

# 2023 ANNUAL REPORTS

## DUE DATE

*2023 Annual Reports are due by May 31<sup>st</sup>, 2024.*

## FILING AND SERVING YOUR ANNUAL REPORT

### 1. Make copies of your Annual Report

Once you have completed, signed, and notarized your Annual Report, make sufficient copies to send to the required parties (see page 3), plus one for your own records.

**Property guardians:** Before making copies, review your report to make sure you wrote only the last four (4) digits of all bank or other financial accounts. Never write the full account numbers in your report.

**All guardians:** Copies of verification documents included with your Annual Report, such as bank or other financial statements and medical statements, are attached only to the Annual Report copy sent to the Court Examiner. Do not attach these to the original Annual Report filed, nor to the copies sent to other parties.

### 2. File your original signed and notarized Annual Report with the County Clerk Office as follows:

## GUARDIANSHIP CASE WITH AN ELECTRONIC NYSCEF FILE:

- If your guardianship case has an electronic file instead of a paper file, you can choose to participate in the New York State Courts Electronic Filing system (NYSCEF) so you can file, serve and receive reports and all guardianship and court documents electronically through the internet. **Participation in NYSCEF is always voluntary for lay guardians who do not have attorney representation, it is not mandatory. You can simply continue to file, serve and receive hardcopies or paper documents instead, and need not read the rest of this subsection.**
- Use of the NYSCEF system has benefits and advantages: electronic filing (e-filing) is fast, time saving, and can be done at any time, 24 hours a day. However, NYSCEF participation requires that you have: a computer with internet access and be comfortable using these, an e-mail account that you check regularly, a scanner or software programs to convert documents to PDF format, and specific credit cards to pay online, should you need to pay any fees.  
(NOTE: There are no fees for filing guardianship reports.)
- If you wish to consider consenting to participate in NYSCEF please visit:  
[Filing Papers \(state.ny.us\)](https://www.state.ny.us/courts/e-filing/papers)  
[E-Filing Basics \(state.ny.us\)](https://www.state.ny.us/courts/e-filing/basics)  
[UnrepresentedFactSheet.pdf \(state.ny.us\)](https://www.state.ny.us/courts/e-filing/unrepresentedfactsheet.pdf)

In addition, a staff member from the County Clerk Office should explain your options.

- To participate in NYSCEF you must open a NYSCEF account by completing an account registration form and e-mail it to the NYSCEF Resource Center. Instructions are located at the bottom of the form. [registration.pdf \(state.ny.us\)](#)
- Guardians who have registered to participate in NYSCEF but realize they cannot, or do not wish to, continue with e-filing can file a form “Notice of Intent to Cease E-Filing In This Case” that you can find at: [cease.efiling.pdf \(state.ny.us\)](#)
- Guardians who currently participate in NYSCEF and so use e-filing, note that some counties require that in addition to e-filing your report you also file a paper copy with the County Clerk’s Office.  
Nassau County, for example, has that requirement.

## **GUARDIANSHIP CASE WITH PAPER FILE:**

- Where the guardianship case has a paper case file, annual reports are *generally* filed (in person or by mail) at the County Clerk’s Office of the county of the court where you were appointed guardian, often that is the NYS Supreme Court. The county of appointment appears on the case caption or title which is on the left side at the very top of the “Order and Judgment Appointing Guardian”.  
Please contact the corresponding County Clerk Office to find out the filing details.
- *However*, if you were appointed guardian in one of the counties listed on page 3 and the case has a paper (hard copy) file, the Annual Report is filed (in person or by mail) with the Guardianship Office or the Guardianship Clerk of the Supreme Court where you were appointed guardian at the address indicated.
- When filing by mail:
  - Make sure the address includes the full Supreme Court or County Clerk address, including the room number;
  - include a cover letter stating the case index number, the name of the person who was appointed a guardian (the “IP”), and that the report is sent for filing.

<p><b><u>Bronx County</u></b></p> <p>Bronx County Supreme Court Guardianship Department 851 Grand Concourse, Room 216 Bronx, New York 10451</p>	<p><b><u>Kings County</u></b></p> <p>Kings County Clerk Guardianship Records 360 Adams Street, Room 122A Brooklyn, NY 11201</p>
<p><b><u>New York County</u></b></p> <p>New York County Supreme Court Guardianship and Fiduciary Services 60 Centre Street, Room 158 New York, NY 10007</p>	<p><b><u>Richmond County</u></b></p> <p>Supreme Court, Richmond County 25 Hyatt Street, 4th Floor Staten Island, NY 10301</p>
<p><b><u>Nassau County</u></b></p> <p>Supreme Court, Nassau County 100 Supreme Court Drive, Room 152 Mineola, New York 11501</p> <p><b><u>NOTE:</u></b> <i>Lay guardians file original hard copy at the above address for all cases, whether e-filed or paper.</i></p>	<p><b><u>Suffolk County</u></b></p> <p>Suffolk County Supreme Court C/O: Guardianship Department 400 Carleton Avenue Central Islip, NY 11722</p>
<p><b><u>Queens County</u></b></p> <p>Queens County Supreme Court Guardianship Office 88-11 Sutphin Blvd., Room 100 Jamaica, NY 11435</p> <p><b><u>NOTE:</u></b> NYSCEF users who are e-filing - Once the Annual Report is uploaded, promptly notify the Guardianship Office at <a href="mailto:GuardianshipQueens@nycourts.gov">GuardianshipQueens@nycourts.gov</a> so the office records the date of filing.</p>	

### 3. Service of Copies of your Annual Report

Once you have filed your Annual Report, you must send a copy of the Annual Report, by e-filing (if you participate in NYSCEF) or by mail, to the following parties as it applies to your case:

- The Court Examiner assigned to the case (always serve)
- The person for whom you are a guardian (unless the Judge explicitly ordered otherwise in the Order and Judgment of Appointment)
- The bond company (if you are property guardian and were required to get a bond)
- If the person for whom you are a guardian lives in an institutional or group residence such as a nursing home, assisted living, or other home for people with disabilities, to the administrator or director of the residence
- If the person for whom you are a guardian lives in mental facility, also send a copy to the Mental Hygiene Legal Service office in your county of appointment
- Any other parties the Judge explicitly mentioned in your Order and Judgment of Appointment