

## FORMS FOR CONSERVATOR OF AN ADULT

COURT STAFF IS PROHIBITED BY LAW FROM GIVING LEGAL ADVICE, IF YOU HAVE ANY LEGAL QUESTIONS DURING THIS PROCESS PLEASE CONTACT AN ATTORNEY.

**Forms must be filled out completely and uploaded to MiFile ([mifile.court.michigan.gov/login](http://mifile.court.michigan.gov/login)). Keep copies for your own record.**

### **Step One: Initial Filing**-*Payment of \$175.00 is due at the time of filing online*

Documents Included:

- Petition for Appointment of Conservator, or Protective Order (PC 639)- In order to begin the conservatorship process you will need to upload the completed petition on MiFile along with your payment of \$175.00
- Notice on Petition for Conservator or Protective Order (PC 668) - this form must be served upon the individual who is the subject of the petition along with a copy of the Petition to Appoint Conservator. This form explains to them the process of conservatorship and outlines their rights.

**Step Two:** Once you have received confirmation from MiFile that the Court has accepted your petition please complete the following forms.

Documents Included:

- Notice of Hearing (PC 562) -please call the Court to schedule a hearing date and time.
- Proof of Service (PC 564) -this form tells the Judge that you sent copies of the Petition to Appoint Conservator (and/or Protective Order) and Notice of Hearing to all interested parties. Please make all necessary copies of your petition and notice of hearing (including one for yourself and one for each interested party). Interested parties include but may not be limited to the following:
  - The individual to be protected if 14 years of age or older
  - Spouse and children of the ward (if no spouse or children, then the heirs at law)
  - If no known heirs you must notify the Attorney General's office
  - If known, any person names power of attorney or attorney in fact.
  - The current conservator, proposed and or nominated conservator
  - Any government agency paying benefits in care of the individual for which an application may be pending.
  - If known by the petitioner or applicant, a guardian or conservator appointed by a court in another state to manage the protected individual's finances.
  - If the adult is a veteran, the Veteran Administration needs to be notified

Complete the proof of service by filling in the names and last known addresses of each person served under the appropriate heading; by regular mail or electronic service through MiFile and include the date the service was made. **The Court requires that all interested persons be served the required documents no less than 14 days prior to the scheduled hearing if serving by regular mail and no less**

OTTAWA COUNTY PROBATE COURT  
12120 FILLMORE STREET  
WEST OLIVE, MI 49460

Hours: Mon-Fri 8:00 AM-5:00 PM  
Phone: 616-786-4110  
Website: [www.miottawa.org](http://www.miottawa.org)

than 7 days before the scheduled hearing if serving by hand (in person). Do not forget to sign and date the bottom of the form.

**\*\*\*STOP AND PLEASE READ\*\*\***

**You must make every effort to obtain last known addresses for the people you are required to serve, if you do not know an address you must do the following:**

- Complete an internet search, if possible
- Send to last known address
- Contact any known family members of the person in order to obtain a last known address

**Once you have completed these steps please fill in Number 4 on Proof of Service.**

- Acceptance of Appointment (PC 571)-This is signed by the proposed conservator(s); this lets the Court know that the person accepts the conservatorship and its responsibilities.

**Forms Needed for Future Filings:**

Documents Included:

- Inventory (PC 674)-This form is to be completed by the conservator; this is a list of all assets the protected person owns on the date the conservator was appointed. This form is due no later than 56 days from the date the conservator was appointed.
- Proof of Service (PC 564) - A copy of the inventory should be served on all interested parties as listed above. You will complete this proof of service and upload on Mifile along with your Inventory.
- Account of Fiduciary, Short Form (PC 583)-An accounting of income, expenditures and remaining assets by the conservator will be due to the Court annually. This form must balance accordingly. There is a \$20.00 filing fee due upon filing the account with the Court. There will be other forms required for filing with the annual accounting. Please reference to the account instructions on our website. If you are unable to complete the account accurately please consider consulting an attorney or an accountant.
- Instructions on filing your annual account- this form explains what is required on the annual accounting and is located on our website.

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