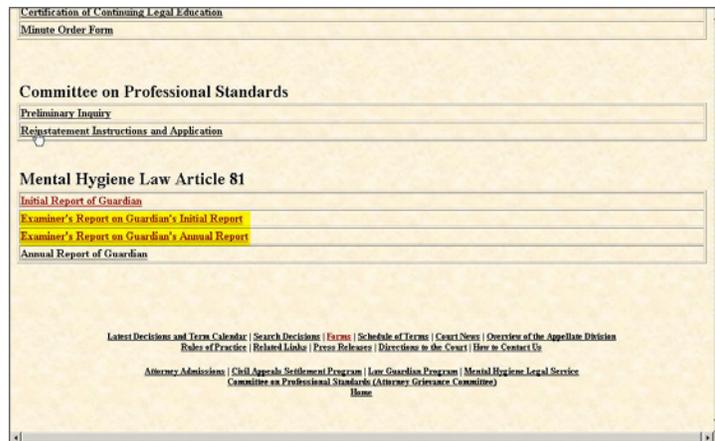


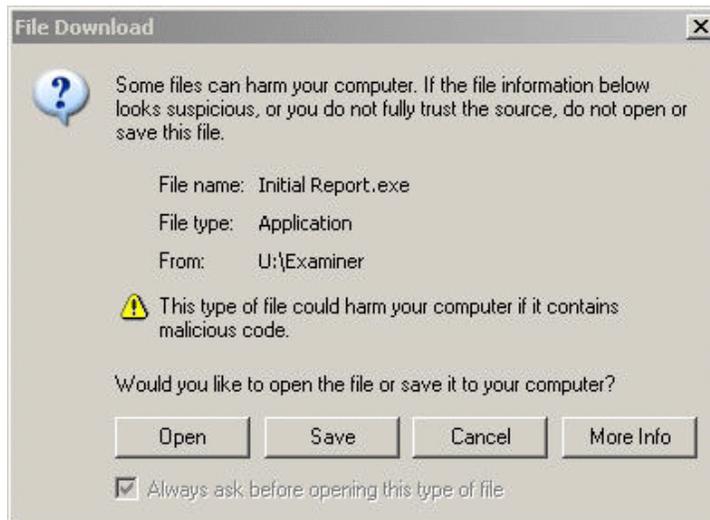
Instructions for Completing Examiner Reports

Following are the steps to Download, enter information, Save and Print the Examiner reports on the Web site.

From the **Forms** page on our web site select the link for the **Examiner's Report on Guardian's Initial Report** or the **Examiner's Report on Guardian's Annual Report** form.



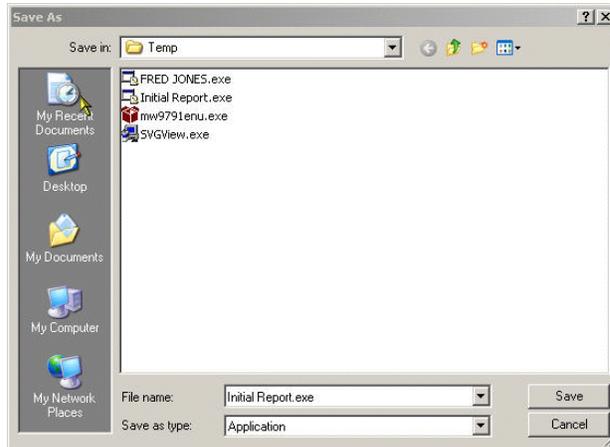
The following **File Download** window should be displayed:



The default option is to **Save** the file.
Click the **Save** button.

