

General Information for Conservators

You have been Appointed to be responsible for the person or finances or both of a disabled adult. These are serious responsibilities, if you feel unable to fulfill these duties you must tell this to the Clerk of this court or the Attorney of record.

Conservator of the Person:

This means that you have the duty to take care of the personal need of the person for whom you have been appointed over. Personal needs are someone’s basic needs, such as housing, food utilities, clothing and medical care. These are just examples of basic needs. Your duties should be outlined in the Order that Appointed you.

Conservator of the Estate:

This means the you are in charge of the assets and income of the person for whom you have been appointed. It is also your duty to timely pay all bills of the person for whom you have been appointed. State law requires that you file and Inventory of all of the assets within 60 days from the day that you were appointed. You are accountable for filing a Proposed Property Management Plan within 60 days. You are also responsible for filing accountings and or Status Reports. The 1st accounting and or Status Report will be due 6 Months after the day that you were Appointed Conservator, the 2nd and all other accountings thereafter will be due yearly.

Inventories:

Itemized list of all assets of the person for whom you have been appointed.

Property Management Plan:

Itemizing how you propose to spend the funds of the person for whom you have been appointed.

Accountings:

Detail account of all the assets and how the funds are spent. All assets must be in separate accounts in the name of the Guardianship, no assets can be in you name alone. Your **Attorney must go with you to set up these accounts. Investments must be approved by the Court prior to being made.**

Duty to Inform the Court: You have a continuing duty to inform the Court of any address or phone number change. This must be in written letter to the Probate Court Clerk’s Office. Letter should include your Name, Case Number, Name of the Conservatorship and the changes that are to be made.

Probate Court, 140 Adams Ave., room 124, 38103

The forms for the Inventories, Status Reports and Accountings can be obtained from the Probate Court Clerk’s Office or Probate Court website @ <http://www.shelbycountyttn.gov/227/Probate-Court>

1st accounting / Status Report due date _____

2nd accounting / Status Report due date _____