

INSTRUCTIONS HABRAACYO

Annual Reporting for Guardians Warbixinta Sannadka ee Masuulka

Forms you will need for the annual reporting requirements:

Foomamka aad u baahan tahay ee shuruudaha warbixinta sannadka:

- *Personal Well-Being Report* (Guardianship) (GAC 11-U);
Warbixinta Fayaqabka Shakhsiga (Masuulka) (GAC 11-U);
- *Annual Notice of Right to Petition for Termination or Modification of Guardianship or Other Relief* (Guardianship only) (GAC 11-G);
Ogeysiiska Sannadka ee Codsiga Xuquuqda Joojinta ama Beddelaadda Masuuliyadda ama Hawl Kale;(Masuuliyada oo kaliya) (GAC 11-G)
- *Bill of Rights* (GAC100); and
Sharciga Xuquuqaha (GAC100); iyo
- *Affidavit of Service (Annual Reporting – Guardianship)* (GAC 11.2)
Markhaatikaca Adeegga (Warbixinta Sannadka – Masuulka) (GAC 11.2)

NOTE: If you want to fill out the forms electronically, you can use the MyMNGuardian (MMG) application. For more information or to set up an MMG account, see <http://mncourts.gov/Help-Topics/MyMNGuardian.aspx>.

OGOW: Haddii aad rabto in aad foomamka ku buuxiso internetka, waxaad isticmaali kartaa codsiga MyMNGuardian (MMG). Wixii faahfaahin dheeraad ah ama in aad isku qorto MMG, ka eego <http://mncourts.gov/Help-Topics/MyMNGuardian.aspx>.

Overview of Steps for Annual Reporting for Guardians (Tallaabooyin Kooban oo ah Warbixinta Sannadka ee Masuulka)

1. Complete the *Personal Well-Being Report* (GAC 11-U), following all of the steps in these instructions.
Soo buuxi *Warbixinta Fayaqabka Sannadka* (GAC 11-U), oo raac tallaabooyinka habraacyada soo socda.

2. Serve a copy of the report, the *Annual Notice of Right to Petition for Termination or Modification of Guardianship or Other Relief* (GAC 11-G), and the *Bill of Rights* (GAC100) on the person subject to guardianship, and on interested persons of record with the court (if any).

U gudbi koobbiga warbixinta, *Xuquuqda Ogeysiiska Sannadka ee Codsiga Joojinta ama Beddelaadda Masuulka ama Hawl Kale* (GAC 11-G), iyo *Sharciyada Xuquuqda* (GAC100) ee qofka ku lug leh masuuliyadda, iyo dadka daneynaya ee ku jira diiwaanka maxkamadda (haddii la helayo).

3. Complete the *Affidavit of Service (Annual Reporting - Guardianship)* (GAC 11.2) Buuxi *Markhaatikaca Adeegga (Warbixinta Sannadka – Masuuliyadda)* (GAC 11.2)
4. File the original forms with the Court electronically or at the courthouse.
Foomamka asalka ah maxkamadda keen ama ugu soo gudbi intarnetka.

Important Notices and Resources Ogeysiisyo iyo Macluumaadyo Muhiim ah

The Minnesota Judicial Branch has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions, but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Waaxda Garsoorka Minnesota waxay haysaa foomam iyo habraacyo, noocyada kiisaska qaarkood, guud ahaan si hoggaan u ah habraaca maxkamadda. Habraacyadaas waxa ay si faahfaahsan u sharxayaan oo ka jawaabaya su'aalo guud, laakiin sharci ahaan ma aha hoggaan buuxa. Shaqaalaha maxkamadda waxaa laga heli karaa macluumaad guud oo ku saabsan habka iyo habraacyada maxkamadaha, laakiin qofna ma siin karaan talo la xiriirta sharciga.

Have a question about court forms or instructions?

Su'aal miyaad ka qabtaa foomamka ama habraacyada maxkamadda?

- Visit/Booqo www.MNCourts.gov/SelfHelp
- Call the MN Courts Self Help Center at (651) 435-6535
Soo Garaac Taleefanka Xarunta Adigu Caawi Naftaada ama Self-Help Center (651) 435-6535

Not sure what to do about a legal issue or need advice?

Marka aadan hubin waxa aad ka yeeleyso arrin sharci ah ama aad talo u baahan tahay?

- Talk with a lawyer/Kala hadal qareen
- Visit/Booqo www.MNCourts.gov/Find-a-Lawyer.aspx

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. For more information, contact your court administrator or call the Minnesota State Law Library at 651-297-7651.

Waxyaabo la akhriyo oo ku caawinaya waxaad ka heleysaa maktabadda dadweynaha ee degmadaada ee arrimaha sharciga. Arrimaha diiwaanka, eeg <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. Wixii faahfaahin dheeraad ah, kala xiriir maamulka maxkamadda ama soo garaac maktabadda Minnesota State Law Library taleefankooda 651-297-7651.

About Annual Reporting for Guardians Warbixinta Sannadka ee Masuuliyadda

Information You Will Need to Complete the Forms:

Macluumaadka Aad Ugu Baahan Tahay Buuxinta Foomamka:

- The dates of the reporting period.
Taariikhaha xilliga warbixinta.
- Whether there are any *interested persons of record with the court*.
Haddii ay jiraan *dad daneynaya oo u qoran maxkamadda*.
- The court file number of guardianship case.
Lambarka feylka maxkamadda ee kiiska masuuliyadda.
- Your name, contact information, and amount you charge for your services.
Magacaaga, macluumaadka lagugula soo xiriiri karo, iyo lacagta aad ku rabto adeegyada.
- All addresses where the person subject to guardianship has lived in the past year.
Cinwaan kasta oo uu sannadkii hore ku soo noolaa qofka masuuliyadda loo qabanayo.
- Information about the person subject to guardianship's current conditions.
Xaaladda hadda ee macluumaadka ku saabsan qofka masuuliyadda loo qabanayo.
- Information about any services the person subject to guardianship has received in the past year.
Macluumaadka ku saabsan adeegyada sannadkii hore loo qabtay qofka masuuliyadda loo qabanayo.
- Information about the guardianship/Macluumaadka ku saabsan masuuliyadda:
 - How often you have had contact with the person subject to guardianship (and the method of contact).
Sidee baad inta badan ula xiriireysay qofka aad masuulka ka tahay (ama habka xiriiridda).

