

**INSTRUCTIONS FOR FILING**  
**PETITION TO MODIFY/TERMINATE GUARDIANSHIP OF A MINOR**

Forms/Documents to file:

- PC 675 Petition to Terminate/Modify Guardianship
- PC 562 Notice of Hearing (with Zoom instructions)
- PC 638a Order Regarding Termination/Modification of Guardian for Minor
- PC 571 Acceptance of Appointment (not needed if filing petition to terminate)
- MC97a Addendum to Protected Personal Identifying Information (not needed if filing petition to terminate)
- Minor Guardianship Clearance Request
- PC 1071 Fiduciary Proof of Identity (not needed if filing petition to terminate)
- Copy of proposed guardian's driver's license/state ID (front and back) (not needed if filing petition to terminate)
- A filing fee of \$20 for each Petition.
- If the petitioner qualifies under current poverty eligibility guidelines and files form titled: Fee Waiver Request (MC 20), the Court may approve and waive the filing fee.

**INSTRUCTIONS**

PC 675 – Petition to Terminate/Modify Guardianship

All application paragraphs must be completed in the petition.

Check the appropriate box(es) after *PETITION TO*

Case No. (top right corner of page 1) – Write in the complete file number.

*In the matter of* – Fill in the minor's full name

Include your complete name, address and telephone number in the box; if you have an attorney assisting you, include their information as required.

1. Enter your relationship to the minor.

2a. Check the box and enter the information requested for

- The legal parent(s). If there are two legal parents, you must include information for both parents even if one or both of the parents are uninvolved in the child's life. If a parent is deceased, indicate their date of death. If there is no legal father, write *No Legal Father*.
- If either parent is incarcerated, include their prisoner identification number and enter the address of the correctional facility.
- A conservator or guardian who has been appointed by a court (if any).
- The person who currently has custody of the minor, as well as any person who had principal care and custody of the minor during the 63 days before filing the petition.

2b. Check the appropriate box indicating whether the minor is an Indian child.

2c. If this is a petition to terminate the guardianship, indicate to whom the child will be returned.

3 Do not fill in this paragraph.

4. Enter the reasons why the court should take the requested action.

5. If you are asking the court to terminate the guardianship, check this box.

6. If you are asking the court to remove the current guardian and appoint a successor guardian, check this box.

8. If you are asking the court to appoint a successor guardian, enter the proposed successor guardian's full name, address and telephone number.

9. If you are asking the court to appoint a temporary guardian, enter the proposed temporary guardian's full name, address and telephone number.

10. If you are asking the court to modify the powers of the guardian, enter how you would like the powers to be modified.

The petitioner and their attorney (if any) must sign and date the form.

NOMINATION BY MINOR – If the minor is age 14 or older, they should enter the requested information and sign and date the form.

PC 562 – Notice of Hearing (with Zoom instructions)

*In the matter of* – enter the minor's full name.

After *for the following purpose(s)*, enter the name of your petition.

Do not fill in the date or time of the hearing; this will be provided later by court personnel.

At the bottom of the form, enter the date, petitioner's name, address and telephone number where indicated.

PC 638a – Order Regarding Termination/Modification of Guardian of Minor

File No. – Enter the file number (upper right corner of first page)

*In the matter of* – enter the minor’s full name.

Par 11 – Enter the name, address and phone number of the person you want to be appointed as successor guardian of the minor (*If filing a petition to modify the guardianship*).

Do not fill in any other information; do not check any boxes; do not sign this form.

PC 571 – Acceptance of Appointment (*If filing a petition to modify the guardianship.*)

*In the matter of* – enter the minor’s full name.

At the bottom of the form, the proposed successor guardian(s) is/are to date, sign, and fill in the requested information.

MC97a – Addendum to Protected Personal Identifying Information

*In the matter of* – Enter the minor’s full name.

Name of document that MC97a is being filed with -- write in “Acceptance of Appointment”

Fill out row 10

Minor Guardianship Clearance Request

*File Name* – Enter the minor’s full name.

If filing a petition to modify, proposed successor guardian must enter all information requested in Sections 1, 2 and 3.

If filing a petition to terminate, the parent who would regain custody of the minor must enter all information requested in Sections 1, 2, and 3; the parent is to include their information in Section 2.

PC 1071 – Fiduciary Proof of Identity (*If filing a petition to modify the guardianship.*)

File name – enter the minor’s full name.

Proposed guardian is to provide all requested information

The Personal Reference must be an adult who is not a member of the proposed guardian’s household.

Include with this form a copy of the proposed guardian’s driver’s license/state ID (front and back).

Each proposed guardian must complete a separate form.

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Mail or deliver all completed all form and required documents, along with a check made payable to *Macomb County Probate Court* for \$20, to:

Macomb County Probate Court  
40 North Main, 5<sup>th</sup> Floor  
Mt. Clemens, Michigan 48043

Once your petition has been processed by the court, you will receive stamped copies in the mail, which will include your date and time of hearing.

At least 14 days prior to the date of hearing, you must serve copies of the Petition and Notice of Hearing on all the interested persons (including the minor if they are age 14 or older), and file a completed Proof of Service (PC 564) with the court.