



Conservator Class

Probate Court of Chatham County, Georgia

By standing order dated September 14, 2022, Probate Court requires citizens seeking appointment as conservator for a minor or incapacitated adult to complete one hour of free education on properly completing the required financial reports due annually. To schedule to attend Conservator Class, please sign up through the following link:

<https://go.nemogappointment.com/Booking/Booking/Index/p36jd48d>

Conservators are required to file certain reports with the Probate Court:

✓ **Inventory and Asset Management Plan**

- Due within two months from the date of appointment and annually thereafter.
- Describes all the assets and liabilities of the ward, lists all the personal and real property owned by the ward, and describes how all property is titled.
- Seeks approval for the plan for managing, expending, and distributing the ward's property based on the actual needs of the ward and a proposed budget for the expenditure of funds.

✓ **Annual Returns (Accounting)**

- Due annually to the Court within sixty (60) days of the anniversary of the date of qualification.
- Verifies the receipts and expenditures of the conservatorship during the preceding year including a statement of the current amount of the conservator's bond.
- Conservators are required to maintain all records and documents that support every return and may be required to provide the same to the Court for its use in reviewing or auditing the return.

There is no cost for attending the Conservator Class which will begin promptly at 4pm and end promptly at 5pm. You will be provided with educational material and forms.

Please plan on arriving **fifteen minutes before class starts** at 4pm to allow for parking and courthouse security procedures. Please check in before 4pm at the Probate Court, Room 509, 133 Montgomery Street, Savannah, Georgia, and you will be directed to the location of the class within the courthouse.

If you have questions prior to class ***or need to attend remotely***, please direct those questions to esimmons@chathamcounty.org, acstewart@chathamcounty.org or ciwhite@chathamcounty.org.