PB-4

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PROBATE FORMS TRAINING

VERSION 02/26/2015-PB4

PROBATE FORMS

This program was developed under grant number SJI-11-E-008 from the State Justice Institute. The points of view expressed are those of the faculty and do not necessarily represent the official position or policies of the State Justice Institute

Welcome to the Probate Overview and Introduction to Forms

This program is designed to provide you with an overview of the standardized forms.

After viewing this program you will be able to determine:

- **Which forms are required of the fiduciary by the courts**
- **How each form is used to report different financial information**
- **Where to obtain the forms**

And

- **How to submit the forms**

Annual Reporting

By state statute and supreme court rule, a conservator is required to file an annual report to the court that provides an account of the status of the protected person's finances. Until recently, courts across the state have required varying formats for providing this information.

Standardized Forms

Form 5: Conservatorship Estate Budget

SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period	Budget Period Just Ended:	Actual Results	Change from Budget	Change as Percent Column D divided by	Budget Current Year:	Budget Change From Actual Results Period Just Ended

1 Start Date of Account Reporting Period: (Example:
2 End Date of Account Reporting Period:

Receipts (Money Received):
3 Retirement and Disability Income
4 Annuities, Structured Settlements, and Trus
5 Wages and Earned Income
6 Investment and Business Income
7 Other Receipts (Attach WS A)
8 Total Receipts (Add lines 3 through 7)

9 Assets/Liabilities as Receipts
10 Total Income Included in Receipts (Line 8 minu

Disbursements (Money Spent):
Money Spent for Protected Person:
11 Food, Clothing, and Shelter
12 Medical Costs
13 Personal Allowance
14 Payments on Debt
15 Discretionary Expenses
16 Other Disbursements for Protected Person (
17 Total Disbursements for Protected Person (Ad

Money Spent for Administrative Fees & Costs
18 Fiduciary Fees and Costs
19 Fiduciary's Attorney Fees and Costs
20 Protected Person's Attorney Fees and Costs
21 Other Administrative Fees and Costs (Attach
22 Total Administrative Fees and Costs (Add lines

23 Total Disbursements (Add lines 17 and 22)

24 Assets/Liabilities as Disbursements
25 Total Expenses in Disbursements (Line 23 minus li

26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)

27 **Net Income/(Net Expenses)** (Line 10 minus line 25)

In the matter of: Case No.

Form 6: First Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period:	Budget See Form 5, Schedule 1, Column	Actual Results Period Just Ended:	Change from Budget	Change as Percent Column D divided	Budget Current Year:	Budget Change From Actual Results Period Just Ended

1 Start Date of Account Reporting Period: (Example: 07/01/2011)
2 End Date of Account Reporting Period:

Receipts (Money Received):
3 Retirement and Disability Income
4 Annuities, Structured Settlements, and Trust Income
5 Wages and Earned Income
6 Investment and Business Income
7 Other Receipts (Attach WS A)
8 Total Receipts (Add lines 3 through 7)

9 Assets/Liabilities as Receipts
10 Total Income Included in Receipts (Line 8 minus line 9)

Disbursements (Money Spent):
Money Spent for Protected Person:
11 Food, Clothing, and Shelter
12 Medical Costs
13 Personal Allowance
14 Payments on Debt
15 Discretionary Expenses
16 Other Disbursements (Attach WS A)
17 Total Expenses for Protected Person (Add lines 11 throug

Money Spent for Administrative Fees & Costs:
18 Fiduciary Fees and Costs
19 Fiduciary's Attorney Fees and Costs
20 Protected Person's Attorney Fees and Costs
21 Other Administrative Fees and Costs (Attach WS A)
22 Total Administrative Fees and Costs (Add lines 18 throug

23 Total Disbursements for Protected Person (Add line 17

24 Assets/Liabilities as Disbursements
25 Total Expenses in Disbursements (Line 23 minus line 24)

26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)

27 **Net Income/(Net Expenses)** (Line 10 minus line 25)

In the matter of: Case No.

Form 7: Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

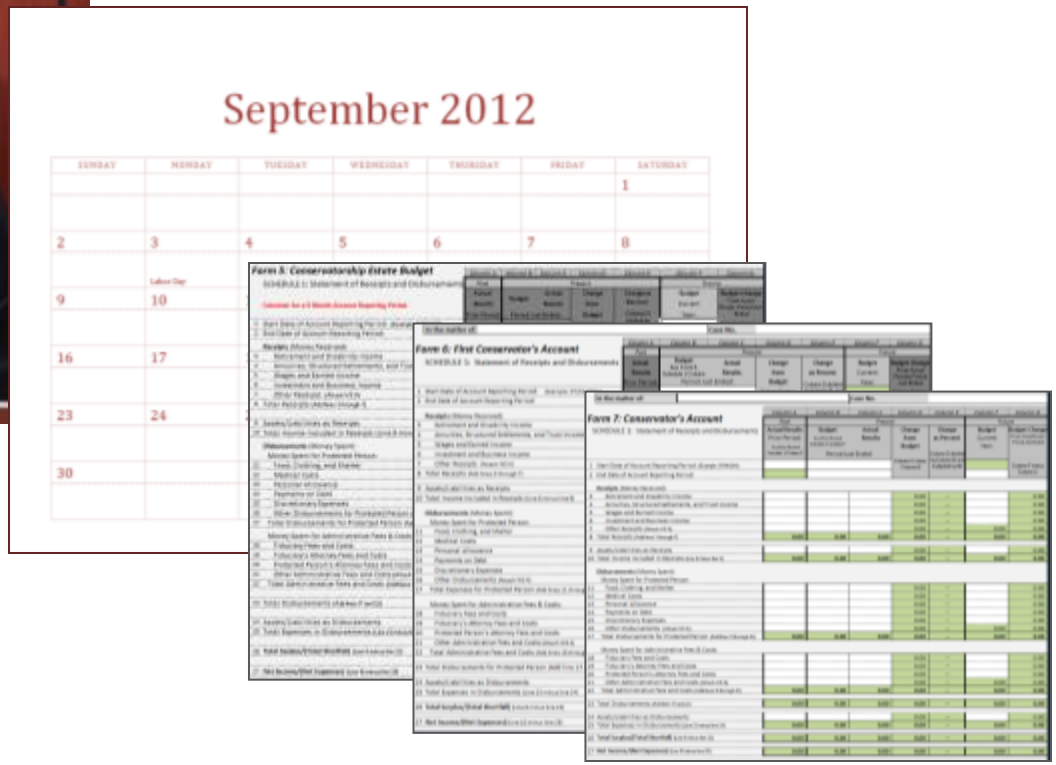
	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period: See Prior Period Schedule 1, Column C	Budget See Prior Period Schedule 1, Column F	Actual Results Period Just Ended:	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income				0.00	--		0.00
4 Annuities, Structured Settlements, and Trust Income				0.00	--		0.00
5 Wages and Earned Income				0.00	--		0.00
6 Investment and Business Income				0.00	--		0.00
7 Other Receipts (Attach WS A)				0.00	--	0.00	0.00
8 Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00	0.00	--	0.00	0.00
9 Assets/Liabilities as Receipts				0.00	--		0.00
10 Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00	0.00	--	0.00	0.00
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter				0.00	--		0.00
12 Medical Costs				0.00	--		0.00
13 Personal Allowance				0.00	--		0.00
14 Payments on Debt				0.00	--		0.00
15 Discretionary Expenses				0.00	--		0.00
16 Other Disbursements (Attach WS A)				0.00	--	0.00	0.00
17 Total Disbursements for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	0.00	--	0.00	0.00
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00	--		0.00
19 Fiduciary's Attorney Fees and Costs				0.00	--		0.00
20 Protected Person's Attorney Fees and Costs				0.00	--		0.00
21 Other Administrative Fees and Costs (Attach WS A)				0.00	--	0.00	0.00
22 Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	0.00	--	0.00	0.00
23 Total Disbursements (Add lines 17 and 22)	0.00	0.00	0.00	0.00	--	0.00	0.00
24 Assets/Liabilities as Disbursements				0.00	--		0.00
25 Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	0.00	--	0.00	0.00
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)	0.00	0.00	0.00	0.00	--	0.00	0.00
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)	0.00	0.00	0.00	0.00	--	0.00	0.00

In June 2011, the Committee on Improving Judicial Oversight and Processing of Probate Matters recommended standardized conservator account forms to bring uniformity and comparability to judicial oversight of conservatorships.

