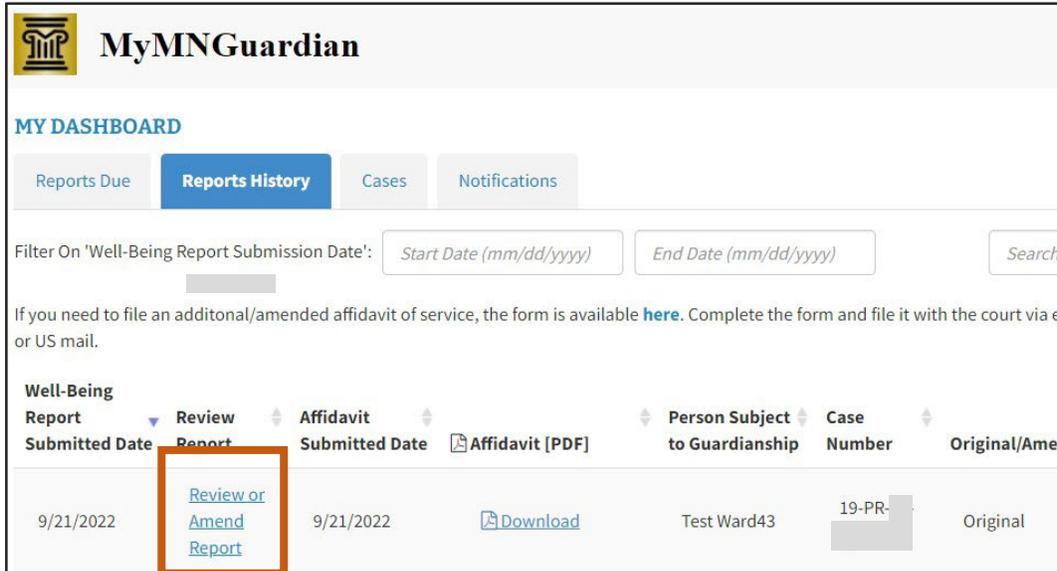


# Quick Reference Guide – Reviewing and Amending the Personal Well-Being Report

Last Revised: 1/29/2024

## Review or Amend Report

1. From the Reports History tab, click **Review or Amend Report** and review the report details.



**MyMNGuardian**

**MY DASHBOARD**

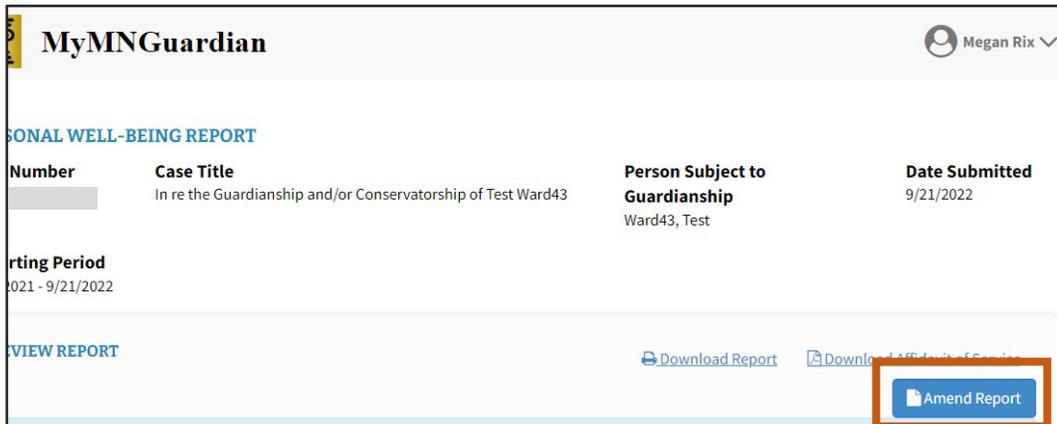
Reports Due | **Reports History** | Cases | Notifications

Filter On 'Well-Being Report Submission Date':

If you need to file an additional/amended affidavit of service, the form is available [here](#). Complete the form and file it with the court via e-filing or US mail.

