

INSTRUCTIONS FOR FINANCIAL INSTITUTION RECEIPT OF LETTERS

The purpose of this form is to show the court that you gave a copy of the Letters of Guardianship and/or Conservatorship to the banks.

Each bank that the ward/minor ward/protected person has accounts in will need to fill out one of these forms.

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.

The diagram shows the heading section of the form. It includes the text "IN THE COUNTY COURT OF" followed by a drop-down menu labeled "Choose the county" and "COUNTY, NEBRASKA". Below this is "IN THE MATTER OF" followed by a text input field and "Case No." followed by another text input field. The text "Ward, Minor Ward, Protected Person" is positioned below the first text input field. The title "FINANCIAL INSTITUTION RECEIPT OF LETTERS" is centered below the input fields. Three callout boxes labeled 'a.', 'b.', and 'c.' are connected to the form by red arrows: 'a.' points to the "Choose the county" dropdown, 'b.' points to the "Case No." input field, and 'c.' points to the text input field under "IN THE MATTER OF".

2. BODY OF FORM – STOP – You will NOT complete anything else on this form.

- a. An official from the bank will fill out all the remaining information.
- b. The official from the bank will sign the form and have it notarized.

It is very important that you file these completed forms with the court.