

**INSTRUCTIONS: LIMITED GUARDIANSHIP OF A MINOR  
(TO BE FILED BY CUSTODIAL PARENT OF THE MINOR)**

- 1. Complete and sign the Petition (PC 650), Minor Guardianship Social History (PC670), and Limited Guardianship Placement Plan (PC652)\*note that the Limited Guardianship Placement Plan MUST be signed by the parents and the proposed guardian.**
- 2. File the Petition, Minor Guardianship Social History, and Limited Guardianship Placement Plan with your \$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). Copies are given to interested parties; the original is filed with the Court.**

**\*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.**

**\*MCR 5.125 (19) The persons interested in a petition for appointment of a guardian for a minor are:**

- a) the minor, if 14 years of age or older;**
- b) if known by the petitioner, each person who had the principal care and custody of the minor during the 63 days preceding the filing of the petition;**
- c) the parents of the minor or, if neither of them is living, any grandparents and the adult presumptive heirs of the minor, and**
- d) the nominated guardian.**

- 5. Complete and file the Proof of Service form (PC564).**
- 6. Order Regarding Appointment Of Limited Guardian Of Minor (PC653) Fill out as much information as possible as the Judge will consider this Order at the hearing.**
- 7. Acceptance of Appointment (PC571): Proposed guardian to complete and sign to indicate that they are willing to act as Limited Guardian of the minor.**
- 8. Letters of Guardianship (PC633): Complete as much information as possible. If the Judge signs your Order Regarding Appointment he will also sign Letters of Guardianship.**

**Please do not ask court staff to assist you. Court staff is prohibited by law from giving legal advice (see Michigan Compiled Laws Annotated 700.304). We suggest you contact an attorney as the above information is procedural only.**