

Guardianship and Fiduciary Support Office
New York State Supreme Court
60 Centre Street, Room 158
New York, N.Y. 10007
646-386-3328

Letter to Guardian Upon Appointment

Dear Guardian:

You were appointed guardian by order of the Supreme Court, New York County. Thank you for accepting this appointment. You will be helping the incapacitated person manage either his or her financial or personal affairs or both, as directed by the Court.

A great deal of information about guardianships is posted on the website of Supreme Court, New York County at www.nycourts.gov/suptctmanh. Many forms are available there. As further explained there, the things you must do after you are appointed guardian are:

Read the Order and Judgment appointing you guardian and become familiar with it. The order lists your responsibilities and authority as guardian.

You must, within 15 days from the date of your appointment, file two important documents, Oath and Designation of Clerk and (unless the court has dispensed with the need for a bond) Proof of Bond, with the County Clerk, who keeps all court records. In turn, the County Clerk will issue your **Commission**, the document that officially empowers you to act as the guardian. The petitioner's attorney will assist you with these documents.

You must complete a training program for guardians as soon as possible unless the court does not require you to do so. A list of training programs can be found on the court's website at www.nycourts.gov/suptctmanh.

You must file an Initial Report with the court within 90 days from the receipt of your Commission. The format of the Report and a description of it are posted on the court's website. The Court Examiner will answer your questions about the Report. Please file your original Report with the Guardianship and Fiduciary Support Office (address above) and mail a copy to the Court Examiner assigned to the guardianship.

You must file an Annual Report and Accounting with the court by May 31. The first Annual Report should cover the period beginning on the date that you received your Commission and ending on December 31 of that year. All subsequent Annual Reports must cover the full calendar year. The Court Examiner will answer your questions regarding the Annual Report. The format of the Report is posted on the court's website. Please file your Annual Report with the Guardianship and Fiduciary Support Office (address above) and mail a copy to the Court Examiner assigned to the guardianship. You may be required to mail a copy of the Annual Report to other interested parties.

The people who will answer your questions and help you carry out your responsibilities are:

Petitioner's Attorney - The attorney who helped the person (or agency) that asked the court to appoint a guardian. The attorney's name, phone number and address are in the order appointing you and other court documents in the court file. The petitioner's attorney is required to contact you.

Court Examiner - The Court Examiner reviews the reports that you file with the court. The Court Examiner is not a court employee, but is an attorney or accountant designated by the Appellate Division of the Supreme Court. The Court Examiner's name, phone number and address are in the order appointing you. The Court Examiner will contact you.

Fiduciary Clerk - The Fiduciary Clerk helps you file two forms: An appointment form (UCS 872) and a compensation form (UCS 875). The Fiduciary Clerk will contact you.

Guardianship and Fiduciary Support Office staff - The staff reviews important documents and can answer many of your questions. They can be reached at 646-386-3328.

In the event that you are not contacted by the petitioner's attorney or the Court Examiner, please do not hesitate to call them. If you have any questions, please contact the Guardianship and Fiduciary Support Office at 646-386-3328. Thank you for your cooperation.