Who Are Interested Persons?

Waa Kuwee Dadka Daneynaya?

Minn. Stat. § 524.5-102, subd. 7, lists who should be included as *interested persons*. See <https://www.revisor.mn.gov/statutes/cite/524.5-102#stat.524.5-102.7>. The Petition that was filed at the beginning of this guardianship case should have listed *interested persons*, if there were any. Other individuals could be *interested persons* as well, so be sure to read the statute to learn who to include. Sharciga Minn. Stat. § 524.5-102, farqadda 7, waxaa ku qoran dadka lagu dari karo *dadka daneynaya*. Booqo <https://www.revisor.mn.gov/statutes/cite/524.5-102#stat.524.5-102.7>. Codsigii la soo diray bilowgii kiiska masuuliyaddan waa in lagu qoro *dadka daneynaya*, haddii ay jireen dad la hayo. Dadka kale ee iyagu ah *kuwa daneynaya* sidoo kale, sidaas awgeed iska hubso oo akhriso sharciga aad ku baraneyso dadka ku jiri kara.

- Whether you restricted the person subject to guardianship from communicating or visiting with anyone.
Haddii aad wax ka mamnuucday qofka masuuliyadda loo qabanayo inuu dad la xiriiro ama dad soo booqanayo.
- Whether you received payment for services that you provided to the person subject to guardianship in the last year.
Haddii lacag lagugu siiyey adeegyada aad u qabatay qofka aad masuulka ka ahayd sannadkii hore?
- The address and phone number for the courthouse in the county where the case is located. You can find this information online at <http://mncourts.gov/Find-Courts.aspx>.
Cinwaanka iyo lambarka taleefanka ee dhismaha maxkamadda ee degmada kiisku yaallay. Waxa kale oo aad ka heli kartaa intarnetka <http://mncourts.gov/Find-Courts.aspx>.

Online: Guardianship and Conservatorship Help Topic

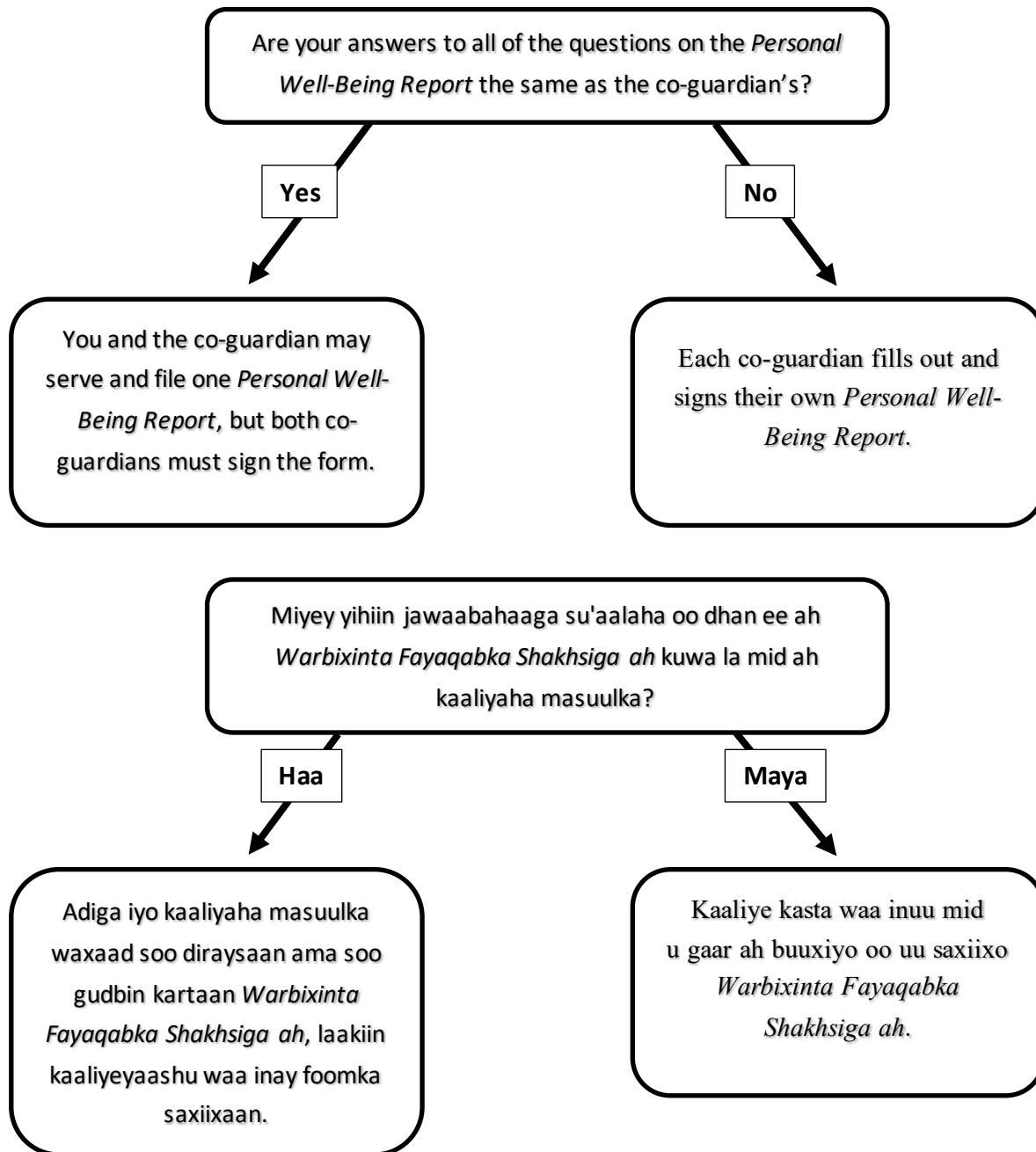
Intarnetka: Mowduuco Caawiya Masuuliyadda iyo Ilaalinta

The Guardianship and Conservatorship Help Topic is found online at <http://mncourts.gov/Help-Topics/Guardianship-and-Conservatorship.aspx>.

