

**MACOMB COUNTY PROBATE COURT  
INSTRUCTIONS FOR GUARDIAN AD LITEM REPORTS**

1. Review the applicable statutes and court rules.

**WARD**

2. Establish the whereabouts of the ward. If it is determined that the ward is residing outside of Macomb County, please contact the court prior to taking any action. If you will not be able to timely complete the visit and report (submitted 7 days prior to the hearing date), please notify the court immediately.
3. If the ward is deceased or the petitioner indicates the petition is dismissed, note this on your order for appointment and return the order to the Court. No billing is permitted in these situations.
4. You are expected to visit the ward, and interview all interested persons and family members.
5. When the GAL visits the ward they must: (a) explain the nature purpose and legal effects of the appointment of a guardian/conservator as well as is/her rights at the hearing, and (b) inform the proposed ward the name of the person(s) seeking the appointment as guardian/conservator.

**REPORT**

6. Your complete report must be submitted to the court at least 7 days prior to the hearing.
7. The contents of your report should be as follows:
  - Acceptance of Appointment and Report of Guardian Ad Litem of Alleged Incapacitated Individual PC 627 (12/18) (Complete the form and attach your report and recommendations.)
  - Confirmation that you have complied with the requirements under MCL700.5305(1) and MCL 700.5306a(2).
  - Information from interviews with all interested persons and family members of the ward.
  - Information from your interview with the ward, and whether the ward agrees to the guardianship.
  - An estimate of the assets of the ward and the existence of any estate planning documents. Attach a completed Macomb County Probate Court Financial Review Form. *This must be done regardless of whether it is a guardianship or conservatorship.*
  - Whether there may be an acceptable alternative to the guardianship
  - Your recommendation to the Court

Please do not cite extensive pages of law – this is unnecessary.

Attached is an example of a recommended format for your report.

**BILLING**

8. A copy of your invoice must accompany the GAL Report. Your report will not be accepted without the invoice.
  - If the ward receives only Social Security and/or a minimal pension and has less than \$5,000 in an account, the invoice should be addressed and sent to Macomb County Probate Court. Use the Macomb County Probate Court Invoice form. (Copy attached)
  - If the ward has more than \$5,000, the estate should be sent your invoice for services. Please use your own personal invoice form and not the Probate Court's invoice, as this tends to confuse people as to where to send their payment. *Include a copy of the invoice you sent to the estate with your report.*
  - No matter who receives your invoice, the fee per ward is \$150.
  - Any additional fees for extraordinary services must be approved by the Court in advance.

**MISCELLANEOUS**

9. Your full original report and invoice must be received by the Court at least 7 days prior to the hearing.
  - Font size should be at least "10".
  - Fax or email copies are not accepted.
10. If you are appointed GAL for a settlement involving a minor, you will receive additional instructions under separate cover.