

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA  
AT \_\_\_\_\_

In the Matter of the Protective Proceedings of: )  
Name of Ward: \_\_\_\_\_ )  
Date of Birth: \_\_\_\_\_ )  
Residential location of ward: \_\_\_\_\_ )  
Ward's Telephone #: \_\_\_\_\_ )

CASE NO. \_\_\_\_\_

**GUARDIANSHIP ANNUAL REPORT**

**Instructions**

Please type or print clearly using black ink. In preparing the report, you must consult with the ward as much as possible. The court will treat the information in this report as confidential.

If you are unable to complete this form without help, you may find assistance on the website of the Office of Public Advocacy (OPA): [http://doa.alaska.gov/opa/pg/pub\\_guard.html](http://doa.alaska.gov/opa/pg/pub_guard.html). Your local library and court may also have a binder of helpful information entitled "*Family Guardian Education Materials*," prepared by the Alaska State Association for Guardianship and Advocacy. You may also call OPA at 269-3500 (in Anchorage), 451-5933 (in Fairbanks) or 1-877-957-3500.

After completing this report, you must sign it under oath (or affirmation) in the presence of a notary public or court clerk. See last page.

If you are a **full guardian** with the powers of a conservator, you must fill out the entire form. If you are a **partial guardian** and do not have the powers of a conservator (or if a separate conservator has been appointed), you do not need to fill out the financial information in paragraphs 10 through 16. The purpose of this report is to give the court as complete a picture as possible of the ward's current situation and what has happened in the last 12 months.

**Reporting Period**

This report covers the following period: From \_\_\_\_\_ To \_\_\_\_\_

**Information About Guardian**

Guardian's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(box or street number) (city) (state) (ZIP)

Check here if this mailing address is new. If you change your address, please notify the court.

Residence Address \_\_\_\_\_  
(street address) (city) (state)

Do you live with the ward?  Yes  No

Relationship to ward: \_\_\_\_\_

In what areas do you have the authority to make decisions for the ward?

- housing       medical care       school & job training  
 employment       social & recreational activities  
 financial management (you control ward's finances because you have conservator powers)

Has a separate conservator been appointed for the ward?  No  Yes

Name: \_\_\_\_\_

If you are a private guardian charging fees, is there a court order authorizing payment of fees and establishing an hourly rate and maximum monthly amount as required by Probate Rule 16 and AS 08.26.110?  Yes  No  I do not charge fees.

If you are a private professional guardian, do you have professional liability insurance?

- Yes. (Attach copy of current Declarations page showing liability limits.)  
 No.

### **Changes in Guardianship Needed**

Is there a current need for change in the guardianship?  No  Yes

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

*If you want the court to change its order, please file form PG-190.*

If this is a Public Guardian appointment, is a suitable private guardian available?  No  Yes

\_\_\_\_\_

\_\_\_\_\_

### **Information About Ward**

#### 1. **Housing.**

a. Where does the ward live now?

Name of facility or place: \_\_\_\_\_

Address: \_\_\_\_\_

(street address) (city) (state) (ZIP)

Type of Residence:  nursing home  assisted living home

\_\_\_\_\_

b. Has the ward moved in the past year?  Yes  No If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

c. If the ward lives in your home, do you charge the ward rent?  Yes  No

If you live in the ward's home, are you paying rent?  Yes  No

d. Have you discussed the ward's housing arrangement with the ward?

Yes. Explain what the ward wants:

\_\_\_\_\_

\_\_\_\_\_

No, because:

\_\_\_\_\_

\_\_\_\_\_

e. Do you plan to change the place where the ward lives?  No  Yes, to

\_\_\_\_\_
If yes, explain why:
\_\_\_\_\_
\_\_\_\_\_

f. If the ward lives in a nursing home, assisted living home, group home or other facility,

(1) Is this the least restrictive setting in which services can be provided to the ward?  Yes  No

(2) Have you participated in developing the facility's care plan for the ward?  Yes  No.

(3) Do you believe the facility's care plan is a good one for the ward (in the ward's best interests)?  Yes  No Explain:

\_\_\_\_\_
\_\_\_\_\_

g. Are there any problems with providing meals, clothing, house cleaning or transportation for the ward?

