

FILING CONSERVATOR REPORTS ON-LINE
RAMSEY COUNTY PROBATE COURT

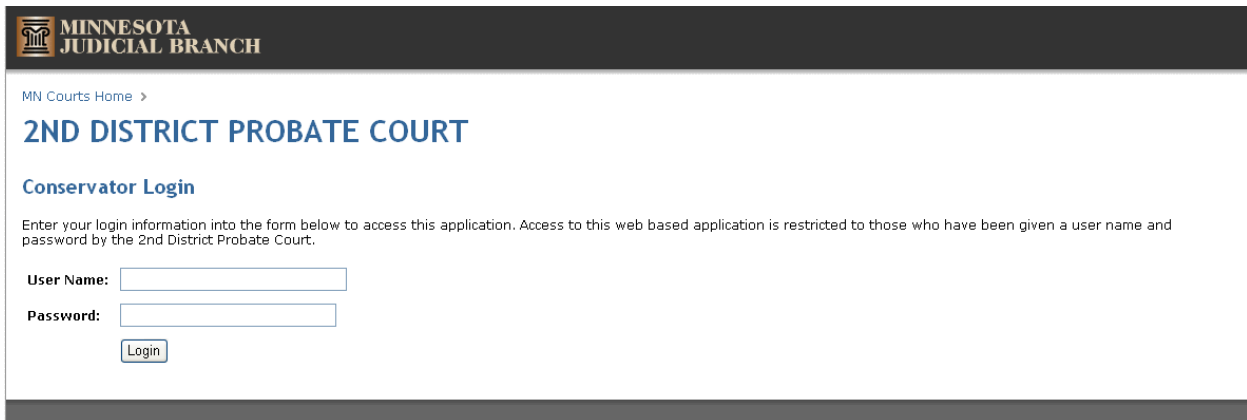
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GETTING STARTED: LOGGING ON

Open the Web page by using the link on the Ramsey County Probate Court Web site found at:
www.mncourts.gov/district/2/?page=524

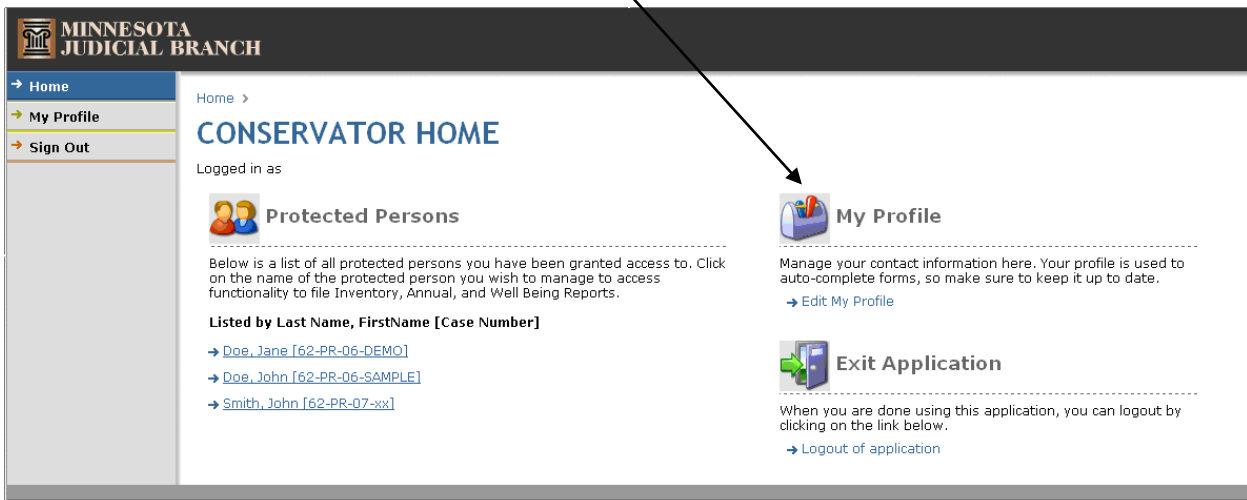
The following Web page will display. Type your username and password in the appropriate boxes, and click on “login.”