Financial Status

These standardized forms will give the judge and other interested parties a financial status of the conservatorship; they allow the court to view, in one document, last year's account information, this year's account information and the plan for the coming year.

Standardized Forms Start Date



Starting on September 1, 2012, all new conservatorship cases are required to use these standardized forms. If you are an existing conservator as of September 1, 2012, you should receive an order from the court after you file your next account indicating when you will be required to begin using the standard forms.

Filing the Form

Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Licensed Fiduciary Number (if applicable): _____

FOR CLERK'S USE ONLY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

IN THE MATTER OF THE CONSERVATORSHIP FOR _____, ☐ a Minor ☐ an Adult	Case No. _____ SUBMISSION OF AND PETITION FOR APPROVAL OF FIRST CONSERVATOR'S ACCOUNT ☐ with BUDGET ☐ Budget Amendment ☐ Fee Statement (Assigned to the Honorable _____

THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 1.

The form a conservator is required to file depends on the phase of the conservatorship. The form technically is just a cover sheet providing information such as the case number, the name of the conservator and protected person, and a listing of the specific documents the conservator is required to file which comprises the conservator's account to the court.

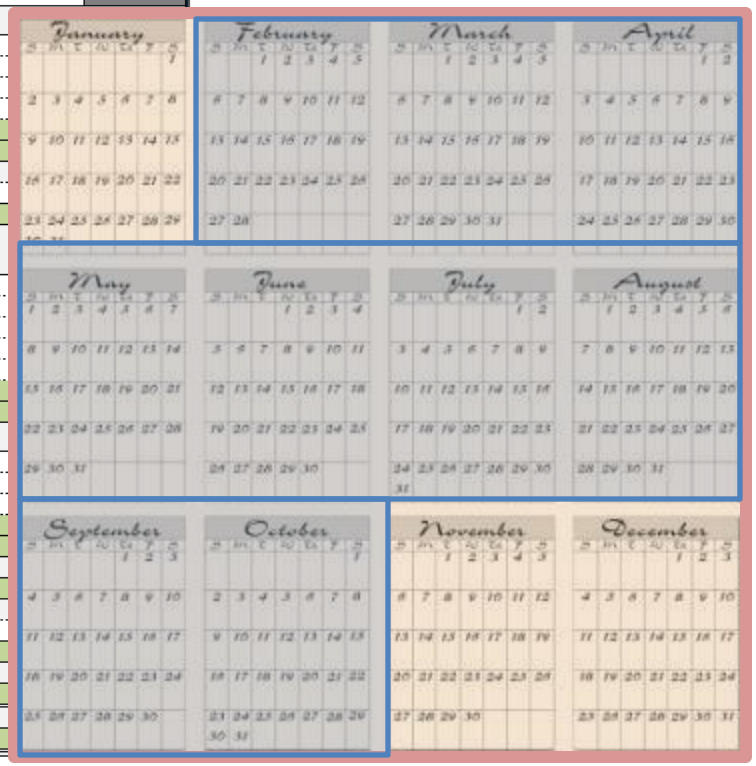
Form 5: Conservatorship Estate Budget

Form 5: Conservatorship Estate Budget

SCHEDULE 1: Statement of Receipts and Disbursements

Calculate for a 9 Month Account Reporting Period

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	First	*Present*				*Future*	
	Actual Results Prior Period:	Budget	Actual Results Period Just Ended:	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income							
4 Annuities, Structured Settlements, and Trust Income							
5 Wages and Earned Income							
6 Investment and Business Income							
7 Other Receipts (Attach WS A)							
8 Total Receipts (Add lines 3 through 7)							
9 Assets/Liabilities as Receipts							
10 Total Income Included in Receipts (Line 8 minus line 9)							
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter							
12 Medical Costs							
13 Personal Allowance							
14 Payments on Debt							
15 Discretionary Expenses							
16 Other Disbursements for Protected Person (Attach WS A)							
17 Total Disbursements for Protected Person (Add lines 11 through 16)							
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs							
19 Fiduciary's Attorney Fees and Costs							
20 Protected Person's Attorney Fees and Costs							
21 Other Administrative Fees and Costs (Attach WS A)							
22 Total Administrative Fees and Costs (Add lines 18 through 21)							
23 Total Disbursements (Add lines 17 and 22)							
24 Assets/Liabilities as Disbursements							
25 Total Expenses in Disbursements (Line 23 minus line 24)							
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)							
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)							



Unless the court waives the requirement, every conservator is required to file the Conservatorship Estate Budget, Form 5 at the beginning of their appointment. This first budget covers only the first nine months of the conservatorship. In subsequent accounts, the conservatorship estate budget will include a full 12-month period.

Form 6: First Conservator's Account

In the matter of: Case No.

Form 6: First Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period:	Budget See Form 5, Schedule 1, Column Period Just Ended:	Actual Results	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income				0.00	--		
4 Annuities, Structured Settlements, and Trust Income				0.00	--		
5 Wages and Earned Income				0.00	--		
6 Investment and Business Income				0.00	--		
7 Other Receipts (Attach WS A)				0.00	--	0.00	
8 Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	--	0.00	
9 Assets/Liabilities as Receipts				0.00	--		
10 Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	--	0.00	
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter				0.00	--		
12 Medical Costs				0.00	--		
13 Personal Allowance				0.00	--		
14 Payments on Debt				0.00	--		
15 Discretionary Expenses				0.00	--		
16 Other Disbursements (Attach WS A)				0.00	--	0.00	
17 Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	--	0.00	
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00	--		
19 Fiduciary's Attorney Fees and Costs				0.00	--		
20 Protected Person's Attorney Fees and Costs				0.00	--		
21 Other Administrative Fees and Costs (Attach WS A)				0.00	--	0.00	
22 Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	--	0.00	
23 Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	--	0.00	
24 Assets/Liabilities as Disbursements				0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	--	0.00	
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)		0.00	0.00	0.00	--	0.00	
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)		0.00	0.00	0.00	--	0.00	

After the completion of the first account reporting period, the conservator will file Form 6, the First Conservator's Account. This account covers the first 9 months of the conservatorship.

Form 7: Conservator's Account

In the matter of: | Case No.

Form 7: Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period: See Prior Period Schedule 1, Column C	Budget See Prior Period Schedule 1, Column F	Actual Results Period Just Ended:				
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income							
4 Annuities, Structured Settlements, and Trust Income							
5 Wages and Earned Income							
6 Investment and Business Income							
7 Other Receipts (Attach WS A)							
8 Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00				
9 Assets/Liabilities as Receipts							
10 Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00				
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter							
12 Medical Costs							
13 Personal Allowance							
14 Payments on Debt							
15 Discretionary Expenses							
16 Other Disbursements (Attach WS A)							
17 Total Disbursements for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	0.00			
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00			
19 Fiduciary's Attorney Fees and Costs				0.00	--		
20 Protected Person's Attorney Fees and Costs				0.00	--		
21 Other Administrative Fees and Costs (Attach WS A)				0.00	--		
22 Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	0.00	--		
23 Total Disbursements (Add lines 17 and 22)	0.00	0.00	0.00	0.00	--		
24 Assets/Liabilities as Disbursements				0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	0.00	--		
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)	0.00	0.00	0.00	0.00	--	0.00	0.00
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)	0.00	0.00	0.00	0.00	--	0.00	0.00

For the second and subsequent account reporting periods, the conservator will file Form 7, the Conservator's Account. The conservator will continue to use Form 7 until the conservatorship ends.

Form 8: Final Conservator's Account

In the matter of: | Case No.

Form 8: Final Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period: See Prior Period Schedule 1, Column C	Budget See Prior Period Schedule 1, Column F	Actual Results Period Just Ended:	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income				0.00	--		
4 Annuities, Structured Settlements, and Trust Income				0.00	--		
5 Wages and Earned Income				0.00	--		
6 Investment and Business Income				0.00	--		
7 Other Receipts				0.00	--		
8 Total Receipts (Add lines 3 through 7)	0.00	0.00	0.00	0.00	--		
9 Assets/Liabilities as Receipts				0.00	--		
10 Total Income Included in Receipts (Line 8 minus line 9)	0.00	0.00	0.00	0.00	--		
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter				0.00	--		
12 Medical Costs				0.00	--		
13 Personal Allowance				0.00	--		
14 Payments on Debt				0.00	--		
15 Discretionary Expenses				0.00	--		
16 Other Disbursements				0.00	--		
17 Total Disbursements for Protected Person (Add lines 11 through 16)	0.00	0.00	0.00	0.00	--		
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00	--		
19 Fiduciary's Attorney Fees and Costs				0.00	--		
20 Protected Person's Attorney Fees and Costs				0.00	--		
21 Other Administrative Fees and Costs				0.00	--		
22 Total Administrative Fees and Costs (Add lines 18 through 21)	0.00	0.00	0.00	0.00	--		
23 Total Disbursements (Add lines 17 and 22)	0.00	0.00	0.00	0.00	--		
24 Assets/Liabilities as Disbursements				0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)	0.00	0.00	0.00	0.00	--		
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)	0.00	0.00	0.00	0.00	--		
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)	0.00	0.00	0.00	0.00	--		

When the conservatorship terminates, the conservator will be required to file one last account, known as Form 8, the Final Conservator's Account.