\_\_\_\_\_
\_\_\_\_\_

2. Medical Care.

a. Which of the following medical professionals has the ward seen in the past 12 months?

Table with 4 columns: Professional, Doctor's Name, Phone No., Dates Seen. Rows include Medical Doctor, Dentist, Eye Doctor, Ear Doctor, Psychologist or Psychiatrist, and Other.

b. Describe any medical problems (physical or mental) the ward has, and describe what is being done or will be done about them:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

c. Describe any plans you have to change the care currently being provided for the ward's medical problems:

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d. Have you discussed these medical issues with the ward?

Yes. Explain what the ward wants:

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No. Explain why not:

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e. Are there any problems providing medical care or treatment for the ward?

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f. Is a no-code (Do Not Resuscitate) provision in place for the ward?  Yes  No

g. Did the ward, while the ward still had the capacity to do so, execute a durable power of attorney for health care or some other advance health care directive under AS 13.52.010 - .395 or another law?  Yes  No. If yes, who is the agent authorized to make health care decisions for the ward?

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3. **School and Job Training.**

a. Does the ward attend school or any type of job training?

Yes. Describe studies (include name and location of school):

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No, because: \_\_\_\_\_

b. Is there any type of education or training that would benefit the ward?

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c. Have you discussed this with the ward?

Yes. Explain what the ward wants:

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No. Explain why not:

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4. **Work.**

a. Is the ward employed?

No, because: \_\_\_\_\_

Yes. Describe (include type of work, name of employer, address, phone, and how long employed):

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b. If not employed, would it be in the ward's best interests to obtain employment?

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c. Have you discussed this with the ward?

Yes. Explain what the ward wants:

\_\_\_\_\_

No. Explain why not:

\_\_\_\_\_

5. **Social and Recreational Activities.**

a. Describe activities the ward enjoys:

\_\_\_\_\_

\_\_\_\_\_

b. Have you been able to help make these activities available to the ward?

\_\_\_\_\_

c. Do you have any plans concerning additional social and recreational activities for the ward?

\_\_\_\_\_

6. **Contacts with Ward.**

a. If the ward does not live with you, how often have you visited the ward in the past 12 months?

\_\_\_\_\_

b. Have there been any other contacts?  No  Yes, as follows:

Type of Contact

by telephone

by mail or e-mail

through 3rd person: \_\_\_\_\_

other: \_\_\_\_\_

Frequency of Contact

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **Decision Making.**

a. Have there been any changes in the ward's ability to make decisions about matters affecting the ward's health and safety?

\_\_\_\_\_

\_\_\_\_\_

b. When a decision has to be made about something for the ward (housing, medical care, education, employment, recreation, purchases, etc.), how are the decisions made?

(1) Describe decisions made by ward alone:

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(2) Describe decisions made by guardian alone:

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(3) Describe decisions made by guardian and ward together:

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8. **Community Resources** (service providers, churches, government programs, charitable organizations, etc.). List the community organizations that are currently involved with the ward.

<u>Name of Organization</u>	<u>Services Received</u>	<u>Agency Phone</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

9. **Significant Actions.**

Describe any significant actions you have taken as guardian for the ward during the past 12 months:

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You only have to fill out paragraphs 10 - 16 if you are a full guardian with authority to manage the ward's finances. If you do not have financial management authority, skip to paragraph 17.

10. **Ward's Annual Income.** (List only the income of the ward during the 12-month reporting period. Do not list your income.)

<u>Income Source</u>	<u>Annual Amount</u>	<u>Income Source</u>	<u>Annual Amount</u>
Social Security Benefits:		Wages:	_____
a. SSA:	_____	Dividends/Interest:	_____
b. SSI:	_____	Rental Income:	_____
Adult Public Assistance:	_____	Pension:	_____
Veterans Financial Benefits:	_____	Annuities:	_____
Alaska Longevity Bonus:	_____	Other (describe):	_____
Permanent Fund Dividend:	_____		_____
Native Corporation Dividend:	_____		_____
<b>Total Annual Income:</b>			_____
<b>Total Annual Income During Previous Reporting Period:</b>			_____
<b>Change in Annual Income Since Previous Reporting Period</b>			_____
<b>Explain any difference more than \$1000:</b>			

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11. **Ward's Annual Expenses.** (Money paid to anyone on behalf of ward or ward's legal dependents. Do not include your personal expenses. Attach extra pages if necessary.)