The screenshot shows the login page for the Minnesota Judicial Branch 2nd District Probate Court. At the top is the Minnesota Judicial Branch logo. Below it is a link to "MN Courts Home". The main heading is "2ND DISTRICT PROBATE COURT". Underneath is the "Conservator Login" section. It contains a text box for "User Name:", a text box for "Password:", and a "Login" button. A note states: "Enter your login information into the form below to access this application. Access to this web based application is restricted to those who have been given a user name and password by the 2nd District Probate Court."

GETTING STARTED: UPDATING CONSERVATOR’S PROFILE

After you log on, the following Web page will appear. You can update your address and telephone information by clicking on the “My Profile” icon.



The screenshot shows the "CONSERVATOR HOME" page after logging in. On the left is a navigation menu with links to "Home", "My Profile", and "Sign Out". The main content area shows the user is logged in as "Protected Persons". Below this is a list of protected persons with links to their profiles: "Doe, Jane [62-PR-06-DEMO]", "Doe, John [62-PR-06-SAMPLE]", and "Smith, John [62-PR-07-xx]". On the right side, there is a "My Profile" section with an icon of a person and a folder, and an "Exit Application" section with an icon of a door. An arrow points from the "My Profile" icon to the "My Profile" text. The "My Profile" section includes the text: "Manage your contact information here. Your profile is used to auto-complete forms, so make sure to keep it up to date." and a link "Edit My Profile". The "Exit Application" section includes the text: "When you are done using this application, you can logout by clicking on the link below." and a link "Logout of application".

Enter any changes to your address and phone number, then click on “Update.” If there are no changes, you can click on the “Home” button to return to your conservator home page.

MINNESOTA JUDICIAL BRANCH

Home >

MY PROFILE

You can update your profile by making changes in the form below, and clicking the Update button. Make sure to keep your profile up to date so that forms you submit have the correct contact information.

Properties

* Indicates Required Field

First Name: John *

Last Name: Doe *

Email Address: John.Doe@email.com *

Company Name: Private Conservator *

Phone 1: 651-555-5555 *

Phone 2: *

Address: 15 Kellogg Boulevard West *

Address 2: 650 Courthouse

City: St. Paul *

State: MN *

Zip: 55102-1612 *

Action:

REPORTS

From the Conservator home page, choose a conservatorship from the list of protected person for which you want to work on a report.

MINNESOTA JUDICIAL BRANCH

Home >

CONSERVATOR HOME

Logged in as

Protected Persons

Below is a list of all protected persons you have been granted access to. Click on the name of the protected person you wish to manage to access functionality to file Inventory, Annual, and Well Being Reports.

Listed by Last Name, FirstName [Case Number]

- Doe, Jane [62-PR-06-DEMO]
- Doe, John [62-PR-06-SAMPLE]
- Smith, John [62-PR-07-xx]

My Profile

Manage your contact information here. Your profile is used to auto-complete forms, so make sure to keep it up to date.

→ [Edit My Profile](#)

Exit Application

When you are done using this application, you can logout by clicking on the link below.

→ [Logout of application](#)

You will then see a page similar to the following. From this page you can choose to work on a number of tasks:

- Review and update the protected person's address information
- Start a new report:
 - Inventory
 - Annual Account
 - Well Being Report
 - Annual Notice of Rights
- Continue working on an existing report
- Delete a Report That is in Progress
- Submit a report
- Upload a File of Supporting Documentation to a Submitted Report
- Download and Review a Previously Submitted Report

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Home > 62-PR-06-SAMPLE, [Doe, John]

PROTECTED PERSON

This page displays the personal information and a list of reports for this person.

