

State of Minnesota  
Winona County

District Court  
Third District  
Court File Number: 85-PR-19-1081  
Case Type: Guardianship/Conservatorship

**Notice to New Guardians**  
**IMPORTANT**  
Read and Keep for Your Information

**CATHOLIC CHARITIES OF WINONA**  
**111 MARKET ST**  
**PO BOX 379**  
**WINONA MN 55987**

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In re the Guardianship and/or Conservatorship of David Austin Russell

**As guardian, you must regularly report to the court** about the well-being of the person for whom you are the guardian. These reports may be submitted online through MyMNGuardian (MMG). To get started, go to <https://mncourts.gov/Help-Topics/Guardianship.aspx>. There, you will also find an educational video about the roles and responsibilities of guardians and conservators. You are required to watch the educational video so you clearly understand your responsibilities. If you have any legal questions regarding your responsibilities as a guardian or conservator, you should talk to an attorney.

**Your Letters of Guardianship were issued on July 15, 2022.** This is now an important **anniversary date** for you and marks the **due date** of your Personal Well-Being Report each year. MMG has tools to help you remember or you can set up your own system to remind yourself in enough time to finalize and file your report by the due date each year. You may work on your report up to 30 days before the due date.

To start, access the link to MMG. On your first visit, you will be directed to MyCourtMN where you will set up your profile and password to access the MMG program (you will need your **Court File Number** and **anniversary date**). You must have an email address to set up your account.

The following reports are required by court-appointed guardians unless otherwise instructed by the court. Copies of these reports must be served in person or by mail on the ward and other interested persons and the affidavit of service must be filed with the Court.

- **Personal Well-Being Report** – This report covers the one-year period from anniversary date to anniversary date each year. You must submit the report no later than 60 days after your due date. This form is available through MMG and the court forms page at <http://mncourts.gov/GetForms.aspx?c=21&p=109>.

- **Annual Notice of Right to Petition for Restoration to Capacity** – This is a notice that must be served on the ward each year. It is not required to submit this notice to the court. After submitting the Personal Well-Being Report in MMG, this notice will be attached to the Personal Well-Being Report and available for you to print and/or save. This notice is also available through the court forms page at <http://mncourts.gov/GetForms.aspx?c=21&p=109>.
- **Affidavit of Service** – This is an affidavit to show that the Personal Well-Being Report and the Annual Notice of Right to Petition for Restoration to Capacity have been served on the ward and interested parties. You must submit this affidavit no later than 60 days after your due date.

The court may review your reports before approving them. Help with questions about how to use MMG is available at <http://mncourts.gov/Help-Topics/Guardianship.aspx>. Help with technology issues is available through a link to the Service Desk at the bottom of the home page.

**Resources:**

<ul style="list-style-type: none"> <li>• MyMNGuardian (MMG) – <a href="https://mmg.courts.state.mn.us/">https://mmg.courts.state.mn.us/</a></li> </ul>	<ul style="list-style-type: none"> <li>• Court Forms – <a href="http://www.mncourts.gov/forms">www.mncourts.gov/forms</a></li> </ul>
<ul style="list-style-type: none"> <li>• National Guardianship Association – <a href="http://www.guardianship.org">www.guardianship.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• Minnesota Statutes - <a href="http://www.revisor.mn.gov/pubs/">www.revisor.mn.gov/pubs/</a></li> </ul>
<ul style="list-style-type: none"> <li>• Center for Excellence in Supported Decision Making – <a href="http://www.voamnwi.org/protective-services">www.voamnwi.org/protective-services</a></li> </ul>	

Dated: July 20, 2022

Becky Brandt  
Winona County Court Administrator

JUDICIAL  
BRANCH