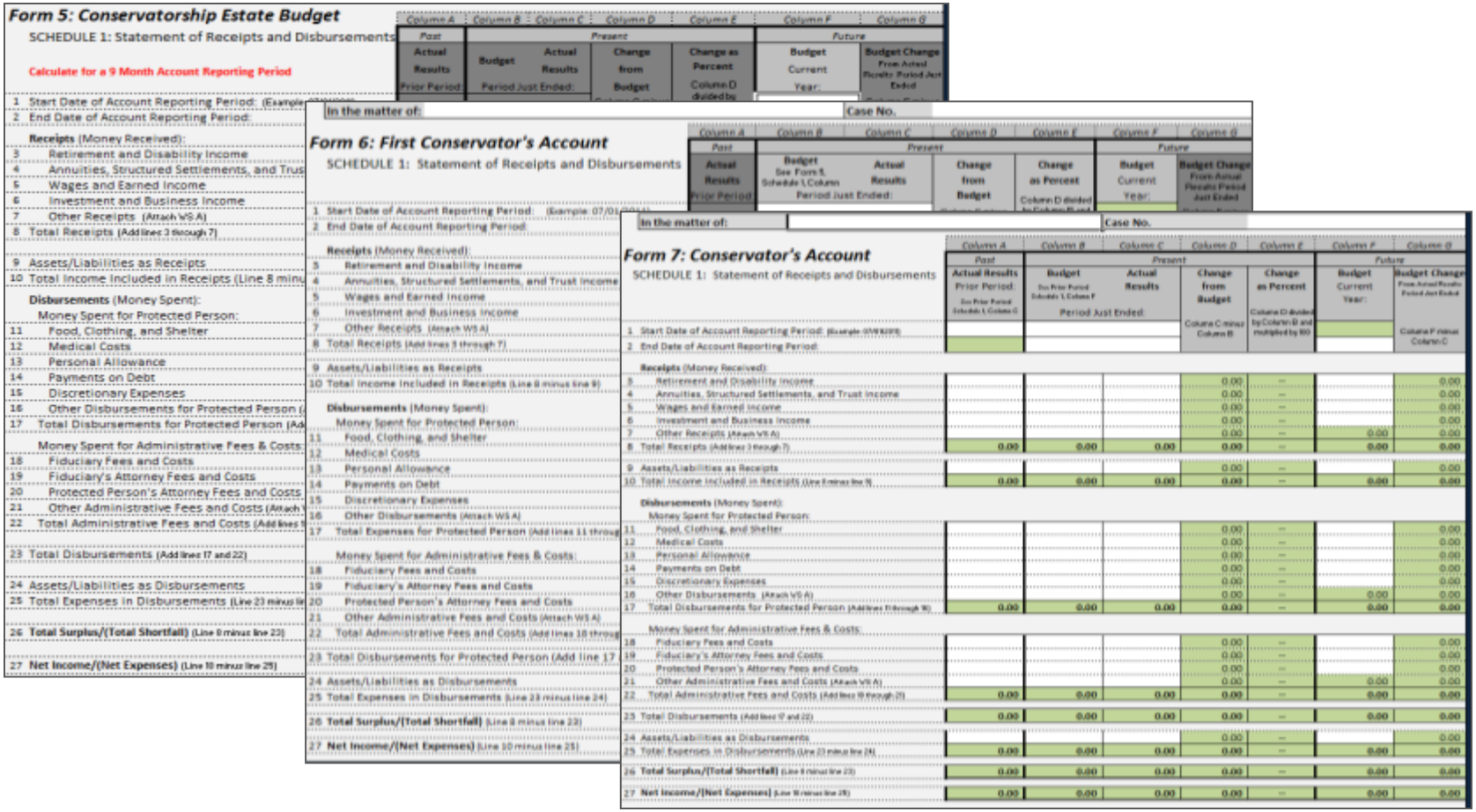
Form 9: Simplified Conservator's Account

In the matter of:		Case No.	
Form 9: Simplified Conservator's Account SCHEDULE 1: Statement of Receipts and Disbursements		*Column A* *Past* **Actual Results** Prior Period: See Prior Period Form 9, Schedule 1, Column B	*Column B* *Present* **Actual Results** Period Just Ended:
1	Start Date of Account Reporting Period: (Example: 07/01/2011)		
2	End Date of Account Reporting Period:		
	Receipts (Money Received):		
3	Retirement and Disability Income		
4	Annuities, Structured Settlements, and Trust Income		
5	Wages and Earned Income		
6	Investment and Business Income		
7	Other Receipts		
8	Total Receipts (Add lines 3 through 7)	0.00	0.00
	Disbursements (Money Spent):		
	Money Spent for Protected Person:		
9	Food, Clothing, and Shelter		
10	Medical Costs		
11	Personal Allowance		
12	Payments on Debt		
13	Discretionary Expenses		
14	Other Disbursements		
15	Total Disbursements for Protected Person (Add lines 9 through 14)	0.00	0.00
	Money Spent for Administrative Fees & Costs:		
16	Fiduciary Fees and Costs		
17	Fiduciary's Attorney Fees and Costs		
18	Protected Person's Attorney Fees and Costs		
19	Other Administrative Fees and Costs		
20	Total Administrative Fees and Costs (Add lines 16 through 19)	0.00	0.00
21	Total Disbursements (Add lines 15 and 20)	0.00	0.00

In certain situations, the Court may allow the conservator to use a simplified form, known as Form 9, the Simplified Conservator's Account. This form does not require as much information as the typical conservator's account, and is designed for smaller estates or estates with limited financial transactions.

Using PROBATE FORMS

Forms & Schedules



Even though the account forms are given a distinct form number, the actual schedules and worksheets the conservator must complete for each account reporting period are essentially the same. The only difference is that certain columns within each schedule may not need to be filled out, depending on which account you are filing with the court. The schedules are formatted so you know which columns you need to complete.

Supporting Schedules

Form 6: First Conservator's Account

SCHEDULE 3: Statement of Sustainability of Conservatorship

In the matter of: Case No.

Column A	Column B	Column C	Column D	Column E
Sustainability Estimated in	Updated	Change from	Change as Percent	

Form 6: First Conservator's Account

SCHEDULE 2: Statement of Net Assets & Reconciliation

In the matter of: Case No.

Column A	Column B	Column C	Column D	Column E
Inventory Summary	Updated Inventory Value	Change from	Change as	

Form 6: First Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

In the matter of: Case No.

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period	Budget See Form 5, Schedule 1, Column	Actual Results Period Just Ended:	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income				0.00	--		
4 Annuities, Structured Settlements, and Trust Income				0.00	--		
5 Wages and Earned Income				0.00	--		
6 Investment and Business Income				0.00	--		
7 Other Receipts (Attach WS A)				0.00	--	0.00	
8 Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	--	0.00	
9 Assets/Liabilities as Receipts				0.00	--		
10 Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	--	0.00	
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter				0.00	--		
12 Medical Costs				0.00	--		
13 Personal Allowance				0.00	--		
14 Payments on Debt				0.00	--		
15 Discretionary Expenses				0.00	--		
16 Other Disbursements (Attach WS A)				0.00	--	0.00	
17 Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	--	0.00	
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00	--		
19 Fiduciary's Attorney Fees and Costs				0.00	--		
20 Protected Person's Attorney Fees and Costs				0.00	--		
21 Other Administrative Fees and Costs (Attach WS A)				0.00	--	0.00	
22 Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	--	0.00	
23 Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	--	0.00	
24 Assets/Liabilities as Disbursements				0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	--	0.00	
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)		0.00	0.00	0.00	--	0.00	
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)		0.00	0.00	0.00	--	0.00	

With each account, you will be required to complete up to three supporting schedules. Each schedule represents different aspects of the conservatorship.

