

INSTRUCTIONS FOR CLOSING A MINOR CONSERVATORSHIP

Forms/Documents required:

- PC 648m Minor Conservatorship – Final Account, Waiver and Consent
Copy of most recent financial institution statement showing the current balance in the account.
- PC 648o Order Re Final Account, Minor Conservatorship
- PC 649 Receipt of Ward and Discharge

HOW TO PREPARE THE DOCUMENTS

PC 648m – Minor Conservatorship – Final Account, Waiver and Consent

County (top left corner of page 1) – Write in “*Macomb*”

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

In the matter of – Write the former minor’s full name

1. Write in Conservator’s name

Under “Income”

- Write in the balance from the last Account/Verification of Funds that was filed with the Court.
- Add in any interest earned since the last Account/Verification of Funds.
- If there were any disbursements, write in the total disbursement amount where indicated.
- “Balance of remaining assets” – add up the column and write in the total.

Under “Disbursements”

- Write in and total any disbursements that were made since the last Account/Verification of Funds that was filed with the Court.

Under “Itemized Remaining Assets”

- Write in the total stated on the most recent bank statement showing the current balance in the account.

Balance of remaining assets under the “Income” column, “Itemized Remaining Assets”, and current balance on the most current financial institution statement must match exactly.

2. Check the box, indicating that the minor is now 18 years of age.

3. (Top of page 2) – Conservator must fill in the date, sign, and fill in their address and telephone number where indicated. If Conservator has an attorney assisting them, the attorney’s information must also be filled in.

Under “Waiver and Consent” (bottom of page 2), the former minor must date, sign, print their name and current address.

PC 648o – Order Re Final Account, Minor Conservatorship

County (top left corner of page 1) – Write in “*Macomb*”

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

In the matter of – Write the former minor’s full name

1. Write in Conservator’s name.

5. Check box and write in former minor’s name.

PC 649 – Receipt of Ward and Discharge

County (top left corner of page 1) – Write in “*Macomb*”.

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

In the matter of – Write the former minor’s full name.

1. Write in Conservator’s name, and the property received by the former minor (which must exactly match the property listed as Balance of Remaining Assets on PC 648m).

HOW TO FILE THE DOCUMENTS AND CLOSE THE CONSERVATORSHIP

1. Mail or deliver completed PC 648m, a current bank statement, and PC 648o, along with a \$20 check made payable to *Macomb County Probate Court*, to: Macomb County Probate Court, 40 North Main, 5th Fl, Mt. Clemens, MI 48043.
2. Once your petition has been processed by the court, the court will mail you PC 648o – Order Re Final Account, Minor Conservatorship, which has been signed by the Judge.
3. The former minor must present that Order (PC 648o) that has been signed by the Judge to the financial institution, and the financial institution will turn the account/funds over to the former minor.
4. After the account/funds have been transferred to the former minor, the former minor must then date, sign and print his/her name, address and telephone number on PC 649 - Receipt of Ward and Discharge, acknowledging receipt of the funds/account. *If the date of the former minor’s signature on this form is earlier than the date of the Order Re Final Account - Minor Conservatorship (PC 648o), the Court will not accept the Receipt and it will be returned.*
5. The signed Receipt (PC 649) must be correctly dated and filed with the Court. The conservatorship file will then be closed and the conservator discharged.