

INSTRUCTIONS FOR ADDRESS CHANGE NOTIFICATION AND CERTIFICATE OF MAILING

The purpose of this form is to inform the court of a change to the address and phone number of a ward/minor ward/protected person, a guardian and/or conservator and/or an interested person.

1. HEADING

- a. Choose the county in the drop-down box below the first blank.
- b. Enter the case number assigned by the clerk of the court.
- c. Enter the name of the ward/minor ward/protected person.

IN THE COUNTY COURT OF COUNTY, NEBRASKA

IN THE MATTER OF Case No.

Ward/Minor Ward/Protected Person. ADDRESS CHANGE

2. BODY OF FORM

- a. Check the appropriate box:
 - i. If this is a change of address for Ward/Minor Ward/Protected Person.
 - ii. If this is a change of address for the guardian and/or conservator.
 1. Enter the name of the guardian and/or conservator that has the change of address.
 - iii. If this is a change of address for an interested person.
 2. Enter the name of the interested person that has the change of address.
 - iv. Enter the date that this change is effective.

Ward/Minor Ward/Protected Person *

Guardian and/or Conservator:
 (Name)

Interested Person:
 (Name)

This change is effective as of: (Date)

- b. Enter the address and phone number information.

i. Previous information.

Street Address/P.O. Box:

City/State/ZIP Code:

Phone:

ii. New information.

Street Address/P.O. Box:

City/State/ZIP Code:

Phone:

3. SIGNATURE SECTION

a. If this is a co-guardianship and/or co-conservatorship both must sign.

For the second signature block to appear, check the (a.) “yes” box on the question located below the first signature block:

Is there more than one guardian and/or conservator? yes no a.

- i. The guardian(s) and/or conservator(s) will sign their name(s).
- ii. Enter the date.
- iii. Print the guardian(s) and/or conservator(s) name(s).
- iv. Enter the guardian(s) and/or conservator(s) street address(es).
- v. If this form is completed by an attorney, there is a space for the bar number and firm name.
- vi. Enter the city, state, and zip code of the guardian(s) and/or conservator(s) address(s).
- vii. Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- viii. Enter the email address(es).

i. Signature: _____ Date: ii.

iii. Printed Name: _____ iv.
(of guardian and/or conservator or their attorney)

iv. Street Address/P.O. Box: _____ vi.

vi. City/State/ZIP Code: _____ vii.

vii. Telephone Number: _____ viii.

v. Email address: _____

If complete by an attorney:
Bar Number:

CERTIFICATE OF MAILING

a. TO THE GUARDIAN AND/OR CONSERVATOR OR THEIR ATTORNEY: You need to complete the Certificate of Mailing form and file it with the court showing that you mailed the required documents to all the interested persons you list.

- i. Enter the name of the ward/minor ward/protected person, the county name, and the case number in the upper left-hand corner.

i. Ward/Minor Ward/Protected Person
 Choose the county
 County Court Case No.

- ii. If you are completing this form electronically, these will automatically fill in from the information you already entered.

- iii. Enter the date you are mailing the Change of Address form and this Certificate of Mailing to the interested person(s).
- iv. List all of the interested persons* and their addresses on the lines provided.

iii. I swear or affirm, **under the penalties of perjury**, that on _____, I mailed copies of the Address Change Notification (CC 16:2.46) to all interested persons and bonding company, if any.

NAME(S) OF INTERESTED PERSON(S)	ADDRESS(ES)
_____	_____
_____	_____

- v. **IF** there are more names and addresses for interested persons* than the spaces on the form provide room for, check the box next to “See Attached” and attach a sheet with the name and address of each additional person.

v. See attached (more names and addresses than above)

b. SIGNATURE SECTION (Signed by either the attorney or guardian/conservator)

- i. Use the same instructions as on page 2.

* Pursuant to Neb. Rev. Stat. § 30-2601, interested persons are defined as:

- children and spouses;
- future heirs if the ward/incapacitated person/protected person would die without leaving a valid will (brothers and sisters who are adults, grandparents, etc.);
- a trustee of any trust executed by the ward/incapacitated person/protected person;
- if there are no individuals defined as “interested persons” above, include any person or organization named as a “devisee” in the ward’s/incapacitated person’s/protected person’s most recent will;
- after death of the ward/incapacitated person/protected person, interested person also includes the personal representative of a deceased ward’s/incapacitated person’s/protected person’s estate, the deceased ward’s/incapacitated person’s/protected person’s heirs in an intestate estate, and the deceased ward’s/incapacitated person’s/protected person’s devisees in a testate estate;
- any governmental agency paying benefits on behalf of the ward/incapacitated person/protected person; and
- any person designated by order of the court to be an interested person.

If there are no interested persons identified for a ward/incapacitated person/protected person, the court may appoint a guardian ad litem (Nebraska Supreme Court Rule § 6-1449(B)). The cost of the guardian ad litem may be taken from the assets of the ward/incapacitated person/protected person.