

**FORMS FOR FILING PETITION TO TERMINATE/MODIFY GUARDIANSHIP OF
DEVELOPMENTALLY DISABLED INDIVIDUAL**

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 \$20.00 is due at the time of filing online*

Documents Included:

- Petition to Terminate/Modify Guardianship of Developmentally Disabled Individual (PC 677)
 - In order to begin termination or modification of guardianship of Developmentally Disabled Individual you will need to upload the completed petition on MiFile

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 Terminate/Modify Guardianship of Developmentally Disabled Individual 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:
 - Alleged Developmentally Disabled Individual, Ward
 - Spouse and children of the ward (if no spouse or children, then heirs at law)
 - If no known heirs you must notify the Attorney General's office
 - Preparer of the report or another appropriate person who performed an evaluation
 - To director of any facility in which the respondent may be residing
 - The current guardian, proposed and/or nominated guardian
 - Respondent's Guardian Ad Litem if one has been appointed
 - Respondent's legal counsel

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

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