly administered and files this account.</p> <p>The conservator <input type="checkbox"/> does <input checked="" type="checkbox"/> does not request a hearing to examine, settle, and allow this Account.</p> <p>NOTE: A HEARING MUST BE SCHEDULED IF ONE OF THE FOLLOWING APPLY: * Funds have been received from the Veteran's Administration; * Five years have elapsed since an annual account has been heard and allowed; or * This is a Final Account.</p> <p><input type="checkbox"/> This is a Final Account and the conservator requests to be discharged from its duties and that the conservator's surety, if any, be discharged.</p> <p>I <u>Dean Maus</u>, the court appointed conservator, under penalties for perjury for deliberate falsification, declare or affirm that I have read this account, that this account is the true and full account of my administration of the estate and of all property belonging to the protected person which has come into my hands or to my knowledge, and that I do not know of any error in the account; that I have read the petition and that it is true; that a copy of the Notice of Rights to Petition for Restoration to Capacity and Other Relief has been given to the protected person and to interested persons of record with the court.</p>	<p style="text-align: right;">M.S. 624-5420 Court File No.: <u>62-PR-06-DEMO</u></p> <p>1. ASSETS & INCOME</p> <p>A. Personal Property Total from Inventory (if this is the first Annual Account): _____ OR B. Balance Per <u>5th</u> Annual Account: <u>\$231,700.00</u></p> <p>C. Other Income</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">Description</th> <th style="width:20%;">Amount</th> </tr> </thead> <tbody> <tr><td>1 <u>Gifts Received</u></td><td style="text-align:right"><u>\$564.00</u></td></tr> <tr><td>2 <u>Miscellaneous Income</u></td><td style="text-align:right"><u>\$2,393.00</u></td></tr> <tr><td>3 <u>Pension</u></td><td style="text-align:right"><u>\$45,839.00</u></td></tr> <tr><td>4 <u>Personal Property Sale (Gain)</u></td><td style="text-align:right"><u>\$2,500.00</u></td></tr> <tr><td>5 <u>Real Estate Sale Proceeds</u></td><td style="text-align:right"><u>\$169,637.83</u></td></tr> <tr><td>6 <u>Refund</u></td><td style="text-align:right"><u>\$186.00</u></td></tr> <tr><td>7 <u>Social Security/SSI</u></td><td style="text-align:right"><u>\$10,312.00</u></td></tr> <tr><td>8 <u>Support Income</u></td><td style="text-align:right"><u>\$250.00</u></td></tr> <tr><td>9 <u>Transfer From</u></td><td style="text-align:right"><u>\$36,423.41</u></td></tr> <tr><td>10 <u>Wages</u></td><td style="text-align:right"><u>\$50.00</u></td></tr> <tr><td>11 _____</td><td></td></tr> <tr><td>12 _____</td><td></td></tr> <tr><td>13 _____</td><td></td></tr> <tr><td>14 _____</td><td></td></tr> <tr><td>15 _____</td><td></td></tr> <tr><td>16 _____</td><td></td></tr> <tr><td>17 _____</td><td></td></tr> <tr><td>18 _____</td><td></td></tr> <tr><td>19 _____</td><td></td></tr> <tr><td>20 _____</td><td></td></tr> </tbody> </table> <p>D. Total Assets and Income <u>\$499,855.24</u></p>	Description	Amount	1 <u>Gifts Received</u>	<u>\$564.00</u>	2 <u>Miscellaneous Income</u>	<u>\$2,393.00</u>	3 <u>Pension</u>	<u>\$45,839.00</u>	4 <u>Personal Property Sale (Gain)</u>	<u>\$2,500.00</u>	5 <u>Real Estate Sale Proceeds</u>	<u>\$169,637.83</u>	6 <u>Refund</u>	<u>\$186.00</u>	7 <u>Social Security/SSI</u>	<u>\$10,312.00</u>	8 <u>Support Income</u>	<u>\$250.00</u>	9 <u>Transfer From</u>	<u>\$36,423.41</u>	10 <u>Wages</u>	<u>\$50.00</u>	11 _____		12 _____		13 _____		14 _____		15 _____		16 _____		17 _____		18 _____		19 _____		20 _____	
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e. The Filed Date for entry in MNCIS is the filed date shown in the CAMPER program.



f. After printing (or saving) the PDF image and when ready to process the reports as received by the court, check the box to the left of the report.

g. Click **Process Checked Items** to move the selected reports to the processed reports list.

