

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO

Instructions for Lodging Original Financial Statements of Conservators or Guardians Pursuant to Probate Code Section 2620(c) (8) and Court Local Rule 4.81.17

LODGING ORIGINAL FINANCIAL STATEMENTS

Any Conservator or Guardian may lodge original financial statements with the Court. California licensed Guardians or Conservators **shall** lodge all original financial account statements with the court pursuant to Local Rule 4.81.17 and Probate Code Section 2620(c) (3).

PACKAGING AND PREPARING RECEIPTS FOR LODGING ORIGINAL FINANCIAL STATEMENTS

Lodged original financial statements should be placed in one or more size 10 x 13 envelopes as necessary. If more than 10 envelopes are necessary, a banker's box should be used. Each envelope and/or box shall be numbered in sequence (i.e. 2 of 4). (see Local Rule 4.81.17 (D)(3))

Obtain form PR-27 "**RECEIPT FOR CONFIDENTIAL LODGED FINANCIAL STATEMENTS**" from the Court's website under Local Forms. Complete the upper half of the receipt form and submit the original and two (2) additional copies with each manila envelope or file box delivered. Tape one of the copies to each manila envelope or file box to be lodged.

Attach and file a separate affidavit captioned "**CONFIDENTIAL FINANCIAL STATEMENT**" if required pursuant to Probate Code Section 2620(c)(7) and Local Rule 4.81.17 (D)

HAND-DELIVERY or MAILING OF ORIGINAL FINANCIAL STATEMENTS FOR LODGING

HAND DELIVER TO:

Probate Court Investigations office located on the 2nd Floor of the Hall of Justice & Records, Court Executive Office, 400 County Center in Redwood City. Lodging is accepted between the hours of 8 a.m. and 4 p.m. Monday through Friday.

BY MAIL: Please include a self-addressed stamped envelope with a sufficient amount of postage to return the documents when requested and mail to:

Superior Court of California, County of San Mateo
Probate Court Investigations SMC127PI
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

The 2nd copy of the receipt will be date stamped "LODGED" and signed and returned to lodging party.

RETRIEVING LODGED FINANCIAL STATEMENTS

Any “Order Approving Accounting” submitted to the court for signature shall include the following language: “ The original financial statements lodged for this accounting shall be retrieved from the Office of Court Investigations within five (5) days of the signing of the Order Approving Accounting.”

Advanced notice is required to retrieve lodged documents after the order has been signed. Contact the Probate Court Investigations office at (650) 261-5068 to schedule a time for pick up at least 1 day in advance.

Lodged documents sent by mail will be returned to the sender in the self-addressed stamped envelope previously provided, after the “Order Approving Accounting” has been signed by the Judge.

Lodged documents not retrieved within five (5) days after the Order Approving Accounting will be subject to penalties.