

## UNSUPERVISED PROBATE PACKET FORMAL

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 is due at the time of filing online*

Documents Included:

- Information/Instructions of filing for formal probate
- Petition for Probate (PC 559) along with a copy of a death certificate and copy of will and codicil(s) if one exists.  
**\*you must file the original will with the Court if one exists and codicil(s) within seven days.** If not received within seven days the Court will dismiss your petition. You can deliver the Will and or Codicil(s) in person or by mail. The Court is not responsible if the Will and or Codicil(s) gets lost in transit.
- Testimony to Identify Heirs (PC 565)
- Supplemental Testimony (PC 566)

**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)
- Order of Formal Proceedings (PC 569)
- Acceptance of Appointment (PC 571)
- Letters of Authority for Personal Representative (PC 572)

### Forms Needed for Future Filings:

Documents Included:

- Notice of Appointment (PC 573)
- Notice to Creditors (PC 574)
- Notice to Known Creditors (PC 578)
- Inventory (PC 577)
- Proof of Service (PC 564)
- Sworn Statement to Close (PC 591)
- Certificate of Completion (PC 592)
- Order for Complete Estate Settlement (PC 595)

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)

- Notice of Continued Administration (PC 587)-this form will be required annually if the estate is not settled.

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