Mowduuca Caawinta Masuuliyadda iyo Ilaalinta waxaa laga heli karaa intarnetka <http://mncourts.gov/Help-Topics/Guardianship-and-Conservatorship.aspx>.

(continued on next page/eeg bogga ku xiga)

FOR CO-GUARDIANS/CAAWIYAHA MASUULKA:



Step 1//Tallaabada 1-aad
Fill Out the *Personal Well-Being Report* (GAC 11-U)
Soo buuxi *Warbixinta Fayaqabka Shakhsiga* (GAC 11-U)

The Caption and Reporting Period
Cinwaanka iyo Wakhtiga Warbixinta

State of Minnesota Gobolka Minnesota County/Deegaanka  In Re: the Guardianship of Jawaab: Masuulka 	District Court Probate Division Maxkamadda Degmada Qeybta Dhaxal-qeybinta <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <tr> <td style="padding: 5px;">Judicial District:</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td style="padding: 5px;">Garsoorka</td> </tr> <tr> <td style="padding: 5px;">Degmada:</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td style="padding: 5px;">Court File No.:</td> </tr> <tr> <td style="padding: 5px;">Lambarka Feylka</td> </tr> <tr> <td style="padding: 5px;">Maxkamadda:</td> <td></td> </tr> <tr> <td style="padding: 5px;">Case Type:</td> <td style="padding: 5px;">Guardianship/Conservatorship</td> </tr> <tr> <td style="padding: 5px;">Nooca Kiiska:</td> <td style="padding: 5px;">Masuul/Qof Maxkamad Qabatay</td> </tr> </table> Personal Well-Being Report Warbixinta Fayaqabka Shakhsiga (Annual Report of Guardian) (Warbixinta Sannadka ee Masuulka) Minn. Stat. § 524.5-316 Sharciga Minn. Stat. § 524.5-316	Judicial District:		Garsoorka	Degmada:		Court File No.:	Lambarka Feylka	Maxkamadda:		Case Type:	Guardianship/Conservatorship	Nooca Kiiska:	Masuul/Qof Maxkamad Qabatay
Judicial District:														
Garsoorka														
Degmada:														
Court File No.:														
Lambarka Feylka														
Maxkamadda:														
Case Type:	Guardianship/Conservatorship													
Nooca Kiiska:	Masuul/Qof Maxkamad Qabatay													

You will find the information you need to fill out the caption on a court document from the existing guardianship case. If you do not have any documents from the court file, and if you do not know the information, you will need to look in your court file.

Waxaad macluumaadka cinwaanka aad ku buuxineyso ka heleysaa waraaqaha maxkamadda ee kiis masuuliyad oo horay u jiray. Haddii aadan haysan waraaqo kaaga yimid maxkamadda, oo aadan aqoon macluumaadka, waa in aad ka raadsato feylka maxkamadda.

- Some limited case records can be viewed online at www.mncourts.gov/publicaccess.
 Qoraal kooban oo ah kiisaska waxaa lagu arki karaa www.mncourts.gov/publicaccess.
- If you cannot view your case online, you may need to go to the courthouse in the county where your case is located to view your court file.
 Haddii aad kiiskaaga ka heli weydo internetka, waxaad aadi kartaa maxkamadda degmada kiisku yaallo si aad uga hesho oo aad u soo akhrisato.

At the top of the page, print or type the following information:

Bogga qeybta kore, far waaweyn ku qor ama teeb ahaan ugu soo qor waxyaabaha soo socda:

- A. The **county** where the case is located;
Goobta **degmada** uu kiisku yaallo;
- B. The **judicial district** number (each county is located in one of ten judicial districts:
<http://www.mncourts.gov/Find-Courts.aspx>); and
Lambarka **degmada garsoorka** waaxdeed (degmo kasta waa mid ka mid ah toban degmooyin garsoor: <http://www.mncourts.gov/Find-Courts.aspx>); oo
- C. Your **court file number** (this usually starts with a two-digit number, followed by letters and numbers. For example, *15-PR-GC-17-0001*).
Lambarka **feylkaaga maxkamadda** (waxa ay badanaa ka bilowdaan laba lambar, oo waxaa la socda xarfo iyo lambarro kale. Tusaale ahaan, *15-PR-GC-17-0001*).
- D. Fill in in the name of the person subject to guardianship.
Ku buuxi qofka ku lug leh masuuliyadda.
- E. Fill in the dates of the **reporting period**.
Ku buuxi taariikhaha **xilliga warbixinta**.

This annual Personal Well-Being Report is for the reporting period from/Warbixintan ah Warbixinta Fayaqabka Shakhsiga ee sannadka waa warbixinta xilliga ee laga bilaabo ____



to/ilaa _____.

Reporting periods are one-year periods that start each year on the anniversary of the date found in the *Letters of Guardianship*. After looking at the *Letters of Guardianship*, if you are still not sure of the dates to list in the form, please call court administration.

Xilliyada warbixinta waa xilli hal sano ah oo bilowda sannad kasta taariikhda sannadguurada ee ku qoran *Waraaqaha Masuuliyadda*. Ka dib markaad eegto *Waraaqaha Masuuliyadda*, haddii aadan weli hubin taariikhaha lagu qorayo foomka, fadlan la soo xiriir maamulka maxkamadda.

Your Information/Macluumaadkaaga

The Guardian (You) Masuulka (Adiga)	
Your name, and the address and phone number where you can be contacted: Magacaaga, cinwaankaaga iyo lambarka taleefanka lagaala soo xiriiri karo:	
Name/Magaca:	_____
Street Address: Cinwaanka jidka:	_____
City, State and Zip Code: Magaalada, Gobolka, Lambarka Boostada Xaafadda (Zip):	_____
Taleefanka/Taleefanka:	Type/Nooca: _____
Email/Boostada Internetka (Email):	_____

List your name and contact information in this section. Include what type of phone number you are listing (for example, cell).