Instructions for Completing Examiner Reports

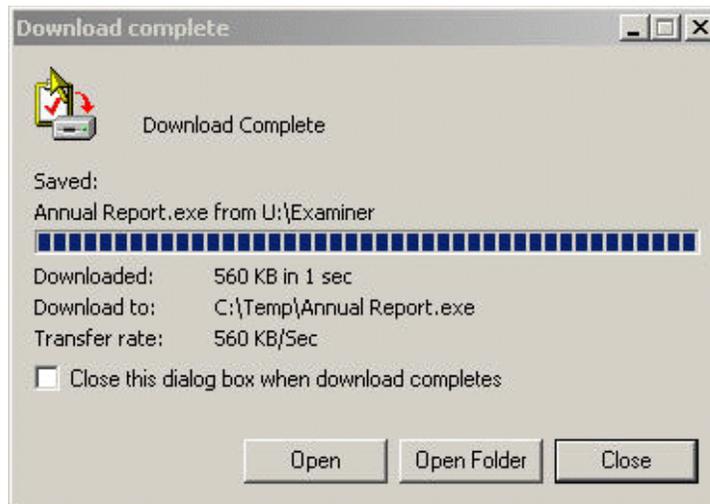
The following **Save As** screen will be displayed.



Select the **location** in which to save the file.

Then click the **Save** button.

The following **Download Complete** screen should appear:



Press the **Close** button or the **Enter** key. The window will close.

Or

Press the **Open** button to launch the Omni Form document that was just saved.

Instructions for Completing Examiner Reports

The Omni Form splash screen should appear:



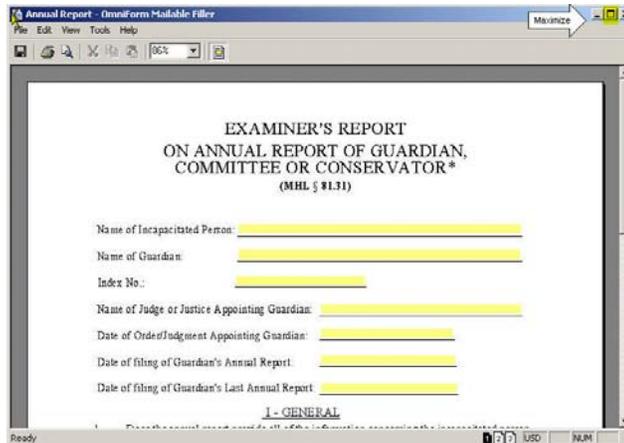
Click the **OK** button.

The form should open.

All fields which can be filled in are hi-lighted in yellow.

Instructions for Completing Examiner Reports

Maximize the form on your screen by clicking the maximize button on the title bar of the window.



Press the **Tab** key on your keyboard to move to the first field in the form.



EXAMINER'S REPORT ON ANNUAL REPORT OF GUARDIAN, COMMITTEE OR CONSERVATOR* (MHL § 81.31)

Name of Incapacitated Person:

Name of Guardian:

Index No.:

Name of Judge or Justice Appointing Guardian:

Date of Order/Judgment Appointing Guardian:

Date of filing of Guardian's Annual Report:

Date of filing of Guardian's Last Annual Report:

The cursor will flash in the field.

Type the appropriate information in the field.

Use the **Tab** key to move forward through each field in the document.

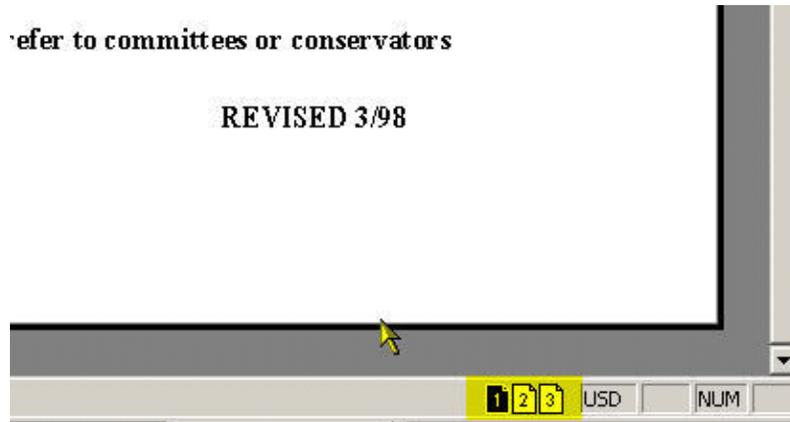
The **Tab** key will also move the cursor to the next page if you are in the last field of a page.