Reviewing Reports for Auditing Purposes

Important:

CAMPER stores data not forms; therefore, any updates to forms cause changes to existing reports, even if they have already been processed.

For auditing purposes, it may be helpful to have a copy of the Chart of Account Categories conservators are required to use when processing accounts in CAMPER. The [CAMPER Chart of Account Categories](#) sheet is located on CourtNet.

There are two audit report views: the Detail by Transaction and the Detail by Category. When auditing cases, these two views are much more helpful.

The Detail by Transaction view lists all transactions for an individual account identified by the conservator (it does not show the category that was used). The Detail by Category view pulls together all transactions for that same designated category from all accounts where that category was used. The total for transactions within that category is shown at the top of the detail and is also inserted into the summary portion of the account.

Detail by Transaction

Detail by Category

Jane Doe - Court File Number: 62-PR-06-DEMO Custom Transaction Report for period ending: 12/31/2007 Hometown Bank					
Type	Date	Num	Name	Memo	Amount
Check	1/3/2005	1	Amoco		\$325.00
Check	1/10/2005	2	Amoco		\$325.00
Check	1/10/2005	4	Amoco		\$9.64
Check	1/10/2005	3	Amoco		\$67.96
EFT	1/24/2005		US Bank		\$25.00
Check	1/25/2005	8	New Horizons		\$2,500.00
Check	1/25/2005	6	Patrick J Thomas		\$100.00
Check	1/25/2005	7	New Horizons		\$2,500.00
Check	2/1/2005	10	Ed Law		\$325.00
Check	2/4/2005	11	Ed Law		\$500.00
Check	2/7/2005	13	Target		\$368.50
Check	2/7/2005	12	Community Church		\$500.00
Check	2/16/2005	14	Xcel Energy	VOID Never cashed	\$0.00
Check	3/3/2005	15	Good Cafe		\$68.29
Check	3/7/2005	16	Cremation Service	Prepaid	\$5,000.00
Check	3/10/2005	17	John Nephew	Birthday	\$10.00
Check	3/10/2005	18	Pilgrim Cleaners		\$9.64
Check	4/4/2005	19	Winter Insurance		\$48.00
Check	4/8/2005	20	Winter Insurance		\$105.80
Check	4/11/2005	22	Winter Insurance		\$308.00
Check	4/11/2005	21	Winter Insurance		\$325.00
Check	5/17/2005	23	Prairie Physicians		\$50.00
Check	5/23/2005	24	Prairie Physicians		\$325.00
Check	5/30/2005	25	Prairie RX		\$325.00
Check	6/3/2005	26	Prairie RX		\$575.00
Check	6/6/2005	28	Smith Ins Agency	Life Ins	\$325.00
Check	6/6/2005	27	Blue Cross		\$850.00
Check	6/10/2005	29	Bt & A Construction		\$203.00
Check	6/13/2005	30	2005 Buick		\$1,000.00
Check	6/20/2005	31	John Smith		\$325.00
Check	6/27/2005	32	John Smith		\$325.00
Check	7/5/2005	33	Merry Maids	(5)	\$50.00