Qeybtan ku qor magaca macluumaad lagaala soo xiriiro. Ku dar nooca taleefanka aad qoraneysa (tusaale ahaan, midka gacanta).

Information about the Person Subject to Guardianship

Xaaladda hadda ee macluumaadka ku saabsan qofka ku lug leh masuuliyadda.

The Person Subject to Guardianship Qofka Masuulka Laga yahay	
1	Current Address. The current address and living arrangement of the person subject to guardianship: Cinwaankeygu hadda. Cinwaanka hadda iyo meesha uu ku nool yahay Qofka Masuulka Laga yahay: Street Address: Cinwaanka jidka: _____ City, State and Zip Code: Magaalada, Gobolka, Lambarka Boostada Xaafadda (Zip): _____ Living Arrangement: Sida uu u Nool yahay: _____
2	Previous Addresses. Has the person subject to guardianship lived at any other address during this reporting period? Cinwaanno Hore. Miyuu Qofka Masuulka Laga yahay ku noolaa cinwaan kale xilliga warbixinta wakhtigan? ☐ Yes/Haa ☐ No/Maya If Yes/Haddii aad ku jawaabtay Haa: Street Address: Cinwaanka jidka: _____ City, State and Zip Code: Magaalada, Gobolka, Lambarka Boostada Xaafadda (Zip): _____ Living Arrangement: Sida uu u Nool yahay: _____ Date Range Person Subject to Guardianship Lived Here: Taariikhaha Qofka Masuulka Laga yahay Halkan Deggenaa: _____ <i>If there is more than one previous address, add another sheet. Haddii ay jiraan cinwaanno badan, waraaq kale ku soo qor.</i>

1. Give the current address and *living arrangement* of the person subject to guardianship. Examples of living arrangements include:

Cinwaanka hadda iyo *meesha uu ku nool yahay* qofka ku lug leh masuuliyadda. Tusaaleyaal habka aad u noloshahay:

- Alone within the community/Keli ahaan dadweynaha dhexdooda,
- Group home/Guri kooxeed,
- Independent living facility/Guri meel gaar ah,
- Nursing home or rehabilitation center/Guryaha dadka waaweyn ama xarun baxnaanin,
- With you in your home/Gurigaaga in uu qofku kugula nool yahay,
- With someone else (in a private home)/Qof kale in uu la nool yahay (guri gaar kuu ah),
- Homeless/Guri-la'aan,
- Other/Wax kale.

If your answer is “other,” please explain the living arrangement.

Haddii aad ku jawabto “wax kale,” fadlan faahfaahi habka aad u nooshahay.

2. During the reporting period, has the person subject to guardianship lived at another address (besides the address listed at #1)?

Inta lagu jiro xilliga warbixinta, miyuu qofka masuulka laga yahay ku noolaa cinwaan kale (marka laga reebo kan ku qoran #1)?

If **YES**, fill in the rest of # 2 (add more paper if there is more than one previous address).

Haddii aad tiri **HAA**, buuxi inta ka harsan #2 (soo raaci waraaq dheeraad ah haddii aad qoreyso cinwaan ka badan hal mar).

If **NO**, skip to # 3.

Haddii aad tiri **MAYA**, u gudub #3.

Current Mental, Physical, and Social Conditions

Xaaladaha Hadda ee Dhimirka, Jirka, iyo Bulshada

For questions 3-5, you will rate the current mental, physical, and social conditions of the person subject to guardianship using a scale of 1 to 5 (1 = very poor, and 5 = excellent). Then use your own words to add information that describes your rating. Please do not answer “same as last year.”

Su'aalaha #3 ilaa #5, hadda qiimee maskax ahaan, jir ahaan, iyo xaaladaha bulsho ahaaneed ee qofka masuulka laga yahay adigoo isticmaalaya 1 ilaa 5 (1 = mid aad u xun, iyo 5 = mid aad u fiican).

Dabadeedna adigu ku sii dar qoraal aad ku sii sharxeysa macluumaadka qiimeynta. Fadlan ha uga jawaabin “sidii sannadkii hore oo kale.”

3. How do you rate their current **mental** condition?
Sidee baad hadda u qiimeyneysaa **maskax ahaan** xaaladda?

3

1	2	3	4	5
☐	☐	☐	☐	☐
Very poor Mid aad u xun			Excellent Mid aad ufiican	

The reason you gave this rating: _____
Sababta aad sidaas ugu qiimeysay: _____

4. How do you rate their current **physical** condition?
Sidee baad hadda u qiimeyneysaa **maskax ahaan** xaaladda?

4

1	2	3	4	5
☐	☐	☐	☐	☐
Very poor Mid aad u xun			Excellent Mid aad ufiican	

The reason you gave this rating: _____
Sababta aad sidaas ugu qiimeysay: _____

5. How do you rate their current **social** condition?
Sidee baad hadda u qiimeyneysaa **maskax ahaan** xaaladda?

5

1	2	3	4	5
☐	☐	☐	☐	☐
Very poor Mid aad u xun			Excellent Mid aad ufiican	

The reason you gave this rating: _____
Sababta aad sidaas ugu qiimeysay: _____

Contact/Kala xiriir

**The Guardianship
Masuuliyadda**

6

Contact/Kala xiriir.

a. In the last year, how often have you had contact with the person subject to guardianship?
Sannadkii ugu dambeeyey, sidee baad inta badan ula xiriireysay qofka aad masuulka ka

tahay?

a

☐ Daily/Maalin kasta

☐ Weekly/Toddobaadkiiba mar

☐ Monthly/Bishiiba mar

☐ Other/Si kale: _____

b. How do you usually contact the person subject to guardianship?