Properties

CONTACT INFORMATION

First Name: John
 Last Name: Doe
 Phone Number: 555-555-5555
 Case Number: 62-PR-06-SAMPLE

Address: 123 First Street
 Address 2: Apartment 101
 City: St. Paul
 State: MN
 Zip: 55102

START A NEW REPORT

Select a Report [Go]
 Select a Report
 Inventory Report
 Annual Account
 Final Account
 Well-Being Report
 Annual Notice of Rights
 Upload a File

Select an Action [v]

Start a New Report from Here

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-YY-Train1, [Train, John]

PROTECTED PERSON

This page displays the personal information and a list of reports for this person.

Properties

CONTACT INFORMATION

First Name: John
 Last Name: Train
 Phone Number: 555-555-2222
 Case Number: 62-PR-YY-Train1

Address: 123 First Street
 Address 2: Apt. 101
 City: St. Paul
 State: MN
 Zip: 55102

START A NEW REPORT

Select a Report [Go]

REPORTS LIST

Type: Annual Account
 Status: Open
 Description: 1st
 Submitted By: L

Select an Action [v]
 Select an Action
 Edit
 Delete

Submitted Date: N/A

Continue Working on an Existing Report from Here

INVENTORY

After selecting the Inventory from the “Start a New Report” drop down menu, you will need to complete each step within the form.

Complete Step1 – Real Estate, by entering the description of each parcel of real estate, along with the county and value information. If the real estate is the protected person’s Homestead, check the Homestead box. When the information is complete, click on the “Add” button.

NOTE:

- A separate entry should be made for each parcel of real estate.
- If there is no real estate, enter “NONE” in the description and enter “0” for the value.

The screenshot shows the Minnesota Judicial Branch web interface. On the left is a navigation menu with links for Home, My Profile, and Sign Out. The main content area is titled 'INVENTORY FORM' and shows the user is on Step 1 of 4. Step 1 is 'Real Estate', Step 2 is 'Personal Property', Step 3 is 'Preview', and Step 4 is 'Submit'. The form fields for Step 1 include 'County' (set to Ramsey) and 'File No.' (set to 62-PR-06-SAMPLE). Below these is a section for 'Class I - Real Estate' with instructions to specify plat or survey description, encumbrances, liens, etc., and respective sums for each. A table with columns 'Homestead', 'Description', 'County', 'Net Value', and 'Action' is shown. The 'Homestead' column has a checkbox. The 'Description' column has a text input field. The 'County' column has a dropdown menu. The 'Net Value' column has a text input field. The 'Action' column has an 'Add' button. Below the table, it says 'No properties on record.' and 'Total Real Estate Net Value:'. At the bottom, there is a 'Continue' button and instructions to click the Continue Button after entering all Real Estate items, and to enter 'None' for the Description and County, and 0 for the Net Value if there is no inventory to add.

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-06-SAMPLE [Doe, John] > Reports

INVENTORY FORM

You are on step 1 of the inventory submission process. Use this screen to enter in all the items for the inventory form. When you are done, click the Continue button at the top of the form, to process to the next step, Previewing the inventory form.

Please note, all your data entry is saved to our database until you Submit the form on Step 4, so you may leave this form and come back at a later date to finish/submit.

Step 1 - Real Estate Step 2 - Personal Property Step 3 - Preview Step 4 - Submit

1. County

File No.

Class I - Real Estate

Specify plat or survey description. Specify encumbrances, liens, etc., and respective sums for each.

Homestead	Description	County	Net Value	Action
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

No properties on record.

Total Real Estate Net Value:

When you have entered all the Real Estate items for this file, then click the Continue Button.

If you have no inventory to add, then you must enter an item with the value of None for the Description and County, and 0 for the Net Value.

After completing Step1 – Real Estate, click on the “Continue” button to go to Step 2 – Personal Property. (See diagram on the next page of these instructions.) Complete each section of the personal property page.

NOTE:

- A separate entry should be made for each item, or group of items, of personal property.
- If there is no personal property in a particular category, enter “NONE” in the description and enter “0” for the value.