Schedule 1: Statement of Receipts and Disbursements

In the matter of:						Case No.	
Form 6: First Conservator's Account	*Column A*	*Column B*	*Column C*	*Column D*	*Column E*	*Column F*	*Column G*
	Past	*Present*				*Future*	
SCHEDULE 1: Statement of Receipts and Disbursements	**Actual Results** Prior Period:	**Budget** See Form 5, Schedule 1, Column	**Actual Results** Period Just Ended:	**Change from Budget** Column C minus Column B	**Change as Percent** Column D divided by Column B and multiplied by 100	**Budget** Current Year:	**Budget Change** From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income				0.00	--		
4 Annuities, Structured Settlements, and Trust Income				0.00	--		
5 Wages and Earned Income				0.00	--		
6 Investment and Business Income				0.00	--		
7 Other Receipts (Attach WS A)				0.00	--	0.00	
8 Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	--	0.00	
9 Assets/Liabilities as Receipts				0.00	--		
10 Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	--	0.00	
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter				0.00	--		
12 Medical Costs				0.00	--		
13 Personal Allowance				0.00	--		
14 Payments on Debt				0.00	--		
15 Discretionary Expenses				0.00	--		
16 Other Disbursements (Attach WS A)				0.00	--	0.00	
17 Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	--	0.00	
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00	--		
19 Fiduciary's Attorney Fees and Costs				0.00	--		
20 Protected Person's Attorney Fees and Costs				0.00	--		
21 Other Administrative Fees and Costs (Attach WS A)				0.00	--	0.00	
22 Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	--	0.00	
23 Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	--	0.00	
24 Assets/Liabilities as Disbursements				0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	--	0.00	
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)		0.00	0.00	0.00	--	0.00	
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)		0.00	0.00	0.00	--	0.00	

The first schedule, Schedule 1: Statement of Receipts and Disbursements, summarizes the receipts and disbursements of the conservatorship. With this schedule, you are informing the court what money came into the estate and what money went out during the account reporting period.

Schedule 2: Statement of Net Assets & Reconciliation

In the matter of: Case No.

Form 6: First Conservator's Account

SCHEDULE 2: Statement of Net Assets & Reconciliation

	Column A Inventory Summary From Prior Period: See Form 5, Schedule 2, Column B	Column B Updated Inventory Value for Period Just Ended:	Column C Change from Prior Period Column B minus Column A	Column D Change as Percent Column C divided by Column A and multiplied by 100	Column E Explanation of Change
SECTION 1: Net Assets (Inventory)					
1 Inventory Value Report Date: (Example: 07/01/2011)					
General Assets, Excluding Cash and Bank Accounts:					
2 Real Estate			0.00	--	
3 Vehicle(s)			0.00	--	
4 Business Ownership Interests			0.00	--	
5 Household Items and Personal Effects			0.00	--	
6 Stocks, Bonds, and Mutual Funds - Not Tax-Deferred			0.00	--	
7 Tax-Deferred Assets			0.00	--	
8 Other General Assets (Attach VS B)		0.00	0.00	--	
9 Total General Assets (Add lines 2 through 8)	0.00	0.00	0.00	--	
Cash and Regular Bank Accounts:					
10 Bank Accounts - Restricted Access			0.00	--	
11 Bank Accounts - Unrestricted Access			0.00	--	
12 Cash on Hand			0.00	--	
13 Other Money-Denominated Assets (Attach VS B)		0.00	0.00	--	
14 Total Cash and Bank Accounts (Add lines 10 through 13)	0.00	0.00	0.00	--	
15 Total Available Assets (Add lines 9 and 14)	0.00	0.00	0.00	--	
Liabilities (Debt):					
16 Bills & Payables More Than 30 Days Old (Attach VS B)		0.00	0.00	--	
17 Other Debts (Attach VS B)		0.00	0.00	--	
18 Total Liabilities (Add lines 16 and 17)	0.00	0.00	0.00	--	
19 **Net Assets** (Line 15 minus line 18)	0.00	0.00	0.00	--	
SECTION 2: Reconciliation of Conservator's Account					
Reconciliation of Cash and Regular Bank Accounts:					
20 Starting Cash Balance (Enter Column A, line 14)		0.00	**Starting Cash Balance comes from Column A, Line 14**		
21 Total Receipts (SCHEDULE 1, Column C, line 8)		0.00			
22 Available Funds (Add lines 20 and 21)		0.00			
23 Total Disbursements (SCHEDULE 1, Column C, line 23)		0.00			
24 Ending Cash Balance (Line 22 minus 23)		0.00	**Ending Cash Balance must equal Column B, Line 14**		

The second schedule, Schedule 2: Statement of Net Assets & Reconciliation, provides the court a summary of the value of the estate. For this form you will summarize the information you initially provided in the inventory. In subsequent accounts, you will be required to update certain inventory values.

Schedule 3: Statement of Sustainability of Conservatorship

In the matter of:			Case No.		
Form 6: First Conservator's Account SCHEDULE 3: Statement of Sustainability of Conservatorship	*Column A* **Sustainability Estimated in Prior Period** See Form 5, Schedule 3, Column B	*Column B* **Updated Sustainability Estimated**	*Column C* **Change from Prior Period** Column B minus Column A	*Column D* **Change as Percent** Column C divided by Column A and multiplied by 100	*Column E* **Explanation of Adjustment in *Column B***
1 Report Date of Sustainability Estimate: (Example: 07/01/2011)					
Net Assets Available to Conservatorship:					
2 Net Assets (See SCHEDULE 2, line 19)	0.00	0.00	0.00	--	
3 Adjustments (Attach WS C)		0.00	0.00	--	
4 Adjusted Net Assets (Add lines 2 and 3)	0.00	0.00	0.00	--	
Recurring Net Income/(Net Expenses):					
5 Net Income/(Net Expenses) (See SCHEDULE 1, line 27)	0.00	0.00	0.00	--	
6 Adjustments (Attach WS C)		0.00	0.00	--	
7 Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)	0.00	0.00	0.00	--	
8 Enter Adjusted Net Assets (Line 4)	0.00	0.00			
9 Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)	0.00	0.00			
10 Estimated Years of Sustainability (Line 8 divided by line 9)	#DIV/0!	#DIV/0!			
11 Is Conservatorship Sustainable? (Yes or No)					

12	**Prior Period Management Plan** (Complete if "NO" is entered in Column A, Line 11: Provide Management Plan Going Forward as indicated in Form 5, SCHEDULE 3)	**Management Plan Going Forward** (Complete if "No" is entered in Column B, Line 11)

The last schedule, Schedule 3: Statement of Sustainability of Conservatorship, provides information to the court about how long the protected person's estate will last before it runs out of money to support the protected person's needs. In other words, you are indicating to the court whether or not the estate is sufficient to cover the protected person's expenses for the duration of the conservatorship.

Sustainability

In the matter of:			Case No.		
Form 6: First Conservator's Account SCHEDULE 3: Statement of Sustainability of Conservatorship	*Column A* **Sustainability Estimated in Prior Period** See Form 5, Schedule 3, Column B	*Column B* **Updated Sustainability Estimated**	*Column C* **Change from Prior Period** Column B minus Column A	*Column D* **Change as Percent** Column C divided by Column A and multiplied by 100	*Column E* **Explanation of Adjustment in *Column B***
1 Report Date of Sustainability Estimate: (Example: 07/01/2011)					
Net Assets Available to Conservatorship:					
2 Net Assets (See SCHEDULE 2, line 19)	0.00	0.00	0.00	--	
3 Adjustments (Attach WS C)		0.00	0.00	--	
4 Adjusted Net Assets (Add lines 2 and 3)	0.00	0.00	0.00	--	
Recurring Net Income/(Net Expenses):					
5 Net Income/(Net Expenses) (See SCHEDULE 1, line 27)	0.00	0.00	0.00	--	
6 Adjustments (Attach WS C)		0.00	0.00	--	
7 Adjusted Net Income/(Net Expenses) (Add lines 5 and 6)	0.00	0.00	0.00	--	
8 Enter Adjusted Net Assets (Line 4)	0.00	0.00			
9 Enter Adjusted Net Income/(Net Expenses) (Absolute Value of line 7)	0.00	0.00			
10 Estimated Years of Sustainability (Line 8 divided by line 9)	#DIV/0!	#DIV/0!			
11 Is Conservatorship Sustainable? (Yes or No)					

12	**Prior Period Management Plan** (Complete if "NO" is entered in Column A, Line 11: Provide Management Plan Going Forward as indicated in Form 5, SCHEDULE 3)	**Management Plan Going Forward** (Complete if "No" is entered in Column B, Line 11)

If, after calculating the estimated years of sustainability, you find the protected person's assets do not cover the total cost of care and services, the conservatorship is considered not sustainable. You must report this to the court on Schedule 3, along with your management plan going forward. This management plan must explain how you will protect and preserve the protected person's estate for as long as possible.