Well-Being Report Submitted Date	Review Report	Affidavit Submitted Date	Affidavit [PDF]	Person Subject to Guardianship	Case Number	Original/Amended
9/21/2022	<b>Review or Amend Report</b>	9/21/2022	<a href="#">Download</a>	Test Ward43	19-PR- [REDACTED]	Original

2. Click **Amend Report** to make changes.



**MyMNGuardian** Megan Rix

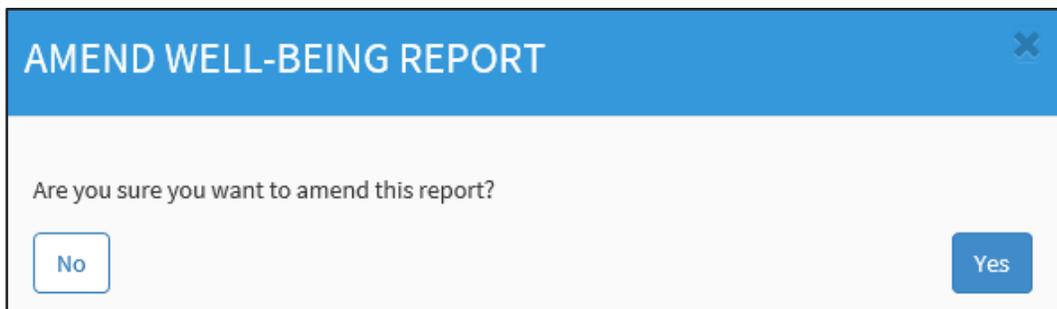
**PERSONAL WELL-BEING REPORT**

Number	Case Title	Person Subject to Guardianship	Date Submitted
[REDACTED]	In re the Guardianship and/or Conservatorship of Test Ward43	Ward43, Test	9/21/2022

**Reporting Period**  
9/21/2021 - 9/21/2022

**VIEW REPORT** [Download Report](#) [Download Affidavit of Service](#) **Amend Report**

3. Click **No** to go back to the report details or click **Yes** to continue to amend the report.



**AMEND WELL-BEING REPORT** [X]

Are you sure you want to amend this report?

4. If there were co-guardians who signed the original report, you will be asked if they want to sign the amended report.
  - a. If so, click the name of the co-guardian. If not, skip to the next step.
  - b. Click Continue.

**!** If co-guardians did not sign the original report, they will not be able to sign the amended report.

5. Use the question **Menu** to go to a specific question on the report and make necessary changes.
6. Click **Next**.

7. After completing all of the questions, click **Review**.

**Explain** (required)

No more restriction, but still needs a guardian.

2451 characters remaining

[Back](#) [Review »](#)

8. Click **Back To The Report** to make additional changes or click **Proceed**.

**PROCEED TO REVIEW AND SUBMIT?**

You are about to go the page where you can review your responses and submit the Personal Well-Being Report. You can still choose to edit the report before submitting it.

[Back To Report](#) [Proceed](#)

9. Review the report and click **Submit Report**.

**PERSONAL WELL-BEING REPORT - AMENDED**

Number	Case Title	Person Subject to	Due Date
19-PR-22-777792	In re the Guardianship and/or Conservatorship of Test Ward43	<b>Guardianship</b> Ward43, Test	N/A

Reporting Period: 2021 - 2022

[PROCEED TO REVIEW AND SUBMIT REPORT](#) [Cancel Amendment](#) [SUBMIT REPORT](#)

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**State of Minnesota**      **District Court**  
**County of Dakota**      **Probate Division**

**In Re: the Guardianship of**      **Judicial District: 1**  
Test Ward43      **Court File Number: 19-PR-22-777792**  
      **Case Type: Guardianship/Conservatorship**

**AMENDED PERSONAL WELL-BEING REPORT**  
(Annual Report of Guardian)  
Minn. Stat. § 524.5-316

## Sign and Submit Report

### Sign

1. Type in your name to electronically sign the report.
2. Click **Continue**. If there are no co-guardians on the case, skip to [number 8](#).

