

STATE OF MICHIGAN  
IN THE PROBATE COURT FOR THE COUNTY OF MACOMB

Local Administrative Order #2018-05  
Rescinds Local Administrative Order #2018-02

**AUTHORITY FOR PROBATE REGISTER TO PERFORM JUDICIAL ACTS**

**IT IS ORDERED:**

This Order is issued under the authority granted this Court in MCL 600.834 and MCR 8.301.

1. The authority granted in this Order extends to uncontested cases involving:
  - a. a decedent's estate, including small estate assignment and determination of heirs as a separate proceeding;
  - b. a trust,
  - c. a guardianship or conservatorship for a minor,
  - d. a protective order,
  - e. a delayed registration of foreign birth,
  - f. an appeal of denial of delayed certificate of in-state birth,
  - g. a death by accident or disaster,
  - h. an opening of a safe deposit box,
  - i. a review of an adoption subsidy,
  - j. a review of a drain commission matter,
  - k. a review of mental health financial liability,
  - l. a secret marriage,
  - m. a matter involving the Uniform Transfers to Minors Act.

For purposes of this Order, an uncontested case is a matter where there is no objection or contest from any party as to the relief requested in the petition, application or complaint.

2. The authority granted in this Order does not extend to any matters involving:
  - a. a person's commitment to, or incarceration in, an institution or facility,
  - b. an appointment of a guardian for a legally incapacitated individual,

- c. an appointment of a conservator for a reason other than minority,
  - d. a developmentally disabled individual.
3. Until further order, the Probate Court employees listed in Paragraph 5 have the authority to perform the following acts:
- a. conduct a hearing,
  - b. conduct a pre-hearing conference,
  - c. sign or by device indicate the name of a judge to all orders and letters of authority of the court, with the same force and effect as though the judge had signed them. In all such cases, the authorized individual must place his or her initials under the name of the judge.
4. Until further order of the Court, the Probate Court employees listed in Paragraph 5, have the authority to:
- a. determine whether the petitioner or the petitioner's attorney has complied with the requirements of law and supreme court rules,
  - b. set the time and place of hearings,
  - c. take acknowledgements,
  - d. administer oaths,
  - e. sign notices, citations, and subpoenas to fiduciaries, attorneys, and sureties,
  - f. conduct conferences with fiduciaries required to ensure prompt administration of estates,
  - g. in an uncontested decedent estate case, take testimony as provided by law or court rule in all of the following matters:
    - i. appointment of a fiduciary of the estate of a deceased or minor,
    - ii. admission to probate of a will, codicil, or other testamentary instrument,
    - iii. determination of heirs,
    - iv. sale, mortgage or lease of property,
    - v. assignment of the residue of an estate or any part of the residue of an estate,
    - vi. setting and approval of bonds,
    - vii. removal of fiduciaries.
  - h. Take testimony as provided by law or court rule in both of the following matters:

- i. issuing of a license to marry if the issuance of the license is authorized under section 1 of 1987 PA 180, MCL 551.201
  - ii. conduct conferences with fiduciaries required to ensure prompt administration of estates.
5. The Probate Court employees authorized to act and their titles are listed below:  
  
John D. Brennan – Deputy Court Administrator/Probate Register  
Robert Szalka – Probate Legal Services Director/Deputy Probate Register  
Julie M. Strawn – Attorney/Deputy Probate Register  
Charles Semarjian – Attorney/Deputy Probate Register  
Renee Tegel – Attorney/Deputy Probate Register  
Rosalyn Harnsberry – Chief Deputy Register  
Karen F. Folske – 1<sup>st</sup> Deputy Register  
Mona L. Jacob – 2<sup>nd</sup> Deputy Register  
Stacie Gilchrist – Deputy Register  
Dominique Porter – Deputy Register  
Mirela Halilovic – Deputy Register  
Jessica Miller – Deputy Register  
Kristen Valenti – Deputy Register  
Ardijana Ivezaj – Deputy Register  
Karen Cook – Deputy Register
6. Upon the oral or written request of an interested person made before commencement or during the hearing of the proceeding, the proceeding shall be taken immediately before the judge for trial or hearing of the issues.

Dated: November 1, 2018



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James M. Biernat – Chief Judge  
16<sup>th</sup> Judicial Circuit, 42<sup>nd</sup> District and  
Macomb County Probate Courts