Worksheets

In the matter of: Case No.

Start Date of Account Reporting Period Just Ended:

WORKSHEET C

Supporting Detail for Form 6, Schedule 3:

Adjustments to Net Assets Available to Conservatorship;

Adjustments to Recurring Net Income/(Net Expenses)

*Note: If adjustment is negative, place ( ) around the amount or a

Adjustments for Net Assets Available to Conservatorship	
Description/ Explanation of Adjustment	Colu Updated Su Esti Adjustme

Category	Column B: Total (For Page)

In the matter of: Case No.

Start Date of Account Reporting Period Just Ended:

WORKSHEET B

Supporting Detail for Form 6, Schedule 2:

Other General Assets; Other Money-Denominated Assets;

Bills and Payables More Than 30 Days Old; O

Category	Column B: Total (For Page)
Line 8: Other General Assets	0.00
Line 13: Other Money-Denominated Assets	0.00

Other General Assets (Line 8)		Oth
Description/ Explanation of Change	Column B: Updated Inventory Value	Descrip

In the matter of: Case No.

Start Date of Account Reporting Period Just Ended:

WORKSHEET A

Supporting Detail for Form 6, Schedule 1:

Other Receipts; Other Disbursements; Other Administrative Fees and Costs

Category	Column F: Total (For Page)
Line 7: Other Receipts	0.00
Line 16: Other Disbursements	0.00
Line 21: Other Administrative Fees and Costs	0.00

Other Receipts (Line 7)		Other Disbursements (Line 16)		Other Administrative Fees and Costs (Line 21)	
Description	Column F: Budget Current Year Amount	Description	Column F: Budget Current Year Amount	Description	Column F: Budget Current Year Amount

As you complete the schedules, you may have information that does not fit into any of the specified line items. If so, you need to report that information as an “other” item on the schedule. Any time you have to report an “other” item (such as other receipts, other disbursements for the protected person, or other general assets), you must complete a worksheet to list the item(s). For each schedule, there is a separate worksheet to provide this additional information.

Schedule 1 / Worksheet A

In the matter of:		Case No.	
Start Date of Account Reporting Period Just Ended:			

WORKSHEET A

Supporting Detail for Form 6, Schedule 1:

Other Receipts; Other Disbursements; Other Administrative Fees and Costs

Category	*Column F:* Total (For Page)
Line 7: Other Receipts	0.00
Line 16: Other Disbursements	0.00
Line 21: Other Administrative Fees and Costs	0.00

Other Receipts (Line 7)		Other Disbursements (Line 16)		Other Administrative Fees and Costs (Line 21)	
Description	*Column F:* Budget Current Year Amount	Description	*Column F:* Budget Current Year Amount	Description	*Column F:* Budget Current Year Amount

For Schedule 1, you would complete Worksheet A to show supporting detail for any other receipts, other disbursements for the protected person, or other administrative fees and costs.

Schedule 2 / Worksheet B

In the matter of: | Case No.

Start Date of Account Reporting Period Just Ended:

WORKSHEET B

Supporting Detail for Form 6, Schedule 2:

Other General Assets; Other Money-Denominated Assets; Bills and Payables More Than 30 Days Old; Other Debts

Category	*Column B:* Total (For Page)
Line 8: Other General Assets	0.00
Line 13: Other Money-Denominated Assets	0.00
Line 16: Bills and Payables More Than 30 Days Old	0.00
Line 17: Other Debts	0.00

Other General Assets (Line 8)		Other Money-Denominated Assets (Line 13)		Bills and Payables More Than 30 Days Old (Line 16)		Other Debts (Line 17)	
Description/ Explanation of Change	*Column B:* Updated Inventory Value	Description/ Explanation of Change	*Column B:* Updated Inventory Value	Description/ Explanation of Change	*Column B:* Updated Inventory Value	Description/ Explanation of Change	*Column B:* Updated Inventory Value

For Schedule 2, you would complete Worksheet B if you have other general assets or other money-denominated assets to report. You would also use Worksheet B to list any bills and payables more than 30 days old, as well as any other debts owed by the protected person.

Schedule 3 / Worksheet C

In the matter of:		Case No.	
Start Date of Account Reporting Period Just Ended:			

WORKSHEET C

Supporting Detail for Form 6, Schedule 3:
Adjustments to Net Assets Available to Conservatorship;

Adjustments to Recurring Net Income/(Net Expenses)

Category	*Column B:* Total (For Page)
Line 3: Adjustments for Net Assets Available to Conservatorship	0.00
Line 6: Adjustments for Recurring Net Income/(Net Expenses)	0.00

*Note: If adjustment is negative, place ( ) around the amount or a minus sign in front of the amount

Adjustments for Net Assets Available to Conservatorship (Line 3)		Adjustments for Recurring Net Income/(Net Expenses) (Line 6)	
Description/ Explanation of Adjustment	*Column B:* Updated Sustainability Estimated Adjustment Amount	Description/ Explanation of Adjustment	*Column B:* Updated Sustainability Estimated Adjustment Amount

For Schedule 3, you would complete Worksheet C if there are any adjustments to the value of net assets, or adjustments to net income, or expenses that impact the value of the estate going forward. For example, you would enter as a positive value any new and significant assets that you expect to come into the conservatorship in the next account reporting period, such as an inheritance or a personal injury award. You would enter as a negative value any assets that need to be used to satisfy any planned, one-time, significant expense such as a one-time medical cost or a large repair to the protected person's home.

Filing Procedure

Print or Electronic

In the matter of: Case No.

Form 6: First Conservator's Account

SCHEDULE 1: Statement of Receipts and Disbursements

	Column A	Column B	Column C	Column D	Column E	Column F	Column G
	Past	Present				Future	
	Actual Results Prior Period	Budget See Form 6, Schedule 1, Column	Actual Results Period Just Ended:	Change from Budget Column C minus Column B	Change as Percent Column D divided by Column B and multiplied by 100	Budget Current Year:	Budget Change From Actual Results Period Just Ended Column F minus Column C
1 Start Date of Account Reporting Period: (Example: 07/01/2011)							
2 End Date of Account Reporting Period:							
Receipts (Money Received):							
3 Retirement and Disability Income				0.00	--		
4 Annuities, Structured Settlements, and Trust Income				0.00	--		
5 Wages and Earned Income				0.00	--		
6 Investment and Business Income				0.00	--		
7 Other Receipts (Attach WS A)				0.00	--	0.00	
8 Total Receipts (Add lines 3 through 7)		0.00	0.00	0.00	--	0.00	
9 Assets/Liabilities as Receipts				0.00	--		
10 Total Income Included in Receipts (Line 8 minus line 9)		0.00	0.00	0.00	--	0.00	
Disbursements (Money Spent):							
Money Spent for Protected Person:							
11 Food, Clothing, and Shelter				0.00	--		
12 Medical Costs				0.00	--		
13 Personal Allowance				0.00	--		
14 Payments on Debt				0.00	--		
15 Discretionary Expenses				0.00	--		
16 Other Disbursements (Attach WS A)				0.00	--	0.00	
17 Total Expenses for Protected Person (Add lines 11 through 16)		0.00	0.00	0.00	--	0.00	
Money Spent for Administrative Fees & Costs:							
18 Fiduciary Fees and Costs				0.00	--		
19 Fiduciary's Attorney Fees and Costs				0.00	--		
20 Protected Person's Attorney Fees and Costs				0.00	--		
21 Other Administrative Fees and Costs (Attach WS A)				0.00	--	0.00	
22 Total Administrative Fees and Costs (Add lines 18 through 21)		0.00	0.00	0.00	--	0.00	
23 Total Disbursements for Protected Person (Add line 17 and line 22)		0.00	0.00	0.00	--	0.00	
24 Assets/Liabilities as Disbursements				0.00	--		
25 Total Expenses in Disbursements (Line 23 minus line 24)		0.00	0.00	0.00	--	0.00	
26 **Total Surplus/(Total Shortfall)** (Line 8 minus line 23)		0.00	0.00	0.00	--	0.00	
27 **Net Income/(Net Expenses)** (Line 10 minus line 25)		0.00	0.00	0.00	--	0.00	

