

INSTRUCTIONS

Request to Waive Use of MyMNGuardian (MMG) Online Application

Important Notices and Resources

The Court has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Have questions about court forms or instructions?

- Visit www.MNCourts.gov/SelfHelp
- Call the Statewide Self-Help Center at 651-435-6535

Not sure what to do about a legal issue or need advice?

- Talk with a lawyer
- Visit www.MNCourts.gov/Find-a-Lawyer.aspx

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. For more information, contact court administration or call the Minnesota State Law Library at 651-297-7651.

The Request Form

- *Request to Waive Use of MyMNGuardian (MMG) Application (GAC207)*.

This form, along with other Guardianship and Conservatorship forms, is available online at <https://mncourts.gov/GetForms.aspx?c=21>.

What You Need to Do

1. Complete the *Request* form (GAC207), following all the steps in these instructions.
2. File the *Request* form in the county where the guardianship case is located.
3. Wait for the judicial officer's decision.

Each "step" here is described in more detail below.

General Information

Frequently Asked Questions (FAQs)

- [What is the MyMNGuardian \(MMG\) online application?](#)
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What is the MyMNGuardian (MMG) online application?

MyMNGuardian (MMG) is an application developed by the Minnesota Judicial Branch that allows court-appointed guardians to electronically submit Personal Well-Being Reports (PWBR) and the corresponding affidavits of service.

MMG is an easy electronic tool that helps a guardian prepare, review, and file annual reports.

For more information, visit the [MMG Help Topic](https://mncourts.gov/Help-Topics/MyMNGuardian.aspx) (mncourts.gov/Help-Topics/MyMNGuardian.aspx).

What resources are available to help me learn more about MMG?

The Minnesota Judicial Branch (MJB) offers a helpful video and other training to help people use MMG. You will find information about these resources in the “Training” tab of the [MyMNGuardian \(MMG\) Help Topic](https://mncourts.gov/Help-Topics/MyMNGuardian.aspx) online (mncourts.gov/Help-Topics/MyMNGuardian.aspx).

Is using MMG mandatory?

According to the Minnesota General Rules of Practice, as of April 15, 2024, all guardians and co-guardians must *electronically* file annual Personal Well-Being Reports and affidavits of service through MMG. See:

- [Minn. Gen. R. Prac. 14.01\(b\)\(8\)](https://revisor.mn.gov/court_rules/gp/id/14/) (revisor.mn.gov/court_rules/gp/id/14/); and
- [Minn. Gen. R. Prac. 416\(e\)](https://revisor.mn.gov/court_rules/gp/id/416/) (revisor.mn.gov/court_rules/gp/id/416/).

Are there any exceptions?

The Minnesota General Rules of Practice state that a judicial officer may waive this requirement for a guardian (who is not an attorney) if the guardian can show “good cause.”

Because “good cause” is not defined in the rules, you may find it helpful to [talk to an attorney](#) about your situation (mncourts.gov/Help-Topics/Find-a-Lawyer.aspx).

How do I ask the court to waive the requirement to use MMG?

If you believe there are good reasons for asking the court for permission to file the Personal Well-Being Reports and affidavits of service *conventionally* (without using MMG), you can use the form titled *Request to Waive Use of MyMNGuardian Application (MMG)* (GAC206).



NOTE: Filing a PWBR *conventionally* means that you would file the completed forms with the court after filling out these forms without MMG.

What if there is more than one guardian in this case?

The request form is designed for one person to explain their reasons for requesting the waiver. Each guardian or proposed guardian should fill out their own request form.

If a judicial officer grants a person's request, the order waiving the requirement to use MMG would apply to the individual who filed the request (and not to other guardians in the case, if any).

What if I am a guardian for more than one person?

If you have been appointed as a guardian in more than one case, you will need to file a separate request form in each case.

How long does a waiver last?

If a judicial officer grants a waiver and allows a guardian to file the PWBR and affidavits of service [conventionally](#) (without using MMG), it will be up to the judicial officer to determine how long the waiver lasts.

Can I file the request even if the court has not appointed a guardian yet?

Yes. You can file the *Request to Waive Use of MMG* with the petition establish a guardianship, or you can file it after the court has already appointed a guardian.

Is there a fee to file the request form?

If this is the first document you are filing in this case, a fee may be required (unless there is a fee waiver order on file).

NOTE: If there is not a fee waiver on file, and if the person subject to guardianship (or the respondent in situations where the court has not yet appointed a guardian) receives public assistance or cannot afford the court filing fee, you may file a [Petition and Affidavit to Request a Fee Waiver](#) (FEE401) on behalf of the person subject to guardianship (or respondent), based on the their receipt of public assistance and financial situation (mncourts.gov/GetForms.aspx?c=21&p=71).

