

**Petition for Letters of Conservatorship of Minor**

NOTICE: UNLESS OTHERWISE DIRECTED BY THE COURT, THESE FORMS ARE FOR  
PROBATE COURT COMPLETION

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY

STATE OF GEORGIA

IN RE: \_\_\_\_\_ ) ESTATE NO. \_\_\_\_\_  
 )  
 )  
MINOR \_\_\_\_\_, ) PETITION FOR LETTERS OF  
 ) CONSERVATORSHIP OF MINOR

ORDER FOR SERVICE OF NOTICE AND APPOINTMENT OF GUARDIAN AD LITEM

The foregoing petition for Letters of Conservatorship having been filed, and it appearing that the following interested parties did not acknowledge service, it is ORDERED that notice be served on the individuals listed in paragraphs 4 and 5 of the Petition:

(Initial any and all of the following which apply:)

\_\_\_\_\_ a. Notice must be served personally on the following individual(s) who reside in Georgia: \_\_\_\_\_

\_\_\_\_\_ b. Notice must be served by first class mail, at least 14 days before the Petition can be granted, on the following individual(s) who reside outside this state at a known address: \_\_\_\_\_

\_\_\_\_\_ c. Notice must be served by publication once per week for two weeks in the newspaper in this county in which sheriff's advertisements are published to the following individuals, whose addresses are unknown: \_\_\_\_\_

\_\_\_\_\_ d. IT IS FURTHER ORDERED that, powers being sought pursuant to O.C.G.A. §29-3-22(c), \_\_\_\_\_ is appointed guardian ad litem for the above minor. The clerk/deputy clerk shall serve said guardian ad litem with a copy of this Order and the above Petition. Upon said guardian ad litem's acceptance of same, said guardian ad litem shall make answer hereto.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Probate Judge

**NOTICE**

PROBATE COURT OF \_\_\_\_\_ COUNTY ESTATE NO. \_\_\_\_\_

RE: PETITION FOR LETTERS OF CONSERVATORSHIP OF \_\_\_\_\_  
\_\_\_\_\_, A MINOR, WITH BOND

Date of Second Publication, if any: \_\_\_\_\_ Date of Mailing, if any: \_\_\_\_\_

(initial applicable):

\_\_\_\_\_ a. TO: (all interested persons having known addresses outside this state to be served by first class mail)

\_\_\_\_\_  
\_\_\_\_\_  
This is to notify you to file objection, if there is any, either to the establishment of the conservatorship or to the selection of the identified individual as conservator or both, in this Court on or before the fourteenth (14th) day after \_\_\_\_\_, 20\_\_\_\_ (the date of the mailing of this Notice to you by first class mail);

\_\_\_\_\_ b. TO: (all interested persons who reside in Georgia to be served personally) \_\_\_\_\_

\_\_\_\_\_  
This is to notify you to file objection, if there is any, either to the establishment of the conservatorship or to the selection of the identified individual as conservator or both, in this Court on or before the tenth (10th) day after the date you are personally served.

\_\_\_\_\_ c. TO: (all interested persons whose addresses are unknown) \_\_\_\_\_

\_\_\_\_\_  
This is to notify you to file objection, if there is any, either to the establishment of the conservatorship or to the selection of the identified individual as conservator or both, within 10 days following the date of the second publication of this citation.

**BE NOTIFIED FURTHER:** All pleadings must be signed before a notary public or probate court clerk, and filing fees must be tendered with your pleadings, unless you qualify to file as an indigent party.

Contact probate court personnel at the below address/phone number for the required amount of filing fees. If an objection is filed, a hearing will be (held in the Probate Court of \_\_\_\_\_ County, courtroom \_\_\_\_\_, (address) \_\_\_\_\_, Georgia on \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_m.) (scheduled at a later date). If no objection is filed, the petition may be granted without a hearing.