- [Home](#)
- [My Profile](#)
- [Sign Out](#)

[Home](#) > [62-PR-06-SAMPLE \[Doe, John\]](#) > [Reports](#)



INVENTORY FORM

You are on step 2 of the inventory submission process. Use this screen to enter in all the items for the inventory form. When you are done, click the Continue button at the bottom of the form, to process to the next step, Previewing the inventory form.

Please note, all your data entry is saved to our database until you Submit the form on Step 4, so you may leave this form and come back at a later date to finish/submit.

[Step 1 - Real Estate](#)
 [Step 2 - Personal Property](#)
 [Step 3 - Preview](#)
 [Step 4 - Submit](#)

Class II - Personal Property

To quickly access the different areas of the personal property inventory, use the links below.

- [A - Furniture & Household Goods](#)
- [B - Wearing Apparel](#)
- [C - Corporation Stocks](#)
- [D - Bank Accounts, Receivables](#)
- [E - All other Personal Property](#)

A - Furniture & Household Goods

Specify encumbrances, liens, etc., and respective amounts thereof.

Description	Net Value	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

No items on record.

Total Net Value:

[Go to Top](#)

B - Wearing Apparel

Specify encumbrances, liens, etc., and respective amounts thereof.

Description	Net Value	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

No items on record.

Total Net Value:

[Go to Top](#)

C - Corporation Stocks

Identify by certificate number. Specify encumbrances, liens, etc., and respective amounts thereof.

Description	Net Value	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

No items on record.

Total Net Value:

[Go to Top](#)

D - Bank Accounts, Certificates of Deposit, Receivables

Specify the institution and account number in the description for each account.

Description	Net Value	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

No items on record.

Total Net Value:

[Go to Top](#)

E - All other Personal Property

Identify accurately.

Description	Net Value	Action
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

No items on record.

Total Net Value:

[Go to Top](#)

Summary

Total Real Estate Net Value: **\$100,000.00**

Total Personal Property Net Value: **\$0.00**
(This total will be listed on line 1(a) of the First Annual Account)

Total Inventory Net Value: **\$100,000.00**

Click the Continue button when you are done on this page.

You must enter an item for each section, if you have no inventory to add for a section, then you must enter an item with the value of None for the Description and 0 for the Net Value.

When you are finished entering all personal property, click on the “Continue” button which will take you to Step 3 – Preview. From this page, you can preview your report in a PDF format, using Adobe Acrobat Reader. If you do not have Acrobat Reader, a link is provided to download it for free.

NOTE:

- Your attorney’s information will not be available on the PDF preview. You will enter information about your attorney in Step 4 – Submit.

To Preview click [here](#)

To download Acrobat Reader click [here](#)

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[Home](#)
[My Profile](#)
[Sign Out](#)

Home > 62-PR-06-SAMPLE [Doe, John] > Reports

INVENTORY FORM

Below is a preview of the report as it will look when submitted. After you have reviewed the report, you can click the Continue button to move to the final step, report submission page.

[Step 1 - Real Estate](#)
[Step 2 - Personal Property](#)
[Step 3 - Preview](#)
[Step 4 - Submit](#)

Note, you must have free adobe acrobat reader for the preview to work correctly. [Click here](#) to download it.

[Click here](#) to view this report in a new window.

If the report looks satisfactory, then click the Continue button below.

When you are ready to submit your report to the Court, you will complete Step 4 – Submit.

In this step you will sign your report by typing your name in the box located in the affirmation statement. By typing your name, and submitting the report to the Court, you are declaring under penalty of perjury that, to the best of your knowledge, the report is true and correct.

If you have an attorney, you will also enter the attorney information in this step.

Type your signature [here](#).

Enter attorney information [here](#).