Sidee baad badanaa ula xiriirtaa qofka aad masuulka ka tahay?

b

☐ In person/Inaan u tago

☐ By telephone/Taleefan ahaan:

☐ By text/Qoraalka taleefanka

☐ By email/Boostada intarnetka

☐ Other/Wax kale: _____

6. This is about your contact with the person subject to guardianship during the last year.
Qeybtan waa xiriirkaaga qofkii masuulka laga ahaa sannadkii hore oo dhan.

a. Tell how often (on average) you have contacted the person subject to guardianship. Mark only one box for “a.”

Noo sheeg sida aad badanaa (celcelis ahaan) ula xiriireysay qofka masuulka laga yahay. Hal santuuq oo keliya ku calaamadi “a.”

b. Tell *how* you usually contact the person subject to guardianship. There could be more than one answer for “b.”

Noo sheeg *sida* aad badanaa ula xiriirto qofka aad masuulka ka tahay. Jawaabo badan ayaa noqon kara “b.”

Services/Adeegyo

Questions 7-10 ask about any **medical, educational, vocational** (example: job training), or **other services** the person subject to guardianship has received in the last year.

Su'aalaha #7 ilaa #10 waxay ku saabsan yihiin **daaweyn, waxbarasho, tababarid**, (tusaale: tababar shaqo), ama **adeegyo kale** haddii uu sannadkii ugu dambeeyey qofka masuulka laga yahay helay wax ah.

A) Check the yes or no about whether the person received the service

Ku calaamadi haa ama maya haddii qofka loo qabtay adeegyada

B) If you check yes, use your own words to add information that describes what kind of service the person received.

Haddii aad calaamadisay haa, soo raaci qoraal macluumaad aad ku faahfaahineyso ee nooca adeega.

C) Check the yes or no box about whether the services were adequate (acceptable).

Calaamadi santuuqa haa ama maya haddii uu adeegga ku filnaa qofka (macquul ahaa).

D) If you check no, use your own words to add information that describes why the services were not adequate (acceptable).

Haddii aad calaamadiso maya, soo raaci qoraal aad ku faahfaahineyso sababta ay adeegga qofka u ahaayeen kuwa aan ku filneyn (aan macquul ahayn).

Follow the instructions A-D, for questions 7-10.

Raac tilmaamaha A ilaa D, su'aalaha 7 ilaa 10.

7. Did the person receive any medical services in the past year? Miyuu qofku helay wax ah adeeg daawo sannadkii ugu dambeeyey?	
A ☐ Yes/Haa ☐ No/Maya	
If Yes /Haddii aad ku jawaabatay Haa :	B
Describe/Faahfaahi: _____	
Were the medical services adequate? Miyey kugu filnaayeen adeegyada daawada?	
C ☐ Yes/Haa ☐ No, because/Maya, sababtoo ah: _____	D

Restrictions/Mamnuucid.

11. Did you restrict or put limits on the person’s right to communicate, visit, or interact with anyone? Miyaad ka mamnuucday ama ka yareysay in uu qofku dadka la xiriir, booqdo, ama la macaamilo hal qof?

NOTE: The person subject to guardianship has the right to communicate, visit, or interact with others. This can include having visitors, making or receiving telephone calls, personal mail, or electronic communications, or participating in social activities. **The guardian can restrict the person subject to guardianship from any of these activities if there is good cause to believe the restriction is necessary to protect the person subject to guardianship from significant physical, psychological, or financial harm, and there is no other way to avoid the significant harm.**

OGOW: Qofka masuulka laga yahay wuxuu xaq u leeyahay in uu dadka la xiriir, booqdo ama la macaamilo. Arrimahaas waxaa ku jira in la soo booqan karo, in uu taleefan diri karo ama loo soo diri karo, in waraako loo soo diri karo, in uu internetka dadka kula xiriir karo, ama inuu ka qeybqaadan karo arrimaha bulshada. **Masuulku waxa uu qofka masuulka laga yahay ka mamnuuci karaa mid kasta oo waxyaabahaas ka mid ah marka ay jirto sabab macquul ah oo loo sameynayo mamnuucidda si qofka looga difaaco dhibaato uga imaan karta jir ahaan, maskax ahaan, ama dhaqaale ahaan, oo aysan markaas jirin hab kale oo qofka looga fogeyn karo.**

If you restrict the person subject to guardianship, you must give written notice to the: Haddii aad wax ka mamnuucdo qofka masuulka laga yahay, waa in aad ogeysiis qoraal ah u soo gudbis:

- Court/Maxkamadda,
- Person subject to guardianship, and Qofka masuulka laga yahay, iyo
- Person subject to the restrictions. Qofka masuulka ka ah mamnuucidda.

See Minn. Stat. 524.5-120 (10), <https://www.revisor.mn.gov/statutes/cite/524.5-120>.
Eeg sharciga Minn. Stat. 524.5-120 (10), <https://www.revisor.mn.gov/statutes/cite/524.5-120>.

There is a *Notice of Restrictions* form (GAC116) online at www.mncourts.gov/forms (choose the “Guardianship/Conservatorship” category).

Waxaa jira *Ogeysiiska Mamnuucidda* oo ah foomka (GAC116) oo laga heli karo internetka www.mncourts.gov/forms www.mncourts.gov/forms (dooro nooca “Masuulka/Ilaaliyaha”).

If the answer is **Yes**, then tell whether you gave written notice to the court, the person subject to guardianship, and the person subject to restriction.

Haddii ay jawaabtu tahay **Haa**, ka dib waa inaad sheegto in aad ogeysiiska siisay maxkamadda, qofka masuulka laga yahay, iyo qofka ku lug leh mamnuucidda.