\_\_\_\_\_  
PROBATE JUDGE  
By: \_\_\_\_\_  
PROBATE CLERK/DEPUTY CLERK  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
TELEPHONE

PROBATE COURT OF \_\_\_\_\_ COUNTY

STATE OF GEORGIA

IN RE:	)	ESTATE NO. _____
	)	
_____ ,	)	PETITION FOR LETTERS OF
MINOR	)	CONSERVATORSHIP OF
	)	MINOR
_____ ,	)	
CONSERVATOR(S)	)	

ORDER

The petition for Letters of Conservatorship of Minor having been read and considered, and it appearing that the facts stated therein are true, and that it is in the best interest of the minor to appoint the above conservator(s),

IT IS ORDERED that \_\_\_\_\_ be vested with all the authority as Conservator(s) of said minor, to receive the minor's estate and manage it according to law and that Letters of Conservatorship issue upon the taking of the prescribed oath and upon the posting of bond in the amount of \$ \_\_\_\_\_. Said Conservator(s) should be appointed because \_\_\_\_\_

\_\_\_\_\_. **The appointed conservator(s) shall have no authority to act on behalf of the ward until Letters of Conservatorship have issued.**

IT IS FURTHER ORDERED that the Conservator(s) requested and shall have the following powers pursuant to O.C.G.A. §29-3-22(b): (initial those applicable)

\_\_\_\_\_ a. to invest the minor's property in the following investments, being investments other than those authorized in Code Section 29-3-32 without further court approval: \_\_\_\_\_

\_\_\_\_\_;

\_\_\_\_\_ b. to sell, rent, lease, exchange, or otherwise dispose of the minor's following real or personal property without complying with the provisions of Code Section 29-3-35, other than the provisions for additional bond set forth in subsection (e) of Code Section 2-3-35: \_\_\_\_\_

\_\_\_\_\_ c. to continue the operation of the following farm or business in which the minor has an interest: \_\_\_\_\_

and after notice to the appointed guardian ad litem, the following powers pursuant to O.C.G.A. §29-3-22(c) (initial all applicable):

- \_\_\_\_\_ a. to make disbursements that exceed the annual income or, if applicable, the annual budget amount which has been approved by the court pursuant to Code Section 29-3-30 by no more than \$ \_\_\_\_\_ per (month)(year) for the support, care, education, health, and welfare of the minor; subject to subsequent court order.
- \_\_\_\_\_ b. to enter into contracts for labor or services, being \_\_\_\_\_  
\_\_\_\_\_,  
for which the compensation payable under the contracts when combined with other disbursements from the estate exceeds the annual income or, if applicable, the annual budget amount which has been approved by the court pursuant to Code Section 29-3-30;
- \_\_\_\_\_ c. to compromise a contested or doubtful claim for or against the minor pursuant to the provisions of Code Section 29-3-3, being a claim made by/against \_\_\_\_\_  
\_\_\_\_\_;
- \_\_\_\_\_ d. to release \_\_\_\_\_,  
a debtor and compromise a debt when the collection of the debt is doubtful;
- \_\_\_\_\_ e. to establish or add the following property to a trust for the benefit of the minor pursuant to Code Section 29-3-22: \_\_\_\_\_;
- \_\_\_\_\_ f. to disclaim or renounce any property or interest in the following property of the minor in accordance with the provisions of Code Section 53-1-20 of the Revised Probate Code of 1998: \_\_\_\_\_;
- \_\_\_\_\_ g. to engage in estate planning for the minor pursuant to the provisions of Code Section 29-3-36.

(initial if applicable:)

\_\_\_\_\_ IT IS FURTHER ORDERED that, within 30 days of the date hereof, the clerk/deputy clerk shall file the certificate of creation of conservatorship in accordance with O.C.G.A. §29-3-10(b) with the Clerk of Superior Court of each county in this state in which the ward owns real property.

