

# PREPARING YOUR GUARDIANSHIP REPORTS:



## A Workshop for Article 81 Lay Guardians

For family & non-professional guardians who have taken the Article 81 training course and are required to submit an Initial Report and/or an Annual Report for 2018

**Annual reports are due on or before May 31, 2019**  
**THREE ANNUAL REPORTS WORKSHOPS – (pick a date)**

**THURSDAY,  
MARCH 14, 2019**

Kings County Supreme Court  
360 Adams Street  
Brooklyn, New York 11201  
Room: TBA upon registration

1:30pm – 4:30pm

**WEDNESDAY,  
APRIL 3, 2019\***

Richmond County  
Supreme Court  
26 Central Avenue, Room 515  
Staten Island, NY 10301

10:00am – 1:00pm

**THURSDAY,  
MAY 9, 2019**

Kings County Supreme Court  
360 Adams Street  
Brooklyn, New York 11201  
Room: TBA upon registration

1:30pm – 4:30pm

**To register, please fill out the attached registration form and  
send via e-mail, regular mail or fax to:**

**GUARDIAN ASSISTANCE NETWORK\*\***  
360 Adams Street, Room 723, Brooklyn, New York, 11201  
GAN@nycourts.gov  
Tel. (347) 296-1948 • Fax: (212) 618-5856

\*Workshop presented in collaboration with the Richmond County Guardianship Department.

\*\*The Guardian Assistance Network is a program of the Unified Court System of the State of New York

# 2019 WORKSHOPS FOR ARTICLE 81 LAY GUARDIANS PREPARING YOUR GUARDIANSHIP REPORTS – REGISTRATION FORM

Complete and return prior to the training by mail, email or fax

## GUARDIAN ASSISTANCE NETWORK\*

Kings County Supreme Court  
360 Adams Street, Brooklyn, NY 11201  
GAN@nycourts.gov  
Phone: 347-296-1948 Fax: (212) 618-5856

\_\_\_\_\_  
NAME (PRINT LEGIBLY)

\_\_\_\_\_  
COUNTY OF GUARDIANSHIP

\_\_\_\_\_  
PHONE (BEST CONTACT #)

\_\_\_\_\_  
E-MAIL (IF AVAILABLE)

\_\_\_\_\_  
Name of Incapacitated Person

\_\_\_\_\_  
Index #

### Pick one date to attend Reports Workshop (see attached flyer for details):

- Thursday, March 14, 2019 - Kings County, or
- Wednesday, April 3, 2019 - Richmond County, or
- Thursday, May 9, 2019 - Kings County

### Select One:

- Completed an initial report
- Completed at least one annual
- First time doing an annual
- I have overdue reports

### Select One:

- Personal Needs Guardian only
- Property Guardian only
- Person and Property Guardian
- Co-guardian – person only (another co-guardian of property)

### IP (Ward) Usually Resides In:

- Residential facility
- Community

### Age Group of IP:

- Under 18
- 19 - 59
- 60+

\*The Guardian Assistance Network is a program of the Unified Court System of the State of New York