

**A Message from the Fiduciary Clerk  
to Persons Newly Appointed Fiduciaries**

Dear Fiduciary:

This message is intended to assist you as a newly-appointed Fiduciary to make the transition to your new role and comply with certain filing and reporting requirements that each fiduciary must meet. After I am advised of your appointment, I will send to you a Fiduciary Packet containing certain forms and information. If you do not receive the Fiduciary Packet within two weeks of your appointment, please call me or fax or e-mail me a copy of the order of appointment and I will send you the Packet. The following is a brief overview of the filing and reporting requirements that are explained fully in the Packet. As you will see, these requirements are not extremely complicated nor are they burdensome.

Fiduciaries must meet certain filing and reporting requirements. These are set forth in *Part 36 of the Rules of the Chief Judge*, a copy of which will be included in the Fiduciary Packet. Unless you are exempted from doing so by *Part 36*, you must be alert to file two forms with the court in a timely manner.

1) Notice of Appointment and  
Certification of Compliance

Once you have been appointed by a Justice you must file a notice of appointment form with the undersigned. This form, the *Notice of Appointment and Certification of Compliance* (UCS 872), will be included in the Fiduciary Packet. A sample of this form is annexed. The form must be completed and returned to me within 30 days. Please note the following points about this form:

- If you will be serving as fiduciary without compensation, complete Part A and sign and date only at the end of Part A on page 2.
- If you will be serving with compensation, do not sign and date Part A on page 2. Rather, complete Part A on page 1 and go directly to Part B beginning on page 2 and review and complete Part B as necessary, signing and dating Part B at the end of Part 5. Check the appointments listed in Part B. If you have received an appointment that is not listed, please provide the information about that appointment in the spaces(s) provided.
- If you are not on the Fiduciary List and do not have a Fiduciary Identification

Number (FID), please provide your social security number on page 2.

2) **Statement of Approval  
of Compensation Form**

If you are serving as a compensated fiduciary and are seeking a fee, you can use the *Statement of Approval of Compensation* (UCS 875)(annexed). If the fee being sought is not a statutory one, please submit the *Statement of Approval of Compensation* and attach to it an affidavit or affirmation describing the services you performed as fiduciary and proof of service and send these documents to me. If you are in compliance with *Part 36* regarding the *Notice of Appointment and Certification of Compliance*, I will endorse your UCS 875 form and send it to the Justice for signature. If you are making a motion for fees, please submit the completed UCS 875 form to me and I will, after endorsement, forward it to the Justice assigned. Please also include with the motion papers a proposed order. If you have been appointed a Guardian and you are to receive compensation, please submit your UCS 875 form with the copy of your Annual Account that you send to the Court Examiner.

**For Privately-Paid Law Guardians**

Along with the *Notice of Appointment and Certification of Compliance* form and the *Statement of Approval of Compensation*, the Fiduciary Packet will contain the *Affirmation of Services for Law Guardian* (UCS 881) and the *Order Approving Law Guardian's Compensation* (UCS 882). Samples of these last two forms are annexed.

If you have any questions about the foregoing, please do not hesitate to contact me.

Thank you.

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