

Instructions for Filing Reports

Guardian

Personal Status Report

No Filing Fee

Conservator

Annual Return

\$30.00 base fee plus \$2.00 for every page

Inventory Asset Management Plan

\$30.00 base fee plus \$2.00 for every page

This includes the report and any other pages you may add.

You must keep the ward or minor's money separate from your own funds by opening up a Conservatorship account.

Please do not include or count the instruction pages. Please include the number of pages for each of your reports.

Please use blue ink. **No Appointment Needed To File Reports.**

Please include current bank statements, social security award letter and any other sources of income with your reports. Do not send front and back pages. Do not attach receipts but be prepared to provide receipts upon request. Do not staple every page. Please use one paper clip or binder clip on your reports.

Please make sure your signature is notarized before you turn in your reports.

Please make sure if you have a bond you send a copy of your reports to the Surety Company's registered agent. *Do not send banks statements to the Surety Company.*

We do not accept personal checks. We accept money orders, cashier checks, law firm checks or checks from Conservator's account.

Checks or money orders must be made payable to Chatham County Probate Court.

You may mail in your reports to the address below with full payment. You may also drop it off in our drop box on the 5th floor Room 509 with your full payment.

Mailing Address

Chatham County Probate Court or
P.O. Box 8344
Savannah GA 31412

Physical Address / Overnight Delivery

Chatham County Probate Court
133 Montgomery Street, Room 509
Savannah GA 31401

Ernie Simmons, Deputy Clerk

912-652-7367

Cierra White, Deputy Clerk

912-447-4857