



MINNESOTA JUDICIAL BRANCH
MINNESOTA JUDICIAL CENTER
25 REV. DR. MARTIN LUTHER KING JR. BLVD.
SAINT PAUL, MINNESOTA 55155

SUE K. DOSAL
STATE COURT ADMINISTRATOR

IMPORTANT NOTICE TO ALL CONSERVATORS PLEASE READ CAREFULLY

SUBJECT: On-line Filing and Auditing of Conservator Accounts

Dear Conservator:

The court is required by law to monitor conservators' accounts and reports. As part of that monitoring, the Minnesota judicial branch is implementing electronic (on-line) filing of accounts. The use of the on-line program called CAMPER (Conservator Account Monitoring Preparation and Electronic Reporting) will become **mandatory statewide for accounts filed after January 1, 2011**. The program has been successfully used in Ramsey County and has been found to be a helpful tool for Conservators to file their annual accounts and reports.

To get started, you will need to review detailed information on the judicial branch website which includes a series of tutorial instructions on how to use the program, and answers to frequently asked questions including how you will obtain access and sign-on rights to begin using the program. This information can be found at:

<http://www.mncourts.gov/conservators>

For accounts filed after January 1, 2011, you will be required to file your accounts using the CAMPER program. You may begin using the CAMPER program now to record your transactions, and it may be helpful to you to sign-up now and begin using the program before your next account is due. You need to complete the tutorial and complete the acknowledgment form found on the website to obtain your **user name** and **password** which will be sent to you in the mail. If you have questions about getting started with the on-line program, please contact **(763) 279-0176**. If you believe you received this notice in error please contact your local probate court.

In conjunction with the electronic filing of accounts, there will be a significant change in procedure. You will not be required to submit supporting documentation when filing on-line using the CAMPER program except for the bank verification of funds on deposit. However, this change does not eliminate the requirement to maintain supporting documentation of the account. If there are questions about your filing, and as part of our random auditing of accounts, you will be instructed when to file the documentation to verify the information. The documentation must meet current audit standards which may include bank statements, vouchers (canceled checks), receipts for the payment of expenses, verification of funds on deposit, tax returns, and any other documentation needed to verify deposits of income and payments of expenses. Therefore, be sure to **organize and retain all supporting documentation to submit when you receive a notice from the Court's auditor.**

With respect to such documentation it is strongly suggested that you continue to maintain your bank accounts with a bank that either 1) returns the canceled checks; 2) provides copies of the front and back of canceled checks with your statement; or 3) allows you to print copies of the front and back of canceled checked from the Internet on a monthly basis. Again, the requirement to begin using the on-line program does not change your responsibility to maintain the account documentation even though you will not be required to file it with your account.

The on-line account program can also be used for the electronic filing of the Annual Notice of Rights and the Personal Well-Being Report. **Please note that due to legislative changes effective August 1, 2010 conservators are NO LONGER required to annually file a separate "Informational Statement"**. For Conservators, the Annual/Final Account and Annual Notice of Rights form will be modified to include the key elements from the Informational Statement form. The revised forms are available on the forms page of the Minnesota Judicial Branch website at www.mncourts.gov.

Thank you for your cooperation in making this transition to the on-line program. We think you will appreciate the many features the program offers.

Sincerely,



Sue K. Dosal
State Court Administrator