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-06-SAMPLE, [John Doe] > Reports

INVENTORY FORM

Note, once you have submitted the report to the state, you can not re-file for this individual. Please check your work prior to submitting. Once you have submitted the inventory report, you will be able to download a printable PDF file of it.

Step 1 - Real Estate Step 2 - Personal Property Step 3 - Preview **Step 4 - Submit**

Report Summary

Case Number, [Protected Person Name]:	62-PR-06-SAMPLE, [John Doe]
Total Real Estate Net Value	\$100,000.00
Total Personal Property Net Value	\$0.00
Total Inventory Net Value	\$100,000.00

I , the court appointed conservator, under penalties for perjury for deliberate falsification, declare or affirm that I have read the foregoing Inventory and know its contents and that the Inventory is a true and correct Inventory of the protected person's estate that has come into the conservator's possession.

Enter your attorney's contact information (optional):

First Name:

Last Name:

License Number:

Address:

Address 2:

City:

State:

Zip:

Phone:

Click the button below to finalize and submit this report:

Important: the report submission process may take a while, please click only the button only once.

When all the information is complete, and you are ready to submit your report, click on the “Finalize and Submit” button.

NOTE:

- Once you submit your report, you can no longer edit or delete the report.
- Only submit **ONE** inventory. If you make a mistake, or discover additional assets, that information must be submitted by completing an Annual Account form.

ANNUAL ACCOUNT

After selecting the Annual Account from the “Start a New Report” drop down menu, you will need to complete each step within the form.

Complete Step1 – Personal, by entering appropriate information in the boxes.

NOTE:

- Each item must have an entry. If there was no personal property disposed, or if there is no bond, enter “NONE” in these boxes.

The screenshot shows the Minnesota Judicial Branch web interface for filing an Annual Account. The header includes the Minnesota Judicial Branch logo and navigation links: Home, My Profile, and Sign Out. The breadcrumb trail indicates the user is in the 'Reports' section for a specific case (62-PR-06-SAMPLE, [Doe, John]). The main title is 'ANNUAL ACCOUNT'. Below the title, a message states: 'You are on step 1 of the annual account submission process. Use this screen to enter in all the items for the account form. When you are done, click the Continue button at the bottom of the form, to proceed to the next step, Previewing the form.'

The form is divided into four steps: Step 1 - Personal, Step 2 - Financial, Step 3 - Preview, and Step 4 - Submit. Step 1 is currently active.

Instructions: Enter information in sections 1-7 and click the Continue button.

1. REPORT INFORMATION:

Report No. (Example: 1st, 2nd, 3rd, etc)
Period End Date (mm/dd/yyyy)

2. PERSONAL PROPERTY DISPOSED OF THIS YEAR:

The following items of clothing, furniture, vehicles or other personal effects of the protected person were sold or otherwise disposed of during this accounting period. (If NONE, write "None")

3. PROTECTED PERSON ADDRESS:

The conservator represents that the present address of the protected person is:

Address:
Address 2:
City:
State: (2 letter format)
Zip:
and the present phone number is:

4. BONDS:

The conservator represents that there is/are on file and in force the following bond(s) (list the name and address of each bonding company and the amount of each bond): (If NONE, write "None")

5. ☒ The conservator represents that the estate of the protected person has been properly administered and files this account.

6. The conservator ☐ does ☒ does not request a hearing to examine, settle, and allow this Account.

7. ☐ 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. (CHECK BOX 7 ONLY IF THIS IS A FINAL ACCOUNT.)

Check the appropriate boxes for requesting a hearing, or declaring a Final Account.

In Step 2 – Financial, you will need to enter information for each income and expense item throughout the accounting period. You may add multiple bank or investment accounts, and edit the transactions for each account.

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JUDICIAL BRANCH**

[Home](#)
[My Profile](#)
[Sign Out](#)

Home > 62-PR-06-SAMPLE, [Doe, John] > Reports

ANNUAL ACCOUNT

You are on step 1 of the annual account submission process. Use this screen to enter in all the items for the account form. When you are done, click the Save and Continue button at the bottom of the form, to proceed to the next step, adding the financial data.

