

Instructions for Guardian’s Beginning Inventory Report Guardianship of a Child (Under 18 Years of Age)

**Court employees cannot help you fill out this form.
Do not include these instructions when you file the completed form.**

Purpose

When a North Dakota state district court or juvenile court appoints a guardian for a minor child, the guardian must complete and file a beginning inventory of the child’s assets with the juvenile court. (A minor child is under 18 years of age.)

The Beginning Inventory Report gives the juvenile court a summary of the child’s financial wellbeing. It also assists the guardians and conservators (if any) in planning and preserving the assets for the child’s future benefit.

Attach additional pages as necessary to provide a complete inventory with any appropriate explanations.

If new assets are discovered after submitting the Beginning Inventory Report, use your judgment to determine if an updated report is required. Otherwise, report these to the juvenile court in the annual report along with any new assets acquired.

Fillable forms are available on the ND Legal Self Help Center website of www.ndcourts.gov/legal-self-help. Scroll to the “Guardianship and Conservatorship” section.

Marshalling the Assets

Paragraph 1 of the Beginning Inventory Report refers to the guardian’s duty to “marshal the assets.”

A guardian marshals the child’s assets by locating and taking charge of any assets belonging to the child, or assets in which the child has an interest.

Confidentiality of the Child

Pursuant to Rule 3.4 of the North Dakota Court Rules, reports should not contain the following identification information:

- Social security numbers,
- Taxpayer identification numbers, or
- Financial account numbers.

The following examples are acceptable substitutions:

- The last four digits of a social security,
- The last four digits of a taxpayer identification number, or
- The last four digits of a financial account number.

Top of Beginning Inventory Report

If the juvenile court has not completed the top of the form for you, please:

- Enter the county and judicial district names.
- Fill in legal name of the child.
- Enter the case number from your Letters for Guardianship.

Child and Guardian Information

Complete the name, current address, age, and telephone number(s) of the child.

Fill in the information for guardians, co-guardians, and conservator(s). Complete the contact information including address, phone numbers, and emails for each.

Assets

Include all assets that the child owns or has an interest in such as joint ownership and rights to future income. **NOTE: the total of “Cash, checking accounts” will be the beginning balance on your first annual report to the court.**

Cash, checking accounts: only include accounts that you or another authorized person will use to pay the child’s expenses. Examples:

Checking account	\$ 635	First National Bank
Cash	\$ 212	will be deposited into checking

Savings accounts, other bank accounts, and investments: include savings, CDs, money market accounts, stocks and bonds, pensions, trusts etc. Examples:

Special Needs Trust	\$9,500	Guardian and Protective Services
Burial Savings Acct	\$1,323	First National Bank

Real estate and physical assets: include homes, land, equipment, vehicles, mineral rights, buildings, etc. Examples:

Family home	\$138,000	123 Main Street, Linton
Farmland	\$285,000	300 acres NE of Linton
Mineral rights	unknown	shared owner with siblings

Personal property: combine all general personal property such as clothing, appliances, furniture, etc and estimate a total for this group of assets. Items of high value such as jewelry, art, or antiques should be listed separately.

Other assets: use this section to list anything that does not belong in the other groups; items like insurance policies, business ownership, time shares, etc.

Debt

Include all of the debt for which the child is responsible:

Mortgages, loans, and liens: list each loan separately. Include the institution that holds the loan, and the property that is mortgaged. Examples:

Home equity loan	\$25,364	First National Bank
Tractor loan	\$32,555	Farm Credit Bureau

Other creditors, debt, and unpaid bills: include all other debt, even if payments are not currently being made on accounts. You should not include monthly utility bills unless they have a past-due balance. Some examples may include:

Healthcare costs	\$3,246	Jamestown Alltru Hospital
Credit card	\$1,211	First National Bank Visa
Ambulance service	\$ 842	FM Ambulance

Totals

Line 9: add up all of the assets and enter the total here.

Line 10: add up all of the debt and enter the total here.

Subtract the total debt from the total assets and enter this figure on line 11. This amount is the total estate value, otherwise known as net worth. This amount may be negative.

Comments

Use this section to explain any of the assets or debt that are not self-explanatory. Relating to the examples listed above, you might explain that the farmland is co-owned with siblings. Describe any rights to future income such as annuities and trusts and any extraordinary circumstances such as pending lawsuits or insurance claims.

Beginning Inventory Report Certification

Each guardian and conservator that helped to complete this report must sign at the bottom. You are certifying that you have identified and recorded all of the child's assets and debt.

Serving Copies of the Beginning Inventory Report

Each of the following must be served a copy of the completed Beginning Inventory Report:

- The child, if 14 years of age or older;
- The child's parents, unless deceased or their parental rights have been terminated; and
- Any interested persons the Court included in the order appointing the guardian.

Make a copy of the completed Beginning Inventory Report for each person. Make an additional copy to keep for your records.

Arrange to have the copies served by First-Class mail. An individual who is 18 years or older may take the envelopes containing copies of the Beginning Inventory Report to a United States Post Office and pay the First-Class postage.

The person who took the envelopes to the Post-Office and paid the postage completes an Affidavit of Service by Mail for each person who was mailed a copy of the Beginning Inventory Report.

The Affidavit of Service by Mail is your proof of service that you must file with the Court, along with your original signed Beginning Inventory Report.

Filing the Beginning Inventory Report and Proof of Service with the Clerk of District Court

File the original signed Beginning Inventory Report with the Clerk of District Court.

For each person you are required to serve a copy of the Beginning Inventory Report, file a completed Affidavit of Service by Mail showing they were served.

If you are unable to file your Beginning Inventory Report within 90 days, please contact the juvenile court. An Order to Show Cause hearing may be scheduled to safeguard the assets if the Beginning Inventory Report is not promptly filed.

Do not include these instructions when you mail or file the completed form.