The screenshot shows a dialog box titled "SIGN AND SUBMIT" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Sign" (which is active and highlighted in blue) and "Submit". The main content area contains the text "Guardian , please type your full name below." followed by "Everything stated in this document is true and correct." Below this text is a text input field with a red circle containing the number "1" to its left. At the bottom of the dialog, there are two buttons: a red "Cancel" button on the left and a blue "Continue" button on the right, with a red circle containing the number "2" to its left.

### Co-Sign

If you indicated when starting this report that a co-guardian will be signing this report, you will see their name at the top of the **Sign and Submit** dialog.

3. Type in your name to electronically sign the report.
4. Click **Continue**.

The screenshot shows a dialog box titled "SIGN AND SUBMIT" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Sign" and "Co-Guardian" (which is active and highlighted in grey). The main content area contains the text "Guardian , please type your full name below." followed by "Everything stated in this document is true and correct." Below this text is a text input field with a red circle containing the number "3" to its left. At the bottom of the dialog, there are two buttons: a red "Cancel" button on the left and a blue "Continue" button on the right, with a red circle containing the number "4" to its left.

5. Click Yes if the co-guardian agrees with the comments of the report and wishes to co-sign.
6. Co-guardian types their name to electronically sign the report.
7. Click **Next**.

**SIGN AND SUBMIT**

Sign Co-Guardian Submit

You indicated when starting this report that co-guardians will be signing this report with you.

Does [co-guardian] agree with the comments of this report and will be co-signing this report?

5  Yes  No

[Co-guardian] please type your full name below.  
Everything stated in this document is true and correct.

6 |

7 Cancel Previous Next

**!** If you click No, the signature box will not appear, but you can still click Next. However, the co-guardian will need to submit their own report.

### Submit

8. Read the submissions statement, then click **Submit Report**.

**SIGN AND SUBMIT**

Sign Co-Guardian Submit

Once you submit this report to the court for filing you will not be able to make changes unless you submit an amended report. If co-guardians have not been selected and have not signed in the previous step, they will not be recorded as co-signing this report or any amended reports. They will be required to fill out and file their own report.

Cancel Previous **Submit Report**

## Download Report

1. Click **Download Report**.

**PERSONAL WELL-BEING REPORT - AMENDED**

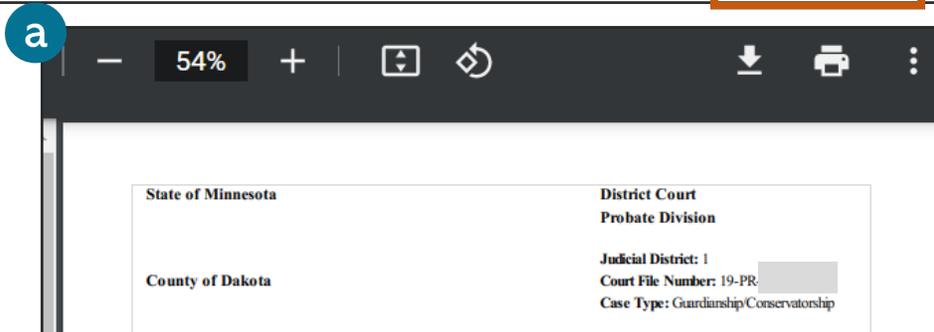
Case Number	Case Title	Person Subject to Guardianship	Date Submitted
19-PR-...	In re the Guardianship and/or Conservatorship of Test Ward43	Ward43, Test	9/22/2022

**Reporting Period**  
9/21/2021 - 9/21/2022

Well-Being Report Submitted Successfully.

**REVIEW REPORT**    Amend Report    **Download Report**

2. On the download pop-up you can open or save the report.
  - a. Click **Open** to review the document and print.
  - b. Click **Save** to save the document to a folder on a computer.



**The Download Report will include the Personal Well-Being Report, Annual Notice of Rights, and the Bill of Rights. Serve all these documents on the Person Subject to Guardianship and interested persons. ONLY serve these to the interested persons if they are on record with the court. After serving the Person Subject to Guardianship, complete the Affidavit of Service form.**