Step 1 - Personal
Step 2 - Financial
Step 3 - Preview
Step 4 - Submit

Instructions: Enter information in sections 1 to 5 and then click the Continue button to preview your work.

Only when there is data for every section can you preview and submit this report.

1. ASSETS AND INCOME:

☐ A. Personal Property Total from Inventory (if this is the first Annual Account): \$

OR

☒ B. Balance Per 1st Annual Account (Line 3 of prior annual account): \$80500.00

C. Income

Instructions: First add a description for the income account. When the page reloads, you will need to add transactions for this income by clicking on the Edit Transactions link next to the income account. The amount (total) will be computed from the transactions you create/import.

Description (Do not list account numbers)	Amount	Action
		Add
US Bank [Edit Transactions]	\$0.00	Delete

D. Total Assets & Income (A or B plus C): \$80,500.00

2. EXPENSES:

A. Expenditures (describe and list amount)

Instructions: First add a description for the expense account. When the page reloads, you will need to add transactions for this expense account by clicking on the Edit Transactions link next to the expense account. The amount (total) will be computed from the transactions you create/import.

Description (Do not list account numbers)	Amount	Action
		Add
US Bank [Edit Transactions]	\$0.00	Delete

B. Total Expenses: \$0.00

3. BALANCE OF PROTECTED PERSON ASSETS:

(Subtract "Total Expenses" from "Total Assets & Income") \$80,500.00

4. PERSONAL PROPERTY:

List bank accounts and account numbers, and all other property.

Account Information	Amount	Action
		Add

A. Total Assets on Hand: \$0.00

* Figure must agree with Balance of Protected Person Assets Shown in step 3.

5. REAL ESTATE:


(describe real estate and list inventory value or purchase price)

Legal Description	Value	Action
		Add

[Continue](#)

You must enter information on all of the protected person’s personal property in your possession, as well as real estate. If there is no property in a category, enter “NONE” and a value of “0”.

You can enter individual transactions either manually, or import them from a csv file.


 Check Register Wizard


Account # 154 Case # 62-PR-06-SAMPLE

Select a Import Method


Welcome to the check register wizard, this application allows you to add supplementary details to checking accounts used by the conservatee. If you are using a financial management software package that supports CSV data export, you can use our import feature, which means you don't have to manually enter in the checks. Otherwise, choose the manual entry option to proceed.

Please choose one of the following options and click the Next button.

☒  Manage transactions manually

☐  Import transactions from CSV file



Next


 Check Register Wizard

Account # 53 Case # 62-PR-06-SAMPLE

Manage Transactions

Add transactions in the form below. When you are done, click the Finish button

Type	Num	Category	Date (MM/dd/yyyy)	Name	Memo	Amount	Action
Check 	<input type="text"/>	Select a category 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add



Total Transactions: 0

BackFinish

When you are finished entering all transactions and property, click on the “Continue” button which will take you to Step 3 – Preview. From this page, you can preview your report in a PDF format, using Adobe Acrobat Reader. If you do not have Acrobat Reader, a link is provided to download it for free.

NOTE:

- Your attorney’s information will not be available on the PDF preview. You will enter information about your attorney in Step 4 – Submit.

To Preview click [here](#)

To download Acrobat Reader click [here](#)

The screenshot shows the Minnesota Judicial Branch website interface. On the left is a navigation menu with links for Home, My Profile, and Sign Out. The main content area is titled 'ANNUAL ACCOUNT FORM' and shows a preview of the report. A progress bar at the top indicates the current step is 'Step 3 - Preview'. Below the progress bar, there is a link to view the report in a new window and a 'Continue' button. Two arrows point from the text above to specific links on the page: one points to the 'Click here to view this report in a new window' link, and the other points to the 'Click here to download it' link in the note section.