Excel & PDF

- **Available to complete by hand**

Or

- **Complete electronically**
  - **Automatically calculates**
  - **Carries information over**

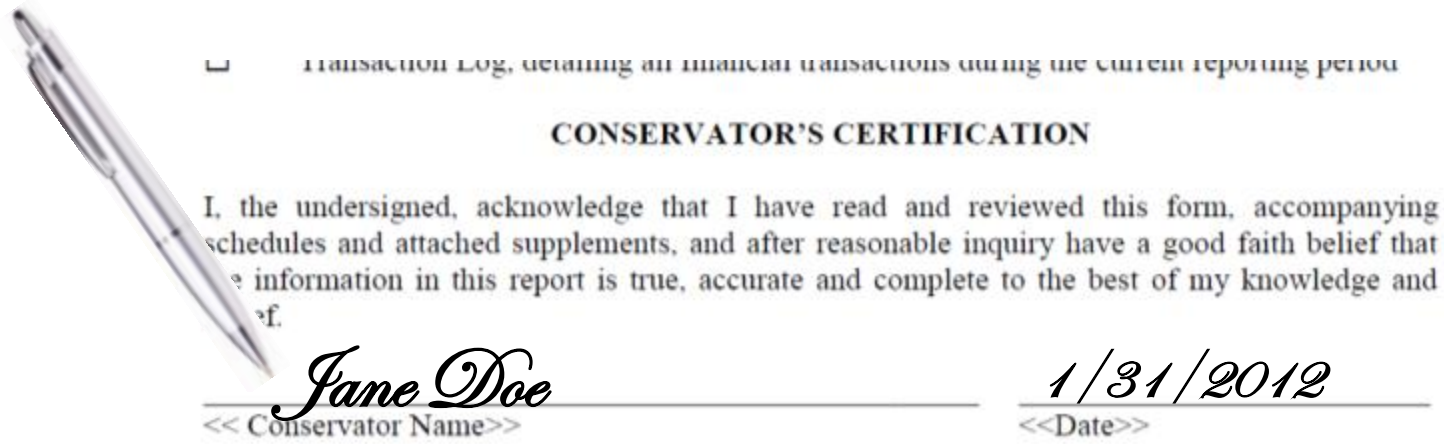
The forms will be available in Excel format and as fill-able PDF documents. If you complete the schedules and worksheets electronically, using either format, formulas are included to perform the required calculations and to automatically enter some information. If you do not complete the forms electronically, you can print either the Excel version or PDF version to complete the form by hand.

Review Your Work

4	Business Ownership Interests	$0
5	Household Items and Personal Effects	$120,000
6	Stocks, Bonds & Mutual Funds - Not Tax-Deferred	$45,000
7	Tax-Deferred Assets	$0

After you have completed the required schedules and worksheets, review all the documentation to ensure you have not left out any information. Remember, if you do not have any information to report in a certain category, enter a 0 on that line.

Sign the Conservator Certification Page



☐ Transaction Log, detailing all financial transactions during the current reporting period

CONSERVATOR'S CERTIFICATION

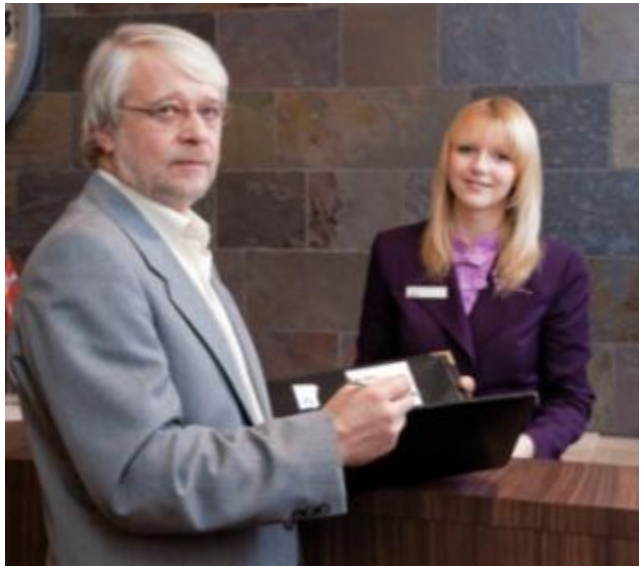
I, the undersigned, acknowledge that I have read and reviewed this form, accompanying schedules and attached supplements, and after reasonable inquiry have a good faith belief that the information in this report is true, accurate and complete to the best of my knowledge and belief.

Jane Doe — << Conservator Name>>

1/31/2012 — <<Date>>

Once you have double checked your documentation, complete the form cover sheet and sign the conservator's certification at the bottom of the coversheet page. By signing the certification, you are acknowledging to the court that you have read and reviewed the accompanying schedules, worksheets and any other supporting details you are providing, and that you have a good faith belief the information is true, accurate and complete to the best of your knowledge.

File the Form



You will file the account form with the Clerk of the Court or Probate Registrar of the court that appointed you as conservator.

You must also provide copies of the account to all interested parties.

Other Tools

Form 10: Proof of Restricted Account

Form 10. Proof of Restricted Account from Financial Institution

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Comp.# (if applicable): _____

ARIZONA SUPERIOR COURT, _____ COUNTY

IN THE MATTER OF THE CONSERVATORSHIP OF:

_____

(Protected Person's Name)

Date of Birth: _____

Type of Conservatorship:

☐ **Adult**

☐ **Minor**

Case No: _____

PROOF OF RESTRICTED ACCOUNT FROM FINANCIAL INSTITUTION

Name of Financial Institution: _____

Branch Address: _____

Phone: _____

With each account, you will be required to provide other documentation in addition to the required schedules and worksheets. For example, a Form 10 may also be required if the court orders a restriction on the use of the protected person's bank account or accounts. Form 10 is known as the Proof of Restricted Account form.

Inventory/Statement of Asset Distribution

In the matter of: _____ Case No. _____

INVENTORY
(Use additional sheets if necessary)

Inventory Date: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Bank Address	Account Type	Name Account is Under	Account Number	Value

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Company Address	Number of Shares or Units	Value Per Unit	Actual Value

Page 1 of 3

In the matter of: _____ Case No. _____

Statement of Asset Distribution
(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Account Number	Value	Who Received Asset and Why

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money-Denominated Assets, and Tax Deferred Assets

Company Name	Actual Value	Who Received Asset and Why

LIFE INSURANCE POLICIES

Company Name	Policy Number	Cash Value	Who Received Asset and Why

Page 1 of 2

When you file Form 5 you will need to also file an Inventory. Additionally, when you file your final account, Form 8, you will need to file a Statement of Asset Distribution.

Transaction Log

In the matter of: _____ Case No. _____

Transaction Log

(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

Transaction Category	Date	Account No. (include last 4 digits of account #)	Transaction Type	Check #	Payer/Payee	Purpose/Description	Income Amount	Expense Amount

Once the court issues your letters of conservatorship you should begin recording receipts and disbursements. A good practice for doing this is to use a Transaction Log. Additionally, a new transaction log should be started for each account reporting period the day following the prior account reporting's closing. This will also make completing Schedule 1 much easier if you already have the transaction information documented.

