

Instructions for Filing Reports

Guardian

Personal Status Report

No Filing Fee

Conservator

Annual Return

\$40.00

Inventory Asset Management Plan \$40.00

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

Please use blue ink.

Please include current full bank statements, social security award letter and proof of 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 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 accept filings by mail, drop off in our drop box, or by appointment. To make an appointment, please visit <https://go.nemoqappointment.com/Booking/Booking/Index/p36jd48d>.

Filings must be accompanied with the appropriate filing fees. We do not accept personal checks. We accept money orders, cashier checks, law firm checks, or checks from a Conservator's account. **Checks or money orders must be made payable to Chatham County Probate Court.** For customers with an appointment, the Probate Court also accepts credit cards, debit cards, or cash as forms of payment.

Mailing Address

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

Physical Address / Location of Drop Box

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

Evie Simmons, Deputy Clerk

912-652-7367

esimmons@chathamcounty.org

Sierra White, Deputy Clerk

912-447-4857

ciwhite@chathamcounty.org

Annie Stewart, Accountability Clerk

912-447-4874

acstewart@chathamcounty.org