

INSTRUCTIONS

Receipt for Assets - Conservatorship

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.

When a Conservator's appointment ends, some courts may require a receipt showing that assets of the person subject to conservatorship have been transferred before the Conservator is discharged.

What You Need to Do

1. Have the recipient of the assets complete the *Receipt for Assets – Conservatorship* form (GAC802).
2. The person who receives the assets must sign the form.
3. File the completed form with Court Administration. Each "step" here is described in more detail below.

General Information

You might find it helpful to visit the "Conservatorship" Help Topic on the court's website at <https://mncourts.gov/Help-Topics.aspx>.

Do you have all the information you need to fill out the forms?

The *Receipt for Assets – Conservatorship* (GAC802) asks for the following information:

- Information about the Conservatorship case:
 - County, judicial district number, and court file number;
- Name of the person subject to conservatorship; and
- Value and description of assets received, and name of person who received the assets.

Step 1

Fill Out Receipt for Assets – Conservatorship (GAC802)

State of Minnesota	District Court
County of: _____	Court File Number: _____
Judicial District: _____	Case Type: <u>Guardianship/Conservatorship</u>
<p>In Re the Conservatorship of:</p> <p>_____</p>	

The “Caption”

- List the county where the Conservatorship case is located.
- List the Judicial District. Each county belongs in one of ten judicial districts. If you need help, see <http://www.mncourts.gov/Find-Courts.aspx>.
- List the court file number of the Conservatorship Case.
- List the name of the person subject to conservatorship on the line after “In Re the Conservatorship of.”

Filling Out the Form

- List the name of the person receiving the assets of the person subject to conservatorship.
- Check the box designating whether the person receiving the assets is:
 - The personal representative of the estate of the person subject to conservatorship;
 - A successor in interest to the nonprobate assets from the estate of the person subject to conservatorship [for example, when assets are collected using the [Affidavit for Collection of Personal Property](http://mncourts.gov/GetForms.aspx?c=31&p=88) (mncourts.gov/GetForms.aspx?c=31&p=88)];
 - A court-appointed Successor Conservator;
 - The person who used to be subject to conservatorship; or
 - Other (for example, the representative payee).
- List the value (dollar amount), and describe the assets received. Do not include full account numbers. Ideally, the list of assets will match the ending list of assets in the previous Conservator’s final account.

Signature Block

The person receiving the assets must sign the completed form and print their name and contact information in the blanks under the signature line.

Step 2

File the *Receipt for Assets – Conservatorship* with Court Administration

The completed and signed *Receipt of Assets* form should be filed with Court Administration in the county where the conservatorship is located. There will not be a filing fee.

Follow any filing deadline set by the court, or as soon as possible after the *Receipt for Assets – Conservatorship* is completed.