

Commonwealth of Massachusetts  
Bristol County Probate & Family Court



Gina L. DeRossi  
*Register of Probate*

## PETITION FOR APPOINTMENT OF CONSERVATOR FOR DISABLED PERSON

Use these instructions ONLY if:

- ✓ You want to become the Conservator of a Disabled Person; **AND**
- ✓ The Disabled Person is a resident of Bristol County **OR** there is a Will nominating you as Conservator and the Will is or could be probated in Bristol County **OR** the Disabled Person is admitted to a facility in Bristol County **OR** the Disabled Person is detained outside the U.S. And not able to return to the U.S.

**IMPORTANT:** The purpose of a Conservator is to be involved in the management of the person's estate and/or assets, not their personal care. If you are requesting to handle the disabled person's care, you must file a separate Petition for Appointment of Guardian of Incapacitated Person.

**STEP 1:** COMPLETE THE FORMS: Fill out all forms completely using permanent black ink. You may also complete the forms on line at [www.bristolcountyprobate.com](http://www.bristolcountyprobate.com).

*In ALL cases you must fill out the following forms:*

- ✓ **PETITION FOR APPOINTMENT OF CONSERVATOR FOR DISABLED PERSON**
- ✓ **BOND**
- ✓ **MEDICAL CERTIFICATE** (Must be completed if filing for “incapacitated adult”. Medical Certificate must be filed within 30 days of examination.)  
**OR**  
**CLINICAL TEAM REPORT** (Must be completed if the person has an

“intellectual disability”. Clinical Team Report must be filed within 180 days of examination.)

**STEP 2:** COPIES: Make a copy of all completed forms. Assemble the copies so that you have 2 COMPLETE PACKETS OF THE FORMS – the originals and the copies. Keep the copies for yourself. You may have to make additional copies from these copies in the future.

**STEP 3:** FILE THE PAPERS: Deliver or mail the original documents to the Registry of Probate for processing at 40 Broadway, Suite 240, Taunton, MA 02780.

INCLUDE THE FEE: A **\$270.00** fee is required at the time of filing. However, there is no fee if filed concurrently with a Petition for Removal, Resignation or Termination of Guardian and/or Conservator.

The fee may be payable by money order or personal check to the Registry of Probate. If the documents are filed in person at the Probate & Family Court Registry at 40 Broadway, Suite 240, Taunton, MA, you may also pay by cash or major credit card.

- Once you have filed the appropriate papers with the Registry you will receive a *Citation* with an *Order of Notice*. This *Order of Notice* will instruct you how to give notice and to whom notice must be given.

**STEP 4:** NOTIFY ALL INTERESTED PERSONS: Follow the instructions carefully on the *Order of Notice* you receive from the court to properly notify all interested persons.

**STEP 5:** CONSERVATOR'S INVENTORY: You are responsible to file a detailed list of the assets and/or real estate subject to the conservatorship within 90 days after appointment. This form is available at the Registry or on line at [www.bristolcountyprobate.com](http://www.bristolcountyprobate.com).

**STEP 6:** CONSERVATOR'S FINANCIAL PLAN: You may be responsible to report on the person's financial condition at any time the court may order. Please refer to your Decree. Reporting forms are available at the Registry or on line at [www.bristolcountyprobate.com](http://www.bristolcountyprobate.com).

**STEP 7:** CONSERVATOR'S ACCOUNT: You are required to file an Account with the court annually for as long as you are appointed conservator. This form is available at the Registry or on line [www.bristolcountyprobate.com](http://www.bristolcountyprobate.com).

**Please be advised that the information in this pamphlet is provided as a service of the Bristol County Probate & Family Court Registry and does not constitute legal advice which can only be given to you by an attorney.**

Bristol County Probate & Family Court Registry  
40 Broadway, Suite 240  
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(508) 977-6040  
[www.BristolCountyProbate.com](http://www.BristolCountyProbate.com)