Jane Doe - Court File Number: 62-PR-06-DEMO Categorized Income Transactions Report for period ending: 12/31/2007 Pension Total: \$45,839.00					
Type	Date	Num	Name	Memo	Amount
Deposit	1/3/2005		VA		\$2,299.00
Deposit	2/3/2005		VA		\$2,299.00
Deposit	3/3/2005		VA		\$2,299.00
Deposit	4/3/2005		VA		\$2,299.00
Deposit	5/3/2005		VA		\$2,299.00
Deposit	6/3/2005		VA		\$2,299.00
Deposit	7/1/2005		VA		\$2,299.00
Deposit	8/3/2005		VA		\$2,299.00
Deposit	9/2/2005		VA		\$2,299.00
Deposit	10/1/2005		VA		\$2,299.00
Deposit	11/3/2005		VA		\$2,299.00
Deposit	12/1/2005		VA		\$2,299.00
Deposit	4/3/2006		VA		\$2,393.00
Deposit	5/3/2006		VA		\$2,393.00
Deposit	6/1/2006		VA		\$2,393.00
Deposit	7/3/2006		VA		\$2,393.00
Deposit	8/1/2006		VA		\$2,393.00
Deposit	9/1/2006		VA		\$2,393.00
Deposit	9/29/2006		VA		\$2,393.00
Deposit	1/1/2010		VA		\$1,500.00

View Protected Person/Conservator Information

Viewing and Updating Information for a Protected Person

- Under Protected Person, search by name or file number to locate correct record (remember to use dashes in the file number). Click the "manage" link to view their profile information. Any changes reported here must also be updated in MNCIS.

The screenshot shows the 'MINNESOTA JUDICIAL BRANCH' logo and a navigation menu on the left with options: Home, Users, Conservators, Protected Persons (selected), Reports, and Counties. The main content area is titled 'PROTECTED PERSON LIST' and includes a search bar with 'Last Name' selected and a 'Search' button. Below the search bar is a table with columns: Action, Protected Person, Case Number, and Created. Each row has a 'Manage' link and a 'Delete' link.

Action	Protected Person	Case Number	Created
Manage	*DELETE, DELETE	DELETE	12/13/2007
Manage	Allen, Jeannine L	62-P7-90-169753	7/11/2007
Manage	Apple, Aaron	62-PR-08-000000	3/19/2008
Manage	Bacon, Marion L	62-P1-01-006061	4/5/2007
Manage	Baggins, Frodo	62-PR-YY-Train*Inventory	1/18/2008
Manage	Baggins, Bilbo	62-PR-YY-Train*Account	10/24/2008
Manage	Barry, Thomas H	62-PX-04-005361	7/11/2007
Manage	Bass, Violet	62-P7-03-005050	4/2/2007
Manage	Bennett, Ricardo	62-P6-88-165211	4/12/2007
Manage	Bersing, Edgar E	62-PR-04-5835	7/11/2007
Manage	Beulke, Alvin	62-PR-04-5765	4/5/2007
Manage	Blick, Beth	62-P7-04-005656	4/5/2007
Manage	Boyle, Marjorie L	62-PR-04-5686	7/11/2007
Manage	Bradford, Aldonia	62-P3-03-005787	4/2/2007
Manage	Brendle, Leroy Anthony	62-P3-98-006079	9/26/2007
Manage	Cammack, Clinton	62-P3-97-005083	4/5/2007
Manage	Carrico, Diane M	62-PR-05-256	4/5/2007
Manage	Cartier, Beverly	62-P3-03-005417	4/2/2007
Manage	Clarke, Priscilla	62-PR-05-314	7/11/2007
Manage	Coburn, Guy J	62-P3-90-169460	4/12/2007

The screenshot shows the 'MINNESOTA JUDICIAL BRANCH' logo and a navigation menu on the left with options: Home, Users, Conservators, Protected Persons (selected), Reports, and Counties. The main content area is titled 'MANAGE PROTECTED PERSON' and has tabs for 'Properties', 'Conservators', and 'Report History'. The 'Properties' tab is active, showing a form with the following fields:

- Case Number: 62-PR-06-DEMO *
- First Name: Jane *
- Last Name: Doe *
- Phone: 651-555-5555
- Address: 123 First Street *
- Address 2: Apt #1
- City: St. Paul *
- State: MN *
- Zip: 55102 *
- Beginning Balance: [refer to reports]
- County: Ramsey

At the bottom, there are 'Update' and 'Back' buttons.

Viewing Information for a Conservator

1. To locate the correct record, under Conservator, search by last name or business.
2. Click the "Manage" hyperlink to view their profile information.

