

NOTICE TO GUARDIANS OF AN ADULT WITH DISABILITIES

A. A GUARDIAN OF THE PERSON of an adult with disabilities shall e-file with the court an ANNUAL REPORT ON ADULT WITH DISABILITY.

The ANNUAL REPORT ON ADULT WITH DISABILITY shall be e-filed. If the annual report is e-filed, the guardian does not need to appear in court unless the court sends out a notice to appear.

An ANNUAL REPORT ON ADULT WITH DISABILITY shall be e-filed every year. The first annual Report is due within 14 months after the date the letters of office were issued. In the following years, the Annual Report is due on the anniversary of the filing of the first Annual Report that was e-filed.

B. A GUARDIAN OF THE ESTATE of an adult with disabilities has the following duties:

- **To e-file a BOND approved by the court.** Unless excused by the court, every bond shall be guaranteed by at least two individual sureties or by a corporate surety company.

If two individuals act as sureties, the amount of the bond shall be double the value of the estate. The individual sureties shall sign a notarized list of their assets which shall be attached to the bond.

If a corporate surety company is used, the amount of the bond is one and one-half times the value of the estate. A corporate surety company will charge the estate an annual premium like a premium on an insurance company. The premium shall be paid every year.

Surety on the bond may be excused if the money is invested in United States government obligations or bank accounts and certificates of deposit insured by the United States subject to withdrawal only upon court order. If the money may be withdrawn only upon court order, a receipt of the depository showing that no withdrawals will be allowed without court order shall be e-filed with the clerk of the court. The receipt is called a certificate of depository.

- **To e-file an INVENTORY with the court.** The inventory should describe the real estate and the improvements and liens on the real estate. The inventory should also state the amount of money on hand and in what form the money is held (i.e. bank accounts, stocks, bonds, notes, etc.) and list all personal property. The inventory shall also include the anticipated income the adult with disabilities will receive, including social security income.

The INVENTORY shall be e-filed with the court within 60 days after the issuance of the letters of office.

- **To e-file an ANNUAL ACCOUNT with the court.** The annual account should list all money received by the guardian and all money spent by the guardian on behalf of the disabled adult and the assets remaining on hand at the end of the accounting period. The guardian should be prepared to produce receipts for all expenditures made on behalf of the Disabled Person. A Guardian of the estate shall appear in court to get the account approved.

An ANNUAL ACCOUNT shall be e-filed every year. The first Annual Account is due within 14 months after the date the letters of office were issued. In the following years, the Annual Account is due on the anniversary of the filing of the first Annual Account was e-filed.

- **To keep detailed records of all financial transactions in the estate accounts.** If a guardian cannot explain to the court what he or she has done with the money of a disabled adult, or if the court finds the guardianship funds have been mismanaged or misused, the guardian may be held liable for the money and have to pay it back. The money and property of the adult with disabilities should be kept separate and titled in the name of the Guardian of the Estate.
- **To invest the assets of the Adult with Disabilities frugally.** Assets may be invested in United State government obligations or bank accounts and certificates of deposit insured by the United States. Other investments shall need approval of the Probate Court.
- **To use the assets and income of the Adult with Disabilities exclusively for the benefit of the Adult with Disabilities.** Expenditures should be limited to providing the basics of food, clothing, shelter and health care. Extraordinary expenses should be pre-approved by the Probate Court.
- **To obtain the permission of the Probate Court to sell, lease, or mortgage the property of the Adult with Disabilities.**

If you do not understand the duties of guardian you should consult an attorney. For information about legal services, you can contact the Lake County Bar Association Lawyer Referral Service at (847) 244-3140

In order to schedule a court date, the guardian should contact the probate clerk of the Lake County Circuit Clerk's Office at (847) 377-3260.