Step 1

Fill Out Request to Waive Use of MyMNGuardian (MMG) Application (GAC207)

The Caption

- Include the county where the guardianship case is located. If you are filing a new guardianship case, list the county where you will be filing the case.
- List the judicial district the county is in. Each county in Minnesota is in one of ten [judicial districts](http://mncourts.gov/Find-Courts.aspx) (mncourts.gov/Find-Courts.aspx).
- If this is an established guardianship case, list the court file number. If this is a new case, there may not be a court file number assigned yet.
- List the name of the person subject to guardianship. If this is a new case, then this would be the name of the respondent.

State of Minnesota County of: _____	A		Court File Number: _____	C	District Court
Judicial District: _____		B	Case Type: <u>Guardianship/Conservatorship</u>		
In the Matter of the Guardianship of: _____	D				

The Request Form

The numbered paragraphs below correspond to the numbered paragraphs in the request form.

- List your full name.

1. My name is _____ Your full name _____. I am the Guardian (already appointed) or Proposed Guardian (not yet appointed) in this case.	1
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- You do not have to fill in anything for #2. This is a statement regarding the [mandatory use of MMG](#).
- You do not have to fill in anything for #3. This is a statement asking the court to waive the requirement and to allow you to file the annual Personal Well-Being Reports (PWBR) and Affidavits of Service [conventionally](#).
- There are two parts to fill out in #4:
 - Part 1:** Tell the court why you are asking for the waiver. Check any of the boxes that apply. If none of the things in the list apply, then list your reasons in Part 2.

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4. Rule 416(e) of the Minnesota General Rules of Practice says that the Court can waive the requirement to use MMG “for good cause shown.” My reasons for making this request:

✓ → Check any that apply:

- MMG is difficult for me to use because it is available only in English.
- I do not have access to a computer, tablet, or a smart phone, so it is difficult for me to access MMG.
- I do not have Internet access, and I do not have the resources to go to places (such as the courthouse or a library) that have Internet access.
- I do not have anyone to help me, and I am unable to use MMG on my own.

- **Part 2:** Explain anything you checked in Part 1. You can also list any other reasons that were not included in Part 1.

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Explanation of things I checked above, **or** other reasons: _____

5. You do not have to fill in anything for #5.

- The first bullet point is a statement about cases where there are [multiple guardians](#). If the court grants your request, the waiver will apply only to you and not to any co-guardians in the same case.
- The second bullet point is a statement that you understand the waiver only applies to using MMG. You will still be required to carry out your duty as a guardian to serve and file Personal Well-Being Reports and Affidavits of Service.

Signature Block

When you sign the request form, you are signing under penalty of perjury. This means you are saying that everything in the form is true and correct; if you know something in the form is not true when you sign it, you could be found guilty of the crime of perjury. See [Minn. Stat. § 609.48](#) (revisor.mn.gov/statutes/cite/609.48).

Sign and date the request form and include your contact information. Also include the county and state you are in when you sign the form.

Step 2

File the Completed Request Form with Court Administration

File the completed request for with court administration.

HOW TO FILE:

At the Courthouse:

- File the forms with court administration.
- This can be done either in person at the courthouse or by mail. Addresses for courthouses are online at <https://www.mncourts.gov/Find-Courts.aspx>.

Electronic Filing through eFS System:

- If you have an account, or want to create one, with the eFS System, you can file electronically (eFile). See <https://www.mncourts.gov/eFile>.
- **NOTE:** Once you decide to eFile, you must continue to eFile for the entire case.
- Along with the filing fee and costs, there is also a fee of \$5 for using the eFS System when a fee is collected. If a judicial officer has granted you a fee waiver (IFP), the \$5 fee is waived.

What to Expect Next...

A judicial officer will review your request and will issue an order either granting your request or denying your request.

While you are waiting for the judicial officer's decision, you may still receive notices from court administration regarding the PWBR and MMG. These notices are generated automatically.

If your request is granted, then you can use the annual reporting forms available on the [Minnesota Judicial Branch website](https://www.mncourts.gov/GetForms.aspx?c=21#subcat48) (mncourts.gov/GetForms.aspx?c=21#subcat48).

If your request is denied, then you must use the [MyMNGuardian \(MMG\)](https://www.mncourts.gov/Help-Topics/MyMNGuardian.aspx) online application for filing annual Personal Well-Being Reports and affidavits (mncourts.gov/Help-Topics/MyMNGuardian.aspx).