Note:

Conservators have the ability to update their own profiles. However, court staff must update MNCIS.

Action	Conservator Name	Company	Open Cases	Created	
Manage	Alternate Decision Makers, Inc., Ramsey County	Alternate Decision Makers, Inc.	1	7/11/2007	Delete
Manage	Baker, Corey	Ramsey Probate Court	6	12/13/2007	Delete
Manage	Conservator, Mary		2	1/4/2011	Delete
Manage	Hubert, Sherilyn	10TH District	3	9/14/2010	Delete
Manage	Kallas, Jullene	Jullene Z. Kallas LLC	2	9/26/2007	Delete
Manage	Leuthold, Lisa	Courts	1	7/12/2006	Delete
Manage	Lutheran Social Service of Minnesota, Ramsey County	Lutheran Social Service of Minnesota	1	3/7/2008	Delete
Manage	Maus, Dean	Ramsey County Probate Court	11		Delete
Manage	Nordeen, LaVonn		1	6/23/2010	Delete
Manage	Ramsey County, Lutheran Social Service of MN	Lutheran Social Service of Minnesota	67	4/2/2007	Delete
Manage	Systems, Forefront	Forefront Systems	1	7/20/2007	Delete
Manage	Thomas Allen Consulting Incorporated, Ramsey County		18	7/11/2007	Delete
Manage	Trainer, John		6	1/18/2008	Delete
Manage	Trainer II, John		1	5/10/2010	Delete
Manage	Vogel, Joseph	Linda Mar Care Management	3	9/26/2007	Delete

Home > Conservators >

MANAGE CONSERVATOR

Use the tabs below to manage this conservator.

Properties | Reports List | Assignment History | Change Password

First Name:

Last Name:

User Name:

Email Address:

Company Name:

Phone 1:

Phone 2:

Address:

Address 2:

City:

State:

Zip:

Action:

Important:

Do NOT change the names CAMPER Administration previously assigned. Some conservator names contain "Designated Agent" and that must remain as initially set up in order for reports to appear correctly.

MANAGE CONSERVATOR

Use the tabs below to manage this conservator.

Properties	Reports List	Assignment History	Change Password
First Name: <input type="text" value="Designated Agent"/>			
Last Name: <input type="text" value="Adams & Maguire, PA"/>			

MANAGE CONSERVATOR

Use the tabs below to manage this conservator.

Properties	Reports List	Assignment History	Change Password
First Name: <input type="text" value="Designated Agent - Jennifer"/>			
Last Name: <input type="text" value="Abeel"/>			

Un-assign a Conservator

The un-assign feature is available for use by court staff ONLY when they want to stop the connection between the conservator and the protected person due to a Discharge of the emergency, successor, or general conservator by the court. These generally are not received by the CAMPER administration group as they occur outside the assignment process.

MINNESOTA JUDICIAL BRANCH

Home > Protected Person List >

MANAGE PROTECTED PERSON

Properties | **Conservators** | Report History

Using this form you can assign and unassign conservators for case number: 62-PR-06-DEMO

ASSIGN A CONSERVATOR

Select a Conservator

CURRENT CONSERVATORS

Conservator Name	Assignment Period	Action
Dean Maus	05/15/2006 - Current	Un-assign

To un-assign as directed by the court, click the **Un-assign** link.

If the conservator is also the guardian and the conservatorship ends, you may leave the conservator connection in CAMPER and continue to accept guardianship documents in CAMPER. You must correct the sub-type and correct the party connection within MNCIS. However, the conservator may continue reporting in CAMPER until fully discharged, at which time the conservator is un-assigned in CAMPER.

Notes:

- Guardianship-only cases are not set up in CAMPER.
- Cases of deceased persons are not set up in CAMPER. (Accept final documents on paper and proceed to discharge.)
- Trust cases are not set up in CAMPER.

Transfer of Venue

For this process, it is important to know that once a report has been opened in CAMPER, only the original county of venue can view it, so there cannot be an open and un-submitted account at the time of transfer.