<u>Expense</u>	<u>Description</u>	<u>Annual Amount</u>
Nursing/ Assisted Living Home:	_____	_____
Rent Payment:	_____	_____
Mortgage Payment:	_____	_____
Utilities:	_____	_____
Transportation:	_____	_____
Medical Treatment Costs	_____	_____
Medications:	_____	_____
Credit Card Payments:	_____	_____
Food:	_____	_____
Clothing:	_____	_____
Recreation or Entertainment:	_____	_____
Personal Expenses (include allowance):	_____	_____
Income Tax & Property Tax:	_____	_____
Home/Property Maintenance Costs:	_____	_____
Insurance		
Home Insurance:	_____	_____
Auto Insurance:	_____	_____
Medical Insurance:	_____	_____
Life Insurance:	_____	_____
Gifts:	_____	_____
Child/Spousal Support:	_____	_____
Fees/Costs Paid to Guardian:	_____	_____
Other (list all other payments made):	_____	_____
	_____	_____
<b>Total Annual Expenses:</b>		_____
<b>Total Annual Expenses During Previous Reporting Period:</b>		_____
<b>Change in Annual Expenses Since Previous Reporting Period</b>		_____
<b>Explain any difference more than \$1000:</b>		

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12. **Money Controlled By Ward.**

Does the ward have sole control over any money?  Yes  No

If yes, please explain:

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Is this money included in the income and expenses listed in #10 and #11?

Yes  No

Explain:

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13. **Ward's Assets at the end of this Reporting Period (Date: \_\_\_\_\_)**

(List all assets the ward owns individually or jointly. Attach extra pages if necessary.)

a. **Cash on hand (not in an account)** \$ \_\_\_\_\_ (amount) \_\_\_\_\_ (where located)

Explain any changes in the last 12 months:

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b. **Burial Account**

Name of Bank or Institution	Type of Account	Account Number	Balance

Explain any changes in the last 12 months:

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c. **Alaska Native Corporation Dividend Account**

Name of Bank or Institution	Type of Account	Account Number	Balance

Explain any changes in the last 12 months:

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d. **List all other bank accounts, certificates of deposit, etc.** Attach the most recent bank statement. Attach additional pages if necessary.

Name of Bank or Institution	Name(s) on Account	Account Number	Balance

Explain any changes in the last 12 months:

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- e. **List all Brokerage Accounts, Stocks, Bonds, and Other Securities.** Attach the most recent account statement. Attach additional pages if necessary.

Name of Company	Name(s) on Account	Account Value on _____ (date)

Explain any changes in the last 12 months:

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- f. **Retirement Accounts.**

Name of Company	Beneficiary	Current Value

Explain any changes in the last 12 months:

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- g. **Ward's Life Insurance Policies (policies the ward owns).**

Name of Company	Beneficiary of Life Insurance	Face Value of Life Insurance	Cash Value of Life Ins.

Explain any changes in the last 12 months:

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- h. **Real Estate that Ward Owns (land and buildings).** Attach tax assessment, if available.

(1) Does ward own a home?  No  Yes Estimated Value: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 Is there a joint owner?  No  Yes  
 Explain any changes in the last 12 months:

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(2) Other Real Estate. Estimated Value: \$ \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 Is there a joint owner?  No  Yes  
 Explain any changes in the last 12 months:

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i. **Vehicles.** (List any cars, boats, snow machines, off-road vehicles, airplanes, etc.)

<u>Type of Vehicle</u>	<u>Year, Make &amp; Model</u>	<u>Value</u>	<u>Co-Owner</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

j. **Furniture, Appliances and Electronic Equipment exceeding \$400 in value.** Attach additional pages if necessary.

<u>Description of Item</u>	<u>Approximate Age</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

k. **Jewelry, Gems, Precious Metals, Coin or Stamp Collections, Other Collections, Artwork, Raw or Decorated Ivory.**

Attach additional pages if necessary.

