

PETITION AND ORDER TO OPEN SAFE DEPOSIT BOX TO LOCATE WILL/BURIAL DEED

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 -*Filing fee of \$10 is due at the time of filing online.*

Documents Included:

- Petition and Order to Open Safe Deposit Box to Locate Will or Burial Deed (PC 551)- Banks/Financial institutions typically seal the safe deposit box of a deceased person. Even if you have the key to access the box, you may find that you will not be allowed to open the box of the deceased person. You may want to open the box to look for a will or burial instructions. You can do this by filing out this form.

The box that you need to access must be located in Ottawa County

Step Two: Once you have received confirmation from MiFile that the Court has accepted your petition the Judge will sign the order. The Court will send you a certified copy so that you can bring it to the bank/financial institution to examine the contents of the box.

Step Three: Once you have examined contents in the Safe Deposit Box please fill out this form.

Documents Included:

- Safe Deposit Box Certificate and Receipt (PC 552) - this form must be taken to the bank/financial institution so that the petitioner can fill it out at the time the contents are examined. **It must be returned to the Court within seven days of opening the box.**

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