



Using the Guardian and Conservator Registry Report – Quick Reference Guide

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Search by Name

1. Select the desired search type from the Last/Business Name Search Type drop-down list.

Search types include exact, partial and "sounds like."

Last/Business Name Search Type Exact Last/Business Name

2. Enter the desired name in the Last Name or Business Name of Guardian/Conservator field.

Last Name or Business Name of Guardian/Conservator doe

3. Press the Enter key or click outside the field.

The Select a Guardian/Conservator drop-down list is now populated with search results.

4. *Optionally.* You can further narrow down your search results by selecting from the following fields:

- **Case Numbers for Chosen Guardian/Conservator:** Specify to view guardians and conservators associated only with a specific case or cases. Default is all available case numbers related to the search.
- **Role of a Guardian/Conservator:** Specify the role of the individual(s) specified in your search. Default is all roles.
- **Judicial District:** Specify to view guardians and conservators only from specific district(s). Default is all districts.
- **County:** Specify to view guardians and conservators only from a specific county or counties. Default is all counties.
- **Active:** Default is to show active guardians and conservators from the search results.
- **Inactive:** Default is to hide inactive guardians and conservators from the search results.

Case Numbers for Chosen Guardian/Conservator 01P206000182, 01PR11459, 02

Role of a Guardian/Conservator Conservator, Guardian, Profess

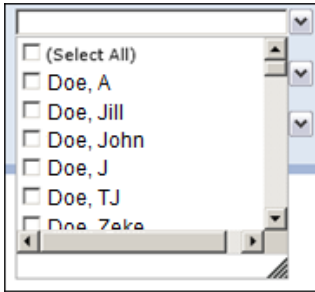
Judicial District 1st District, 2nd District, 3rd Di

County Aitkin, Anoka, Becker, Beltrami

Active - cases in which the guardian/conservator is currently serving. Show

Inactive - cases in which the guardian/conservator is no longer serving. Hide

5. Click the Select a Guardian/Conservator drop-down list to select from your search results.
 - Scroll through the list to select your desired guardian(s)/conservator(s).



OR

- Check the (Select All) checkbox to display all results in the report



6. Click the **View Report** button.

Note:

To perform a new search, click the **Clear Selection Parameters** button located at the top of the Guardian and Conservator Registry report you've just generated.

A screenshot of the top portion of a report. On the left is the Minnesota Judicial Branch logo. To the right, the text reads "Guardian and Conservator Registry" and "This registry lists Guardians and Conservators". Below this text is a button labeled "Clear Selection Parameters", which is circled in red. At the bottom of the header area, there is a link: "Minnesota Trial Court Public Access (MPA) Remote View".

Search by Case Number

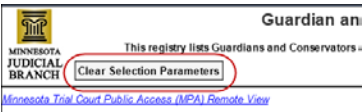
1. Enter the desired case number in the Case Number field.
Note that the case number should not include dashes.

Case Number

2. Click the **View Report** button.

Note:

To perform a new search, click the **Clear Selection Parameters** button located at the top of the Guardian and Conservator Registry report you've just generated.



View Report







Once you perform a successful search, your results will resemble the following:

Guardian / Conservator	Role	Case Number	Appointment Date	Appointment County	Additional Information	Active
Smith, Jane	Guardian	62P59800000	3/13/2009	Hennepin Probate		X
SMITH, JOHN	Professional Successor Guardian	27GCPR11111	2/14/2006	Jackson		X
Smith, Mike	Guardian	27P10000000	7/24/2000	Jackson		X
Smith, T.J.	Professional Guardian	56PX0100000	4/5/2010	Meeker		X

Navigate Report

Use the report toolbar (pictured below) to assist in viewing and navigating the report results.



<p>Actions ▾</p>	<p>Actions drop-down list (contains the following): Open with Report Builder: Print: Export: Save the report in a number of different formats, including Excel, Word and TIFF.</p>
	<p>Refresh</p>
	<p>First Page</p>
	<p>Previous Page</p>
	<p>Next Page</p>
	<p>Next Page</p>
	<p>Last Page</p>
<input type="text"/> Find Next	<p>Search: Search the report for a specific word or term.</p>
<input type="text" value="100%"/> ▾	<p>Zoom</p>