

**MACOMB COUNTY PROBATE COURT  
INSTRUCTIONS FOR ADULT GUARDIAN REVIEWS**

1. Review the applicable statutes and court rules.
2. Lindy Kilgore will email you 10 appointment orders. Included in that email will be a link to the forms you must use: Report on Review of Guardianship, Financial Review, Macomb County Probate Court invoice.

**WARD**

3. Mail a copy of your Order of appointment to the guardian, and contact the guardian so they know in advance that you will be visiting the Ward.
4. Visit (or attempt to visit) the ward at his/her usual place of residence. If you are unable to visit or contact the guardian/ward, send a letter to the Court Administrator.
5. If the ward is deceased, note this on your Order of Appointment and return the Order to the Court. No billing is permitted in this situation.
6. If the ward is located within the borders of Macomb, Wayne, Oakland or St. Clair counties, you must complete the review as appointed. If it is determined that the ward is located outside these four counties, please return the appointment to the Court, indicate where the ward is located, and you will be discharged from the appointment.
7. You must meet with the ward.
  - Make an independent determination of the ward's ability or lack of ability to make informed decisions to personal care, etc.
  - Determine whether there is a continuing need for the guardianship, whether it should be modified, or whether it should be terminated.
8. You must speak with the guardian, determine whether they wish to continue as guardian, and determine whether the guardian believes the ward is receiving sufficient care.
9. Obtain the ward's and guardian's current addresses and phone numbers.

**REPORT**

10. Prepare your report using the forms emailed to you when you received the appointment.
11. A copy of your invoice must accompany the Report on Review of Guardianship and Financial Review. 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 bill 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 \$100.
  - Any additional fees for extraordinary services must be approved by the Court in advance.
12. Mail your completed report, financial review and invoice to:  
Macomb County Probate Court, Attn: John Brennan  
40 North Main Street, 5<sup>th</sup> Floor  
Mt. Clemens, MI 48043

**MISCELLANEOUS**

13. You conduct your investigation and file a full original report, financial review, and invoice with the Court within 28 days of your appointment. Fax or email copies will not be accepted.