Conservators have the option to delete any open account that has not yet been submitted to the court and start over in the new county of venue. Or, conservators may submit the account as a final accounting to the original county of venue and start a new annual account with the new county of venue.

Upon filing of a Transfer of Venue Order:

CHECK FOR OPEN ACCOUNTS: There cannot be a report in open status at the time of transfer of venue. Conservators must delete any open report or submit a final account to the original county.

The originating court:

- Accesses the Protected Person's profile in CAMPER and changes the existing county to the new county of venue. (Be sure to use the **Update** button or changes will not be saved.)

The receiving court:

- Accesses the Protected Person's profile in CAMPER and changes the existing file number to the new county's file number. (Be sure to use the **Update** button or changes will not be saved.)

protected Person Properties

MINNESOTA JUDICIAL BRANCH

Home > Protected Person List >

MANAGE PROTECTED PERSON

Properties Conservators Report History

* Indicates required field

Case Number: 62-PR-06-DEMO *

First Name: Jane *

Last Name: Doe *

Phone: 651-555-5555

Address: 123 First Street *

Address 2: Apt #1

City: St. Paul *

State: MN *

Zip: 55102 *

Beginning Balance: [refer to reports]

County: Ramsey

Action: Carver, Dakota, Goodhue, Hennepin, Ramsey

Action:

The new county of venue may view all previously submitted reports for the Protected Person on the Report History tab.

MINNESOTA JUDICIAL BRANCH

Home > Protected Person List >

MANAGE PROTECTED PERSON

Properties | Conservators | **Report History**

Below is the list of the reports submitted case number: 62-PR-06-DEMO [Jane Doe].

ANNUAL ACCOUNTS

Conservator	Submitted Date	Action
Dean Maus	5/18/2006	Detail by Transaction Detail by Category
Dean Maus	6/9/2006	Detail by Transaction Detail by Category
Dean Maus	6/22/2006	Detail by Transaction Detail by Category
Dean Maus	10/4/2006	Detail by Transaction Detail by Category
Dean Maus	1/17/2007	Detail by Transaction Detail by Category
Dean Maus	7/7/2010	Detail by Transaction Detail by Category

INVENTORY REPORTS

Conservator	Submitted Date	Action
Dean Maus	5/18/2006	Download

WELL BEING REPORTS

Conservator	Submitted Date	Action
Dean Maus	6/11/2007	Download

UPLOADED FILES

File Description	Submitted Date	Action
2005 e-file conf.PDF, Attachment to Account: 1st	Not Submitted	Download
Reporting Statute.pdf, Attachment to Account:	Not Submitted	Download

Inter-Agency Transfer of Files

Conservator agencies that operate in more than one office may need to transfer files internally within their organization for handling. CAMPER has some limitations to this process. This is an administrative process for an address change only and should not be confused with a formal transfer of venue or successor appointment motion.

The Conservator agency should submit an agency transfer request to the county of record which contains the following information. Agencies may contact CAMPER Administration for a form or otherwise provide the court with the following information:

- County of venue
- Case file number
- Case name
- Request for transfer identifying original agency with current address and transferring agency office with new address
- Reason for transfer

It is important for the agency to note:

Once the transfer has been completed in CAMPER, the originating agency address/profile no longer have access to any reports in the CAMPER system as the system views this as a discharge and un-assign. The new agency address/profile receiving the transfer only has access to reports going forward and is not be able to see any reports the originating agency address/profile previously filed. Therefore, any historical reports the agency needs should be scanned and saved, or copied for their own records. Copies are available from the court for a fee.

Upon receipt of the transfer request, court staff should:

- File a transfer request in MNCIS.
- Enter a remove date for the original agency connection and add a new party for the transferring agency. (Note that each agency address may have a unique Person ID for use in MNCIS.)
- Submit the transfer request to CAMPER Administration via email: StateConservatorSetup@courts.state.mn.us or fax: Camper Administration 763-279-0178.
- CAMPER Administration un-assigns the old address/profile, assigns the new address/profile, and emails or mails confirmation to the agency when complete.