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-06-SAMPLE, [John Doe] > Reports

ANNUAL ACCOUNT FORM

Below is a preview of the report as it will look when submitted. After you have reviewed the report, you can click the Continue button to proceed to the report submission page.

Step 1 - Personal Step 2 - Financial **Step 3 - Preview** Step 4 - Submit

[Click here](#) to view this report in a new window.

If the report looks satisfactory, then click the Continue button below.

Please note, some of the fields on the preview will be blank, these fields are filled in the next step.

Note, you must have free adobe acrobat reader for the preview to work correctly. [Click here](#) to download it.

[Continue](#)

When you are ready to submit your report to the Court, you will complete Step 4 – Submit.

In this step you will sign your report by typing your name in the box located in the affirmation statement. By typing your name, and submitting the report to the Court, you are declaring under penalty of perjury that, to the best of your knowledge, the report is true and correct.

If you have an attorney, you will also enter the attorney information in this step.

Type your signature here.

Enter attorney information here.

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-05-SAMPLE, [John Doe] > Reports

ANNUAL ACCOUNT FORM

Note, once you have submitted the report, you can not make changes. Please check your work prior to submitting. Once you have submitted the report, you will be able to download a printable PDF file of it.

Step 1 - Personal Step 2 - Financial Step 3 - Preview **Step 4 - Submit**

Submission Instructions

Fill in the following form to submit this report.

I , 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 account, and notice to the protected person of the right to petition for restoration to capacity, discharge of conservator, or modification of the orders of conservatorship has been given to the protected person by:

(check one) ☒ MAIL or ☐ IN PERSON

Enter your attorney's contact information (optional):

First Name:

Last Name:

License Number:

Address:

Address 2:

City:

State:

Zip:

Phone:

Click the button below to finalize and submit this report:

Important: the report submission process may take a while, please click only the button only once.

When all the information is complete, and you are ready to submit your report, click on the “Finalize and Submit” button.

NOTE:

- Once you submit your report, you can no longer edit or delete the report.
- If you make a mistake, that information must be submitted by completing an Amended Annual Account form. On the Amended Annual Account form, you will begin with the balance from the most recently submitted Annual Account, and you should **show only adjustments** on the Amended Annual Account.

SUBMIT SUPPORTING DOCUMENTATION (PDF FILES)

Supporting Documentation (e.g. vouchers, verification of funds on deposit, etc.) can be attached to a report and submitted to the Court. All supporting documentation must first be converted to a PDF file.

To attach and submit supporting documentation, begin by selecting “Upload a File” from the Start a New Report drop down box.

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-06-SAMPLE, [Doe, John]

PROTECTED PERSON

This page displays the personal information and a list of reports for this person.

Properties

CONTACT INFORMATION

First Name: John
Last Name: Doe
Phone Number: 555-555-5555
Case Number: 62-PR-06-SAMPLE
Address: 123 First Street
Address 2: Apartment 101
City: St. Paul
State: MN
Zip: 55102

START A NEW REPORT

Select a Report: [Go]
Select a Report
Inventory Report
Annual Account
Final Account
Well-Being Report
Annual Notice of Rights
Upload a File
Select an Action

You will then be asked to select a report to which the file should be attached. After selecting the related report, browse for the file on your PC. In the Description field, you should also enter a description of what you are submitting. Next, click on the “Upload” button to prepare the file for submission.

http://156.99.86.19 - Upload File - Microsoft In...

Upload a File

File: [Browse...]

Select a Report: [Select a Report]
Select a Report
Account - 1st
Inventory - 62-PR-06-SAMPLE

Description: [Text Area]

Upload

Done Internet

After you have uploaded the file for submission, you must submit the supporting documentation. Find the file pending submission on the Reports list. Submit the file by choosing the “submit” option from the drop down box on the Reports List.

NOTE:

- Use extreme caution in selecting the correct file to upload and submit. Once you have submitted a file, **it cannot be undone**.
- Files must be submitted in a PDF format.