Shift + Tab will move you back a field.

You may also use the **mouse button** to click in a field.

Instructions for Completing Examiner Reports

In Text fields you can create a new line of text by pressing the **ENTER** key.



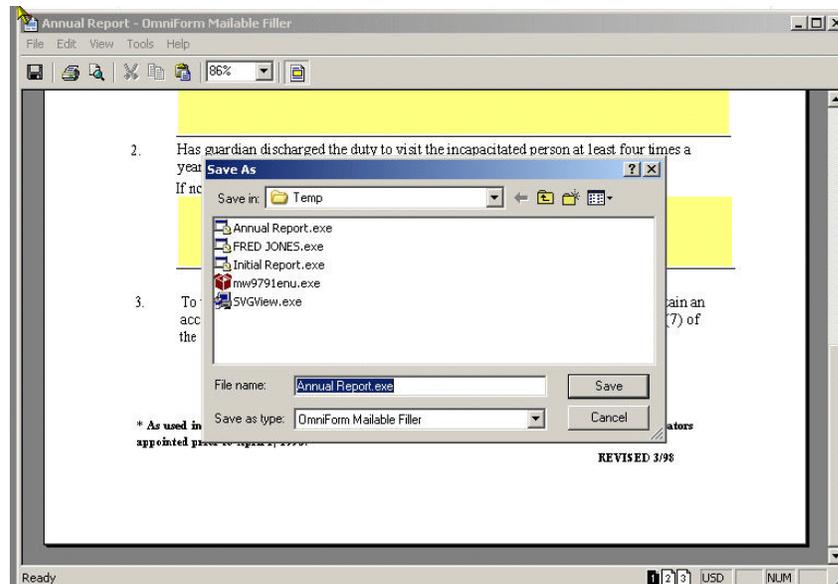
The number of pages in the form are displayed at the bottom of the Omni Form page.

You can navigate between pages by using the mouse to click on the page number.

After completing the form you can **Save** it, with the data, as a new form.

From the **File** menu item, select the **Save as...** option.

The **Save As** window will appear:



Instructions for Completing Examiner Reports

Enter a new name for the form (i.e. John Doe) and press the **Save** button.

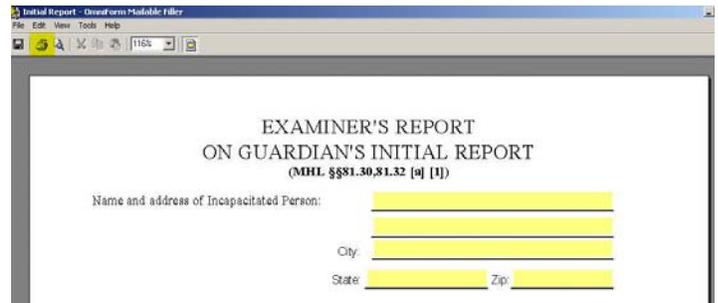
9. Examiner's compensation is governed by 22 NYCRR 806.17 (c). In estates of \$5000 or more, attach claim for examiner's fee, together with reasonable and necessary disbursements. In estates of less than \$5000, submit standard state voucher.



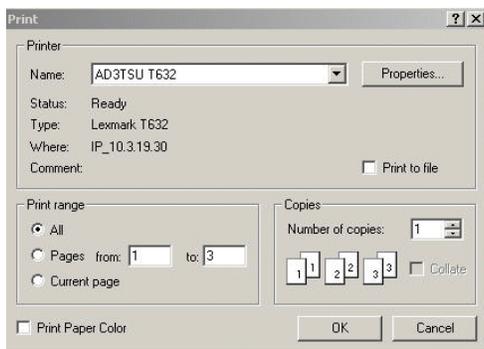
A new file will be created and the original form will be saved in it's original, blank state.

Optionally you can print the document without saving it.

Select the **Printer** icon from the tool bar



The Print window will be displayed with your default printer selected.



Click the **OK** button.

The completed form will be printed.

Close and don't save the form.

The blank form should be preserved for future use with the original file name.