

Instructions: Filing For Appointment Of Conservator And/Or Protective Order

- 1. Complete and sign the petition (PC639)**
- 2. File the petition with the \$150.00 filing fee (keep a copy for your records)**
- 3. Obtain a hearing date/time by calling the Probate Court at 786-4110.**
- 4. Complete the Notice Of Hearing form (PC562)**
- 5. Complete the Proof Of Service form (PC564)**

***MCR 5.402 (C) Responsibility for Giving Notice; Manner of Service. The petitioner is responsible for giving notice of hearing. Regardless of statutory provisions, an interested person may be served by mail, by personal service, or by publication when necessary; however, if the person who is the subject of the petition is 14 years of age or older, notice of the initial hearing must be served on the person personally unless another method of service is specifically permitted in the circumstances.**

Serve the Protected Person personally at least 7 days before the hearing; serve all other interested parties either personally at least 7 days before the hearing or by mail at least 14 days before the hearing.

Interested parties pursuant to court rule:

- (a) the individual to be protected if 14 years of age or older,**
 - (b) the presumptive heirs of the individual to be protected,**
 - (c) if known, a person named as attorney in fact under a durable power of attorney,**
 - (d) the nominated conservator, and**
 - (e) a governmental agency paying benefits to the individual to be protected or before which an application for benefits is pending.**
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- 6. Order Appointing Conservator: Fill out as much information as possible as the Judge will consider this Order at the hearing.**
 - 7. Acceptance of Appointment: Complete and sign the form to indicate that you are willing to act as conservator.**
 - 8. Letters of Conservatorship: Complete as much information as possible. If the Judge signs your Order Appointing Conservator he will also sign Letters of Conservatorship.**

ONLY ORIGINALS OF THE ABOVE FORMS CAN BE FILED WITH THE COURT.

NOTE: We suggest you consult with an attorney before filing a petition for Conservatorship. If you petition without the assistance of an attorney, you must carefully follow all the requirements. PLEASE DO NOT ASK COURT STAFF TO ASSIST YOU. Court staff is prohibited by law from giving legal advice. The Court may appoint a Guardian Ad Litem for the protected person. This does not take the place of a Conservator. A Guardian Ad Litem (can be an attorney) looks out for the best interest of the protective person in the conservatorship proceeding.