The screenshot displays the Minnesota Judicial Branch web filing interface. On the left is a navigation menu with links to Home, My Profile, and Sign Out. The main content area shows the breadcrumb 'Home > 62-PR-06-SAMPLE, [Doe, John]' and the title 'PROTECTED PERSON'. Below the title is a message: 'This page displays the personal information and a list of reports for this person.' The 'Properties' tab is active, showing 'CONTACT INFORMATION' with fields for First Name (John), Last Name (Doe), Phone Number (555-555-5555), Case Number (62-PR-06-SAMPLE), Address (123 First Street), Address 2 (Apartment 101), City (St. Paul), State (MN), and Zip (55102). A 'Save' button is located below the Case Number field. Below the contact information is a 'START A NEW REPORT' section with a dropdown menu labeled 'Select a Report' and a 'Go' button. At the bottom is a 'REPORTS LIST' section. It shows a table with one row: Type: File, Status: Pending, Description: Reporting Statute.pdf, Attachment to Account: 1st, Submitted By: [blank]. To the right of the table is a dropdown menu labeled 'Select an Action' with options: Select an Action, Download, Submit (highlighted), Delete, and Submitted on [blank].

MINNESOTA JUDICIAL BRANCH

Home > 62-PR-06-SAMPLE, [Doe, John]

PROTECTED PERSON

This page displays the personal information and a list of reports for this person.

Properties

CONTACT INFORMATION

First Name: John Address: 123 First Street

Last Name: Doe Address 2: Apartment 101

Phone Number: 555-555-5555 City: St. Paul

Case Number: 62-PR-06-SAMPLE State: MN

Zip: 55102

Save

START A NEW REPORT

Select a Report Go

REPORTS LIST

Type: File	Status: Pending	Description: Reporting Statute.pdf, Attachment to Account: 1st	Submitted By:	Select an Action
				Select an Action
				Download
				Submit
				Delete
				Submitted on [blank]

FREQUENTLY ASKED QUESTIONS

Q: How do I amend my Inventory?

A: You cannot make changes to an inventory once it is submitted. In the event you need to add additional items, remove items, or have a mistake on your inventory, you need to make the adjustment on an accounting. You may wait until your first annual accounting to make the adjustment, or you may submit an interim account to reflect the adjustment.

Q: How do I amend an Annual Account?

A: You cannot make changes to an account once it is submitted. You may submit an amendment to the accounting to reflect the specific adjustments that are needed. The program will carry forward the ending balance of your previously submitted account. Therefore, you should show only the adjustments on your amendment.

Q: How do I sign my report?

A: Accessing and submitting an account through the use of a combination of your user ID and password is considered your signature on the report. By submitting a report or other document using this method, you are declaring, under penalties of perjury, that all statements are true and accurate to the best of your knowledge.

Q: My expense and/or income items do not import properly. What is wrong?

A: Check for the following items:

1. Is the file you are trying to import a “csv” file?
2. Do you have more than one header line?
3. Do the header names in your csv file exactly match the header names in the accounting program?
4. Do your income and expense account names exactly match the account names in the accounting program?

Q: Can my supporting documentation be submitted in a paper format?

A: The preferred method for submitting supporting documentation is in an electronic format. Most scanning software has a PDF converter. Commercial PDF converters are readily available for purchase at most computer stores or via the Internet at a nominal cost. If you must submit your supporting documentation in a paper format, you should include a cover letter with your submission so that the clerk’s office can match the submission with the correct court file and document.

COURT CONTACT INFORMATION:

Probate Court Information:

650 Courthouse
15 Kellogg Boulevard West
St. Paul, MN 55102
651-266-8145

Guardianship/Conservatorship Filings:

650 Courthouse
15 Kellogg Boulevard West
St. Paul, MN 55102
651-266-8142

Technical Assistance:

650 Courthouse
15 Kellogg Boulevard West
St. Paul, MN 55102
651-266-8140