<u>Description of Item</u>	<u>Location</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

l. **Other Personal Property.** (List any item that has a value over \$400. Please include any collectibles and any other items that are particularly susceptible to theft. Give details sufficient to allow a third party to identify the item. Attach extra pages, if necessary.)

<u>Description of Item</u>	<u>Location</u>	<u>Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

m. **Commercial Fisheries Interests (IFQs or limited entry permits).**

Value

\_\_\_\_\_

Explain any changes in the last 12 months:

\_\_\_\_\_

**TOTAL ASSETS (Total value of all items in #13 a through m)** \$ \_\_\_\_\_

**Total Assets at End of Previous Reporting Period:** \$ \_\_\_\_\_

**Change in Total Assets Since Previous Reporting Period:** \$ \_\_\_\_\_

14. **Ward's Liabilities.** (List all debts the ward owes, including mortgages, loans, credit card debt, etc. Attach extra pages if necessary.)

a. **Real Estate Debts.**

(1) Home described in #13(h)(1). Loan balance: \$ \_\_\_\_\_

(2) Property described in #13(h)(2).  
Description: \_\_\_\_\_  
Loan balance: \$ \_\_\_\_\_

Explain any changes in the last 12 months:

\_\_\_\_\_

b. **Other Loans.**

<u>Lender (Name &amp; Address)</u>	<u>Purpose (loan type)</u>	<u>Loan No.</u>	<u>Balance Due</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_

c. **Credit Cards.**

<u>Company (Name &amp; Address)</u>	<u>Card</u>	<u>Card No.</u>	<u>Balance Due</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_

d. **Judgments/liens.**

<u>Description</u>	<u>Balance Due</u>
_____	_____
_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

e. **Amounts Owed For Services.**

<u>Service</u>	<u>To Whom Owed</u>	<u>Balance Due</u>
(1) Medical Services	_____	_____
(2) Attorney Services	_____	_____
(3) Guardian Services	_____	_____
(4) Other _____	_____	_____

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL LIABILITIES (Total all items in #14 a through e):** \$ \_\_\_\_\_  
**Total Liabilities at End of Previous Reporting Period:** \$ \_\_\_\_\_  
**Change in Total Liabilities Since Previous Reporting Period:** \$ \_\_\_\_\_

15. **NET ASSETS** (Subtract Total Liabilities from Total Assets):

Total Assets from 13 a - m \$ \_\_\_\_\_  
Total Liabilities from 14 a - e \$ \_\_\_\_\_  
**Net Estate Value** \$ \_\_\_\_\_

Net Assets at End of Previous Reporting Period: \$ \_\_\_\_\_

Change in Net Assets Since Previous Reporting Period: \$ \_\_\_\_\_

16. **Trusts.** The ward is a beneficiary of the following trust(s) (meaning the ward has the right to receive benefits of some kind from the trust):

Name of Trust: \_\_\_\_\_

Name and Address of Trustee: \_\_\_\_\_

If registered with the court, list trust registration no. \_\_\_\_\_ State \_\_\_\_\_

Do you know what benefits the ward is supposed to receive from the trust?

Yes  No

Is the ward receiving the benefits from the trust that he/she is supposed to receive?

Yes  No  I do not know.

Explain any changes in the last 12 months:

\_\_\_\_\_  
\_\_\_\_\_

17. Did the ward help you prepare (provide information for) this report?  Yes  No

Oath

I do solemnly swear (or affirm) that the information given in this report is true and correct to the best of my knowledge and belief.

\_\_\_\_\_ Date \_\_\_\_\_ Guardian's Signature \_\_\_\_\_

Subscribed and sworn to or affirmed before me at \_\_\_\_\_, Alaska  
on \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Clerk of Court, Notary Public or other person  
authorized to administer oaths.  
My commission expires: \_\_\_\_\_

I certify that on \_\_\_\_\_, I gave  
a copy of this report and its attachments to:

- ward
- ward's attorney or guardian ad litem (if currently representing ward): \_\_\_\_\_
- parent or guardian with whom ward resides (if any): \_\_\_\_\_
- ward's conservator (if a separate conservator has been appointed): \_\_\_\_\_
- the following person(s) designated by court order:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Guardian's Signature