

**APPLICATION AND ORDER FOR APPOINTMENT OF OUT-OF-STATE CONSERVATOR OF ADULT
AND 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.courts.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 Needed:

- Application and Order for Appointment of Out-of-State Conservator (PC 683) - In order to begin the conservatorship process you will need to upload the completed petition on MiFile along with your payment of \$175.00
- <https://www.courts.michigan.gov/4a100e/siteassets/forms/scao-approved/pc683m.pdf>

Step Two: Once your application has been accepted by the Court, the Court will issue **Temporary Letters of Conservator which will expire 28 days after the date of appointment.**

Step Three: Once you have received confirmation from MiFILE that the Court has accepted your petition and you have received the Temporary Letters of Conservatorship and please complete the following forms.

Documents Included:

- Notice of Temporary Appointment and Right to Object (PC 672) – this form must be served upon interested parties within 14 days after appointment as temporary conservator.
- Proof of Service (PC 564) -this form tells the Judge that you sent copies of the Application and Order for Appointment of Out-of-State Conservator and Notice of Temporary Appointment and Right to Object to all interested parties. Please make all necessary copies of your petition and Notice of Temporary Appointment and Right to Object (including one for yourself and one for each interested party). Interested parties include but may not be limited to the following:

Adult:

- The individual to be protected if 14 years of age or older
- Spouse and children of the ward (if no spouse or children, then the heirs at law)
- If no known heirs you must notify the Attorney General's office
- If known, any person names power of attorney or attorney in fact.
- The current conservator, proposed and or nominated conservator
- Any government agency paying benefits in care of the individual for which an application may be pending.
- If known by the petitioner or applicant, a guardian or conservator appointed by a court in another state to manage the protected individual's finances.

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

- If the adult is a veteran, the Veteran Administration needs to be notified

Minor:

- 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.

Completed 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 within 14 days after appointment of Temporary Guardian.** 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 out-of-state conservator and or proposed conservator(s); this lets the Court know that the person accepts the conservatorship and its responsibilities.

Step Four: If an interested party is going to file an Objection, it must be filed before the expiration of the 28 days along with \$20.00 filing fee. The court will then set the Objection for hearing.

If no Objection is filed, at the end of 28 days the Court will issue Full Letters of Conservatorship

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