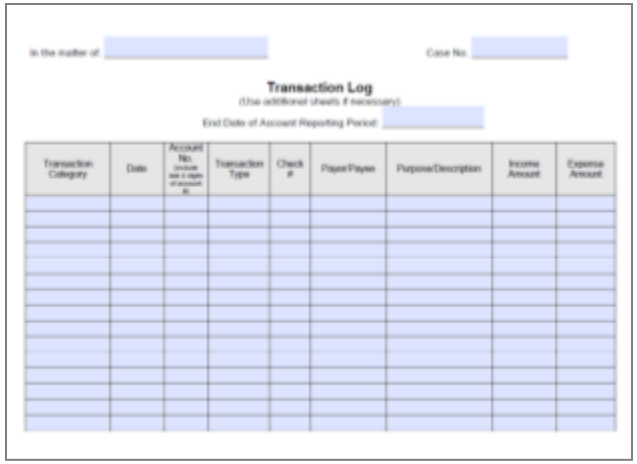
Filing an Amended Budget

In the matter of:		Case No:	
Date of Amended Budget:			

AMENDED BUDGET *Complete Only if Necessary	Column A Previously Filed Budget (Schedule 1 , Column F OR Prior Amended Budget, Column B)	Column B Amended Budget	Co Explanati
	Current Year		
1 Start Date of Account Period (See SCHEDULE 1, Column F, Line 1):			
2 End Date of Account Period (See SCHEDULE 1 Column F, Line 2):			
Receipts (Money Received):			
3 Retirement and Disability Income			
4 Annuities, Structured Settlements, and Trust Income			
5 Wages and Earned Income			
6 Investment and Business Income			
7 Other Receipts (Attach WS A)			
8 Total Receipts (Add lines 3 through 7)			
9 Assets/Liabilities as Receipts			
10 Total Income Included in Receipts (Line 8 minus line 9)			
Disbursements (Money Spent):			
Money Spent for Protected Person:			
11 Food, Clothing, and Shelter			
12 Medical Costs			
13 Personal Allowance			
14 Payments on Debt			
15 Discretionary Expenses			
16 Other Disbursements for Protected Person(Attach WS A)			
17 Total Disbursements for Protected Person (Add lines 11 through 16)			
Money Spent for Administrative Fees & Costs:			
18 Fiduciary Fees and Costs			
19 Fiduciary's Attorney Fees and Costs			
20 Protected Person's Attorney Fees and Costs			
21 Other Administrative Fees and Costs (Attach WS A)			
22 Total Administrative Cost (Add lines 18 through 21)			
23 Total Disbursements (Add lines 17 and 22)			
24 Assets/Liabilities as Expenses			
25 Total Expenses in Disbursements (Line 23 minus line 24)			
26 Total Surplus/(Shortfall) (line 8 minus line 23)			
27 Net Income/(Net Expenses) (line 10 minus line 25)			

There may also be occasions when you will have to file an amended budget. Pursuant to the Rules of Probate Procedure, a conservator shall file an amended budget within 30 days after projecting that any expenditure for any budget category will exceed 10 percent or $2,000 of the original budgeted amount, whichever is the greater of the two values.

www.azcourts.gov/probate



In the matter of _____ Case No. _____

Transaction Log
(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

Transaction Category	Date	Account No. (include last 4 digits of account #)	Transaction Type	Check #	Payee/Payee	Purpose/Description	Income Amount	Expense Amount

In the matter of _____ Case No. _____

Statement of Asset Distribution
(Use additional sheets if necessary)

End Date of Account Reporting Period: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Account Number	Value	Who Received Asset and Why

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money Denominated Assets, and Tax Deferred Assets

Company Name	Actual Value	Who Received Asset and Why

LIFE INSURANCE POLICIES

Company Name	Policy Number	Cash Value	Who Received Asset and Why

In the matter of _____ Case No. _____

INVENTORY
(Use additional sheets if necessary)

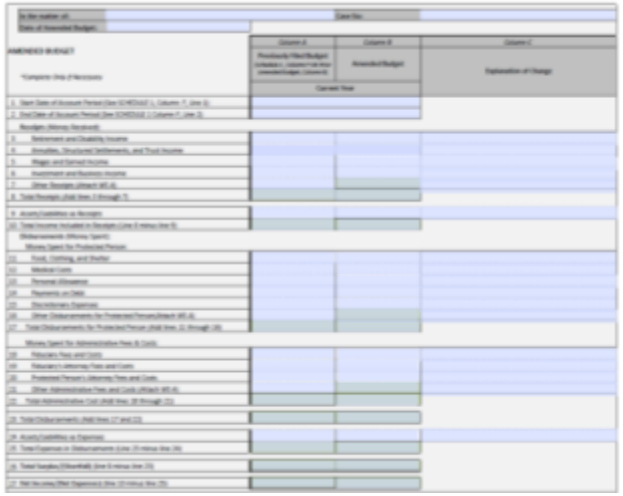
Inventory Date: _____

CHECKING ACCOUNTS, SAVINGS ACCOUNTS, MONEY MARKET ACCOUNTS
Include both Restricted and Unrestricted Bank Accounts

Name of Bank	Bank Address	Account Type	Name Account is Under	Account Number	Value

STOCKS, BONDS, MUTUAL FUNDS AND OTHER INVESTMENTS
Include Other Money Denominated Assets, and Tax Deferred Assets

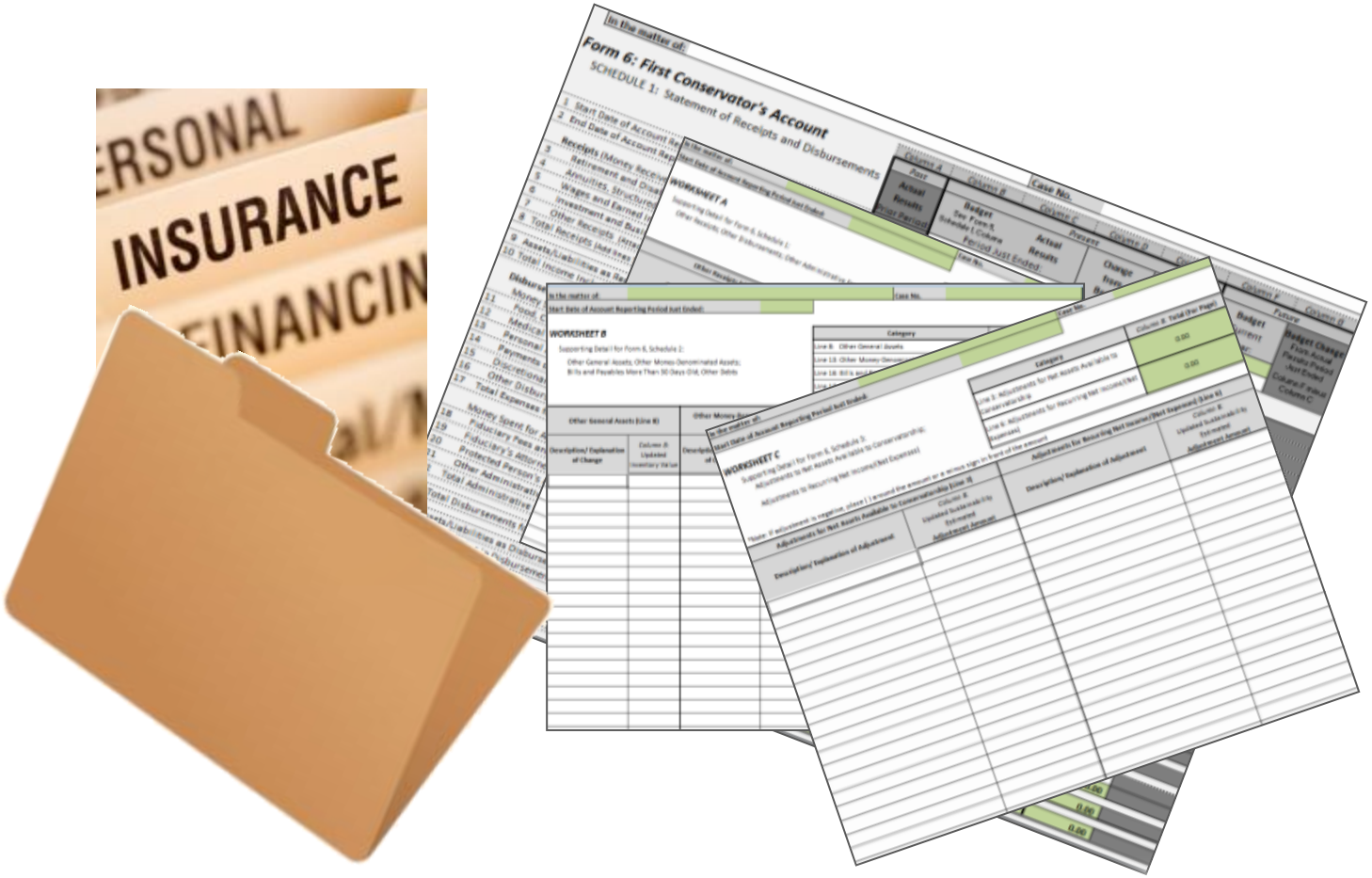
Company Name	Company Address	Number of Shares or Units	Value Per Unit	Actual Value



While these documents are required to be filed with the court, their format is not mandated. However, for your convenience there are optional forms provided for these reports on the Judicial Branch website at www.azcourts.gov/probate .