12. Payment for Services/Lacagta hawsha adeegga ah.

- a. During the reporting period, have you been paid for services provided to the person subject to guardianship? If yes, list the amount you were paid, and tell whether any of the payment was made by county contract.
Inta lagu jiray xilliga warbixinta, lacag ma ku qaadatay adeegyada loo qabtay qofka masuulka laga yahay? Haddii aad tiri haa, qor lacagta lagu siiyey, oo noo sheeg haddii lacagta lagugu siiyey heshiis degmo oo ah shaqo.
 - b. List the current rate you charge for your services. NOTE: you can enter \$0 if you are not charging for your services.
Qor lacagta aad hadda ku dallacdo shaqadaada. OGOW: waxaad qori kartaa \$0 haddii aadan wax lacag ah ku qaadan hawshaada.
-

13. Continuation or Changes to the Guardianship/Sii-wadid ama Beddel ah Masuuliyadda

This question is here so that you can give the court your opinion about the guardianship. Your answers here will not result in any change (there are forms for asking for changes to the guardianship online at <http://mncourts.gov/GetForms.aspx?c=21>.)

Su'aashan waa mid la rabo in aad maxkamadda ugu qorto fikraddaada masuuliyadda.

Jawaabahaaga ma aha kuwa wax lagu beddelayo (waxaa internetka ku jira foomam kale oo lagu codsado beddelka masuuliyadda <http://mncourts.gov/GetForms.aspx?c=21>.)

14. Are you a Professional Guardian

Ma tahay Masuul Xirfadle ah Professional Guardian

Tell the court whether you are a professional guardian, which means you are acting as a guardian for three or more people who are not related to you by blood, adoption, or marriage.

Maxkamadda u sheeg haddii aad tahay xirfadlaha masuul ka noqda carruur, oo macnaheedu yahay masuulka saddex ama in ka badan oo dad ah oo aysan ka dhaxeyn dhiig, korsasho sharci ah, ama in uu guur dhex maray.

The Signature Block/Meelaha Saxiixa

Everything I have stated in this report is true and correct. Wax kasta oo aan warbixintan ku sheegay waa run iyo wax sax ah.	
Dated/Taariikhda	Signature of Guardian/Saxiixa Masuulka
	Name
	Magaca:
	Address
	Cinwaanka:
	City/State/Zip
	Magaalada/Gobolka/Lambarka
	Boostada
	Xaafadda (Zip)
	Telephone
	Taleefanka:
	Email
	Boostada
	Intarnetka (Email):

Date, sign, and give your contact information.

Taariikhee, saxiix, oo qor macluumaad lagaala soo xiriiro.

If there is more than one guardian, each co-guardian must also sign the form as long as the co-guardian's answers are the same as yours. The co-guardian's signature can be at the end of the form in the same section where your signature goes. **If the co-guardian has a different answer to any of the questions in this form, then the co-guardian should fill out their own form.**

Haddii ay jiraan hal masuul ka badan, kaaliye kasta waa in uu saxiixo foomka marka uu kaaliye ka jawaabo su'aalo la mid ah kuwa masuulka. Saxiisa kaaliyeyasha waa qeybta ugu dambeysa foomka ee isla qeybta aad saxiixayso. **Haddii uu kaaliye bixiyo jawaab ka duwan kuwa ku qoran foomkan, markaas kaaliyaha waa in uu buuxiyo foom u gaar ah.**

Step 2//Tallaabada 2-aad

Fill Out the *Annual Notice of Right to Petition for Termination or Modification of Guardianship or Other Relief* (GAC 11-G)

Waa inaad Buuxiso *Ogeysiiska Sannadka ee Codsiga Xuquuqda Joojinta ama Beddelaadda Masuuliyadda ama Hawl Kale* (GAC 11-G)

**Include a *Bill of Rights Form* (GAC100) with GAC 11-G
Soo raaci *Sharciga Xuquuqaha Foomka* (GAC100) ee GAC 11-G**

Court File Number/Lambarka Feylka Maxkamadda: _____

1

**Annual Notice of Right to Petition for Termination or Modification of
Guardianship or Other Relief**

**Ogeysiiska Sannadka ee Codsiga Xuquuqda Joojinta ama
Beddelaadda Masuuliyadda ama Hawl Kale**

Minn. Stat. §§ 524.5-310(i) and 524.5-316/Sharciga Minn. Stat. §§ 524.5-310(i) iyo 524.5-316

To/Ku: _____, Person Subject to Guardianship/Qofka
Masuulka Laga yahay

2

1. Fill in the Court File Number.
Ku qor Lambarka Feylka Maxkamadda.
2. Fill in name of the person subject to guardianship.
Ku buuxi qofka masuulka laga yahay.

Telephone number/Lambarka taleefanka: _____

Street Address/Cinwaanka jidka: _____

City/State/Zip: _____

Magaalada/Gobolka/Lambarka Boostada Xaafadda (Zip): _____

3

3. You can find court administration's phone number and address online starting at <http://mncourts.gov/Find-Courts.aspx> (choose your county from the drop-down menu and click "Go").
Waxaad lambarka taleefanka iyo cinwaanka maamulka maxkamadda ka heli kartaa internetka <http://mncourts.gov/Find-Courts.aspx> (fallaarta hoos u jeedda ka dooro waxaad rabto oo guji "Go").

Date and sign the bottom of the page/Taariikhda iyo saxiixa bogga qeybtiisa hoose.

You must include the *Bill of Rights* (GAC100) with the *Annual Notice of Right* (GAC 11-G). The *Bill of Rights* is available online at www.mncourts.gov/forms (choose the “Guardianship/Conservatorship” category).

Waa in aad soo raaciso *Sharciga Xuquuqaha* (GAC100) waraaqaha *Xuquuqda Ogeysiiska Sannadka* (GAC 11-G). *Sharciga Xuquuqaha* waxaa laga helayaa www.mncourts.gov/forms (dooro nooca “Masuuklka/Ilaaliyaha”).

