

FORMS FOR CONSERVATOR OF A MINOR

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). 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.

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 minor, if 14 years of age or older
 - If known by the petitioner or applicant, each person who had the principal care and custody of the minor during the 63 days preceding the filing of the petition or application
 - The parents of the minor or, if neither of them is living, any grandparents and the adult presumptive heirs of the minor
 - The current conservator, proposed and or nominated conservator
 - If known by the petitioner or applicant, a guardian or conservator appointed by a court in another state to make decisions regarding the person of a minor.

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 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*****

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

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:

- Proof of Restricted Account and Annual Verification of Funds (PC 669) - this form **is required to be filed with the Court within 28 days of being appointed Conservator**. This form is completed by the Financial Institution that is holding the funds **NOT** by the conservator. A **financial statement reflecting the amount specified to on the form must accompany the form and is required**. This form will be due annually after that; the Court will notify you when it is due.

****Typically in a minor conservatorship no withdrawals are allowed until the minor turns 18 or an order is issued by the Court authorizing a withdrawal. If an Annual Accounting is required in place of the proof of restricted account form please see the Probate Account Instructions****

- Inventory (PC 674) – This form is to be completed by the conservator, this is a list of any and all assets the minor has (subject to the conservatorship) on the date the conservator was appointed. This form **is due to the Court 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.

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