Important Reminders

Keep Your Records



Here are some good practices to keep in mind during your Conservatorship. Keep Your Records - As conservator, you must maintain accurate and complete records of the financial activity for the protected person. It is important to save copies of all the forms, schedules and other required documentation you file with the court. You may need to refer to this information later if the court has a question about the information you provided, and you will need to use most of the information again in future accounts.

Confidentiality

Form 6. Submission of and Petition for Approval of First Conservator's Account

Name of Person Filing Document: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Licensed Fiduciary Number (if applicable): _____

FOR CLERK'S USE ONLY

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF _____

IN THE MATTER OF THE CONSERVATORSHIP FOR

_____.

☐ a Minor
☐ an Adult

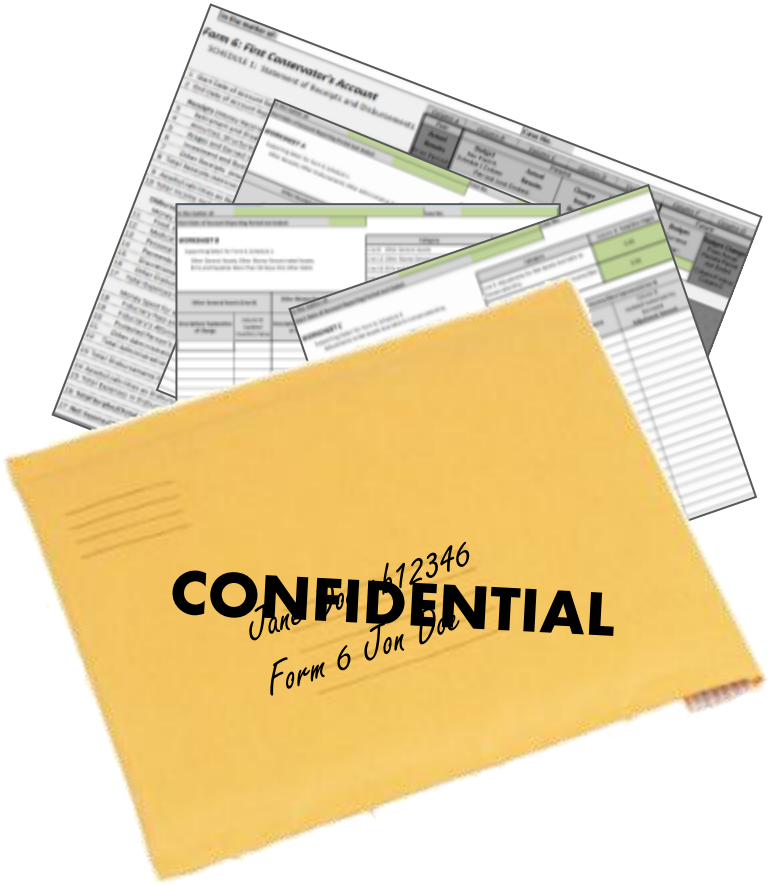
Case No. _____

SUBMISSION OF AND PETITION FOR APPROVAL OF FIRST CONSERVATOR'S ACCOUNT
☐ with BUDGET
☐ Budget Amendment
☐ Fee Statement

(Assigned to the Honorable _____

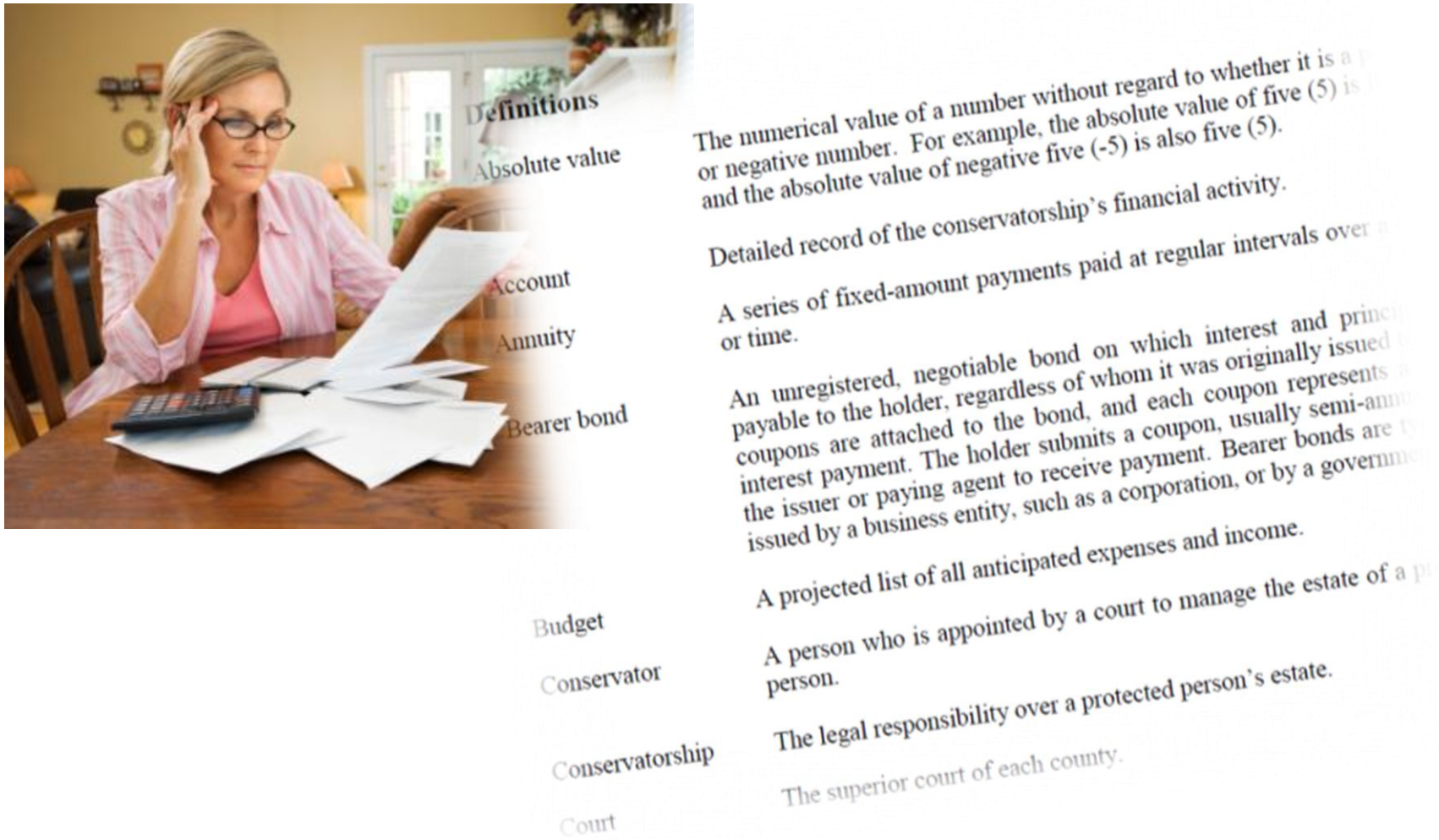
THE PETITIONER STATES UNDER OATH AS FOLLOWS:

INSTRUCTIONS: For approval of annual account, put a check mark in boxes 1, 2, 3, and complete number 1.



Remember Confidentiality – Except for the form cover sheet, please remember that all other account documentation is considered confidential and not available for public inspection. Therefore, when filing confidential documents, place the original document in an envelope that bears the case name and number, the name of the document being filed, the name of the party filing the document, and the label "Confidential Document."

Refer to Instructions



Refer to Instructions – If this is your first time serving as a conservator, we understand there is a lot of information you have to familiarize yourself with. Remember to refer to your instructions when completing the account forms. You may also find it helpful to review the definitions contained in the first section of your instruction booklet.

Probate Website

In addition to the instructions, on the Probate website, located at www.azcourts.gov/probate, you will find additional useful information to assist you in learning more about your role and responsibilities as conservator. In fact, you will find the various conservator account forms on the Probate website. From this site you can select the specific form you need to complete, along with the instructions associated with that particular form.

Thank You

Thank you for viewing this training video. The welfare of the protected person is of utmost importance to the court. Please remember to view the page on the Judicial Branch website devoted to Probate for additional information and resources.

Certificate of Completion

By virtue of accessing this on-line program and printing and submitting this certificate for the training module

Forms Overview

The user attests to viewing the program in its entirety.

_____

Printed Name

_____

Date

_____

Signature

Arizona State Supreme Court