Step 3//Tallaabada 3-aad Makes Copies/Sameynta Koobbiyo

For the person subject to guardianship:

Qofka masuulka laga yahay:

You will need to make one set of copies of the completed
Waa inaad wada koobbiyeyso gebi ahaan qeybta buuxsan

- *Personal Well-Being Report* (GAC 11-U),
Warbixinta Fayaqabka Shakhsiga, (GAC 11-U)
- *Annual Notice of Right* (GAC 11-G), and
Ogeysiiska Xuquuqda ee Sannadka (GAC 11-G), iyo
- *Bill of Rights* (GAC100)
Sharciga Xuquuqaha (GAC100); iyo

For interested persons of record with the court:

Dadka daneynaya oo u qoran maxkamadda:

You will need to make a set of copies for each interested party of the completed
Waa inaad gebi ahaan u wada koobbiyeyso dadka daneynaya qeybta buuxsan

- *Personal Well-Being Report* (GAC 11-U),
Warbixinta Fayaqabka Shakhsiga (GAC 11-U),
- *Annual Notice of Right* (GAC 11-G), and
Ogeysiiska Xuquuqda ee Sannadka (GAC 11-G), iyo
- *Bill of Rights* (GAC100)
Sharciga Xuquuqaha (GAC100); iyo

Make a copy for yourself (and any co-guardians) if you would like to keep a copy for your records.
Koobbi ka sameysta adiga (iyo kaaliyeyaasha kale) haddii aad rabtaan in aad haysataan koobbi.

Step 4//Tallaabada 4-aad
Serve the Person subject to Guardianship
Qofka Masuulka laga yahay
And/Iyo
Interested Persons of Record with the Court
Dadka Daneynaya ee u Qoran Maxkamadda:

Next, you have to see to it that the person subject to guardianship, and any interested persons of record with the court, get a copy of the the documents listed in above in Step 3. This is called **service of process**.

Waxa xiga, waa in aad argto in qofka masuulka laga yahay, iyo qofka daneynaya ee u qoran maxkamadda, koobbi ka sameyso waraaqaha Tallaabada 3-aad. Sidaas waxaa la yiraahdaa **habraaca wax la isugu gudbiyo**.

NOTE: Check the court record to see if any interested person has filed a waiver saying they do not want to receive notices or reports. There could also be a court order saying who should not receive notices and reports.

OGOW: Iska hubso diiwaanka maxkamadda si aad u aragto haddii qof daneynaya uu soo gudbiyey inuu iska dhaafayo oo uu sheegay in uusan rabin ogeysiisyada ama warbixinta. Waxaa jiri kara amar maxkamadeed oo sheegaya dadka loo diidayo ogeysiiska iyo warbixinta.

You, or any person age 18 or over can serve the papers (either in person or by mail). For more information about Service of Process, visit the Help Topic online at <http://mncourts.gov/Help-Topics/Service-of-Process.aspx>.

Adiga, ama qof gaaray ama ka weyn 18 ayaa geyn kara waraaqaha (si toos ah ama in boosto lagu diro). Wixii faahfaahin ah ee Habraaca Gudbinta Waraaqaha, ka eego Caawimaadda Mowduucyada ee intarnetka <http://mncourts.gov/Help-Topics/Service-of-Process.aspx>.

If there is more than one *Personal Well-Being Report* (because a co-guardian's answers are different than yours), then each report needs to be served along with the other forms.

Haddii ay jiraan wax ka badan hal mar oo ah *Warbixinta Fayaqabka Shakhsiga* (oo uu kaaliye si kaa duwan uga jawaabay), markaas warbixin kasta waa in lagu soo gudbiyo foomamka kale oo dhan.

Step 5//Tallaabada 5-aad
Fill Out the Affidavit of Service (Annual Reporting - Guardianship) (GAC 11.2)
Ku buuxi Markhaatikaca Adeegga (Warbixinta Sannadka – Masuuliyadda)
(GAC 11.2)

After the papers have been served on the person subject to guardianship (and any interested persons on record with the court), the person who served the papers must fill out the *Affidavit of Service* (GAC 11.2), which is available online at www.mncourts.gov/forms (choose the “Guardianship/Conservatorship” category).

Ka dib marka waraaqaha loo diro qofka masuulka laga yahay (iyo dadka kale ee daneynaya ee u qoran maxkamadda), qofka gudbiyey waraaqaha waa in uu buuxiyo *Markhaatikaca Gudbinta* (GAC 11.2), oo waxaa laga heli karaa internetka www.mncourts.gov/forms (dooro nooca “Masuuliyadda/Ilaalinta”).

The top of the *Affidavit of Service* should be filled out like the other forms.

Qeybta kore ee *Markhaatikaca Gudbinta* waa in loo buuxiyo sida foomamka kale.

Next, the person who served the papers puts their name on the line in the first sentence.

Waxa xiga, qofka loo gudbiyey waraaqaha wuxuu magaciisa ku qorayaa leynka qoraalka ugu horreeya.

My name is/Magacaygu waa _____, and I am at least 18 years old/oo waxaan gaaray 18 jir. I served papers for the guardianship case as follows/Waxaan waraaqaha kiiska ilaalinta u gudbiyey sida hoose:

Proof of Service for the **Person Subject To Guardianship**
Caddeynta Gudbinta ee **Qofka Masuulka Laga Yahay**

Person Subject to Guardianship: Qofka Masuulka Laga Yahay: Name/Magaca: _____ Served at Waxaa loo gudbiyey/ (location)/ (goobta): _____  Date Of Service Taariikhda Gudbinta Waraaqaha: _____ 		B Forms Served (check all that apply) Foomamka la gudbiyey (calaamadi intii ku khuseysa): ☐ <i>Personal Well-Being Report</i> <i>Warbixinta Fayaqabka Shakhsiga</i> ☐ <i>Annual Notice of Right to Petition for Termination or Modification of Guardianship or Other Relief</i> <i>Ogeysiiska Sannadka ee Codsiga Xuquuqda Joojinta ama Beddelaadda Masuuliyadda ama Hawl Kale</i> ☐ <i>Bill of Rights/Sharciga Xuquuqaha</i> ☐ Other/Wax kale: _____
D How Served Sida Loo Gudbiyeye: _____ ☐ By Mail (United States Mail) Boosto Ahaan (Boostada Mareykanka) ☐ By Personal Service (hand-delivered) Shakhsi Ahaan (gacan-ka-dhiib)		

A. The server should fill out the name and address of the **person subject to guardianship**. Qofka geynaya waa inuu ku qoro magaca iyo cinwaanka **qofka masuulka laga yahay**.