IT IS FURTHER ORDERED that the Conservator(s) shall:

1. keep the minor's funds separate from his/her/their own;
2. not sell or give away any of the minor's property without a court order;
3. not spend any of the minor's funds for any purpose except as set forth in the Court-approved budget;

4. file with this Court a management plan; an inventory of the minor's funds within two months of the date the Letters of Conservatorship issue; and an annual return within 60 days after each anniversary date of the issuance of Letters of Conservatorship, unless the Court has approved a different accounting period;
5. turn over to the minor any of the minor's property in his/her/their possession when the minor reaches 18;
6. not use the minor's funds for his/her/their own benefit;
7. keep the Court informed of any changes in his/her/their name(s), address(es), or the location of the minor;
8. not place his/her/their name(s) on the title of any funds and/or accounts belonging to the minor unless he/she/they specifically is/are designated in the title of the account as conservator(s) of the minor;
9. shall promptly disclose to the Court any conflict of interest between the conservator(s) and the minor when such conflict of interest arises or becomes known to the conservator(s).
10. keep accurate records, including adequate supporting data, as required by law.

(initial if applicable)

\_\_\_\_\_ IT IS FURTHER ORDERED that the conservator(s) is/are authorized to spend or deliver to the guardian(s) of the minor the sum of \$ \_\_\_\_\_ per month for the benefit of the minor.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Probate Judge

The actual printed copy of these forms has duplicate pages for 3 & 4

Probate Court Return Mailing Address:

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

**CERTIFICATE OF CREATION OF CONSERVATORSHIP**  
(Pursuant to O.C.G.A. §29-3-10(b))

GEORGIA, \_\_\_\_\_ County

PROBATE ESTATE NO. \_\_\_\_\_

DATE ORDER ISSUED: \_\_\_\_\_

GRANTOR: (NAME OF MINOR)

\_\_\_\_\_

GRANTEE: (NAME OF CONSERVATOR(S) OF ABOVE MINOR)

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

A Conservatorship has been created for the above-named minor.

The minor attains the age of majority on \_\_\_\_\_  
at which time the conservatorship shall automatically terminate.

Original Certificate delivered or mailed to Clerk of Superior Court of \_\_\_\_\_  
\_\_\_\_\_ County on \_\_\_\_\_, 20\_\_\_\_\_.

I do hereby certify that the above information is based on the  
Order of the Probate Court issued on the date set out above and  
that the above information is true and correct.

By: \_\_\_\_\_  
PROBATE CLERK/DEPUTY CLERK

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY

STATE OF GEORGIA

IN RE: \_\_\_\_\_ ) ESTATE NO. \_\_\_\_\_  
 )  
 )  
MINOR \_\_\_\_\_, ) PETITION FOR LETTERS OF  
 ) CONSERVATORSHIP OF MINOR  
 )

OATH

I do solemnly swear (or affirm) that I will well and truly perform the duties required of me as conservator of the minor named above, and faithfully account to my ward for my ward's estate.

Sworn to and subscribed before  
me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Conservator

\_\_\_\_\_  
JUDGE/CLERK OF PROBATE COURT

\_\_\_\_\_  
Printed Name

Sworn to and subscribed before  
me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Co-Conservator, if any

\_\_\_\_\_  
JUDGE/CLERK OF PROBATE COURT

\_\_\_\_\_  
Printed Name

STATE OF GEORGIA

COUNTY OF \_\_\_\_\_

ESTATE NO. \_\_\_\_\_

**LETTERS OF CONSERVATORSHIP OF MINOR**

From the Judge of the Probate Court of said County.

TO: \_\_\_\_\_, Conservator(s)

RE: \_\_\_\_\_, Minor

The above-named minor has been found by this Court to be in need of a conservator, and this Court has entered an order designating you as such conservator(s). You have assented to this appointment by taking your oath and posting bond. In general, your duties as conservator(s) are to protect and maintain the property of the above-named minor. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

Please consult your attorney if you have any questions.

Given under my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Probate Judge

Note: The following must be signed if the judge does not sign the original of this document:

Issued by:

\_\_\_\_\_  
PROBATE CLERK/DEPUTY CLERK (Seal)