

CONSERVATORSHIP AND GUARDIANSHIP

RELEVANT INFORMATION

(1) Keep detailed records of all financial transactions. Tell the bank you require paper statements each month for your ward's account. Do the same for any investment accounts. Keep all records orderly.

(2) Keep all receipts for expenditures, especially if using cash. Withdrawing cash and cash transactions is not recommended and may be prohibited unless allowed by Court order.

(3) You may not sell, trade, transfer or discard the ward's property unless specifically authorized by the Court. Additionally, you may not change the investments without a specific order authorizing you to do so.

(4) Immediately notify Court Clerk *in writing* of the following:

- The ward dies.
- You or the ward changes addresses or contact information.
- You and/or the ward plan to move away from Knox County.

(5) Unless the Court waives bond, you must acquire a bond and renew it annually in order to continue to serve.

(6) You may resign as conservator or guardian only after you have received permission from the Court in a written order, signed by the Chancellor.

(7) GUARDIANS! - If your ward is your child, you may not use the ward's funds to pay for anything that is your own support obligation for your child. Also, keep in mind the following as your ward approaches the age of eighteen (18) years:

- The guardianship terminates when the minor attains the age of eighteen (18) years.
- A final accounting must be filed with the Court within sixty (60) days after the minor turns 18. The minor may not waive the final accounting.
- When the accounting is approved and becomes final, the guardian must deliver to the minor the minor's property and receive a receipt signed by the minor.
- The guardian must file the signed receipt of property with the Court.
- If the minor has previously been determined to be disabled by the Court, when the minor attains the age of eighteen (18) years, the guardian will automatically continue as the conservator except if the guardian is the Department of Human Services.

CONSULT WITH AN ATTORNEY REGARDING YOUR DUTIES AND OBLIGATIONS.

ALL OF THE ABOVE IS FOR YOUR CONVENIENCE ONLY AND IS NOT EXHAUSTIVE OF YOUR DUTIES AND OBLIGATIONS AS A CONSERVATOR OR A GUARDIAN.