B. The **person subject to guardianship** needs to receive at least 3 forms: Qofka **masuulka laga yahay** waa in uu helo saddex foom:

- *Personal Well-Being Report/Warbixinta Fayaqabka Shakhsiga;*
- *Annual Notice of Right to Petition for Termination or Modification or Other Relief; and Ogeysiiska Sannadka ee Codsiga Xuquuqda Joojinta ama Beddelaadda ama Hawl Kale; iyo*
- *Bill of Rights/Sharciga Xuquuqaha.*

Check the box showing which forms the person subject to guardianship received. You should check the first 3 boxes. If you are giving the person subject to guardianship another document, check “Other” and include the name of the document.

Calaamadi santuuqa ku tusaya foomamka uu helay qofka masuulka laga yahay. Waa in aad calaamadiso 3 santuuq. Haddii aad waarqo kale siineyso qofka masuulka laga yahay, calaamadi “Wax kale” oo ku dul qor magaca cinwaanka.

- C. List the date the papers were mailed or handed to the person subject to guardianship.
Qor taariikhda waraaqaha lagu diray boostada ama gacanta looga dhiibay qofka masuulka laga yahay.
- D. Check the box showing how the papers were served (by mail or personal service).
Calaamadi santuuqa ku tusaya sida waraaqaha loo gudbiyey (boostada ama gacanta in lagu geeyey).

Proof of Service for the **Person of Interest Court** Caddeynta Waraaqaha **Qofka ay Maxkamaddu Rabto**

	Person of Interest Qofka la Rabo: Name/Magaca: _____ Served at Waxaa loo gudbiyey/ (location) (goobta): _____ Date Of Service Taariikhda Gudbinta Waraaqaha: _____	Forms Served (check all that apply) Foomamka la gudbiyey (calaamadi intii ku khuseysa): ☐ <i>Personal Well-Being Report</i> <i>Warbixinta Fayaqabka Shakhsiga</i> ☐ <i>Annual Notice of Right to Petition for Termination or Modification of Guardianship or Other Relief</i> <i>Ogeysiiska Sannadka ee Codsiga Xuquuqda Joojinta ama Beddelaadda Masuuliyadda ama Hawl Kale</i> ☐ <i>Bill of Rights/Sharciqa Xuquuqaha</i> ☐ Other/Wax kale: _____	
	How Served Sida Loo Gudbiyey: _____	☐ By Mail (United States Mail) Boosto Ahaan (Boostada Mareykanka)	☐ By Personal Service (hand-delivered) Shakhsi Ahaan (gacan-ka-dhiib)

- E. The server fills out this section for any *person of interest* that they served papers to.
Qofka geynaya waa inuu u buuxiyo qeybtan *qofka la rabo* ee loo gudbiyey waraaqaha.

Finally, the server should sign the *Affidavit of Service* under penalty of perjury. By signing the affidavit under penalty of perjury, the server is stating that the information in the affidavit is true to the best of their knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth, punishable by jail or other sanctions.

Ugu dambeyn, qofka geynaya waa in uu saxiixo *Markhaatikaca Gudbinta* sharciga dhaarta awgiis. Markaad markhaatikaca ku saxiixdo ciqaabta dhaarta beenta ah, qofka geynaya wuxuu sheegayo waa

in ay macluumaadka waraaqda ku qoran yihiin kuwa run ah sida uu ogyahay. Dhaarta beenta ah waa danbi ah in si ulakac ah been loo sheegay ama runtii la khalday, ciqaabtiisuna waa xabsi ama cawaaqibxumo kale.

After it has been signed, you can make one copy of the *Affidavit of Service* for your records. You must file the *Affidavit of Service* with the court as part of Step 6.

Ka dib marka la saxiixo, koobbi ka reebo *Markhaatikaca Gudbinta Waraaqaha* oo adigu hayso. Waa in aad maxkamadda u soo dirto *Markhaatikaca Gudbinta Waraaqaha* sida ku qoran tallaabada 6-aad.

Step 6//Tallaabada 6-aad File Forms with the Court Foomamka u soo dir Maxkamadda

File the following forms with the court (there is no filing fee):

Maxkamadda u soo dir foomamka soo socda (lacag lagu xareynayo ma jirto):

- *Personal Well-Being Report(s); and Warbixin(nada) Fayaqabka Shakhsiga: iyo*
- *Affidavit of Service (Annual Reporting). Markhaatikaca Gudbinta Waraaqaha (Warbixinta Sannadka).*

You can file the forms with the court in the following ways:

Waxaa foomamka maxkamadda ugu soo gudbin kartaa siyaabaha soo socda:

- In person at the courthouse;
Inaad toos u keento maxkamadda;
- By mail; or
Inaad boostada ku soo dirto; ama
- Electronically through the eFS System (NOTE: once a party files electronically, they are required to use the eFS System throughout the entire case; this means they cannot go back to paper filing in that case). For more information about electronic filing and the eFS System, see <https://minnesota.tylertech.cloud/OfsWeb>.

Intarnet ahaan waa barnaamijka eFS System (OGOW: haddii qof uu intarnetka ku soo diro foomamka, qofkaasi waxaa khasab ku ah in uu isticmaalo eFS System mar kasta inta uu kiiska socdo; taas macnaheedu waa in uusan dib ugu noqon waraaq inuu isticmaalo). Wixii macluumaad dheeraad ah oo ku saabsan foomamka intarnetka iyo habka eFS System, ka eego <https://minnesota.tylertech.cloud/OfsWeb>.

The *Annual Notice of Right* and *Bill of Rights* forms **are not** filed with the court. You only have to file the report and the proof of service. *Ogeysiiska Xuquuqda ee Sannadka* iyo *Sharciga Xuquuqaha* foomamka **looma** soo diro maxkamadda. Waxa keliya oo aad soo direyso waa warbixinta iyo caddeynta gudbinta waraaqaha.