

## FORMS FOR LIMITED GUARDIANSHIP 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](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 Limited Guardianship of Minor (PC 650) - This Petition is filed by the custodial parent(s). In Order to begin the guardianship process you will need to upload the completed petition on MiFile along with your payment of \$175.00.
  - If the minor is 14 years or older they may nominate a guardian on number 11 of this form. If the minor does not sign the nomination they must be present at the hearing.
- Minor Guardianship Social History Form (PC 670) – You will need to upload the completed form on MiFile along with your Petition.
- Limited Guardianship Placement Plan (PC 652) - This form is to be completed by the parent(s) that have completed the petition; this outlines the steps to be taken before attempting to terminate a guardianship if granted. The form is also signed by the proposed guardians on page two. You will need to upload the completed form on MiFile along with your Petition.

**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 Guardian 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 guardian, proposed and or nominated guardian
  - 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

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)

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\*\*\***

**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 guardian(s); this lets the Court know that the person accepts the guardianship and its responsibilities.

**Forms Needed for Future Filings:**

Documents Included:

- Annual Report of Guardian on Condition of Minor (PC 654) – This report is due to the Court annually.

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