

**INSTRUCTIONS FOR FILING**  
**PETITION FOR FULL GUARDIANSHIP OF A MINOR**

Forms/Documents to file:

- PC 651 Petition for Appointment of Guardian of Minor
- PC 562 Notice of Hearing (with Zoom instructions)
- PC 670 Minor Guardianship Social History
- PC 653 Order Regarding Appointment of Guardian of a Minor
- PC 571 Acceptance of Appointment
- MC 97a Addendum to Protected Personal Identifying Information
- Minor Guardianship Clearance Request
- PC 1071 Fiduciary Proof of Identity
- Copy of proposed guardian's driver's license/state ID (front and back)
- Minor's birth certificate (not hospital birth record) – photocopy is acceptable
- Death certificate of any deceased parent of the minor – photocopy is acceptable
- Letter from Juvenile Court or DHHS if either agency if involved with the minor
- Judgment of divorce and other custody orders, if any (e.g., custody order, judgment of paternity/filiation, judgment, order of support, etc.)
- A filing fee of \$175 for each Petition, and an additional \$12.00 for each certified letter of authority.
- 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 651 – Petition for Appointment of Guardian of Minor

All paragraphs must be completed in the petition.

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

*"In the matter of"* fill in the minor's full name.

1. Enter your name in the first line, and your relationship to the minor in the second line.
2. Enter the minor's age, gender, and address where they currently reside.
3. Indicate whether the minor is an Indian child as defined in MCR 3.002(12)
4. Check this box and provide the requested information if there is or has been a case in the family division of the circuit court involving the minor or the minor's parents (e.g., divorce, custody, abuse or neglect, name change, support order, order of paternity/filiation).
5. Enter the information requested for
  - a. 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*.
  - b. If either parent is incarcerated, include their prisoner identification number and enter the address of the correctional facility.
  - c. A conservator or guardian who has been appointed by a court (if any).
  - d. 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.
  - e. If neither parent is living, provide the requested information of the minor's grandparents and nearest kin who are adults, including adult siblings.
6. You must provide the basis for your petition for a full guardianship by checking one or more of the boxes in this paragraph of the petition.

If you believe there is an emergency and a temporary guardian is necessary, describe in detail the specific reasons why.

**If you feel that the child is, or may become, a victim of neglect and/or abuse, please report this matter by calling Children's Protective Services at 855-444-3911 prior to filing this paperwork for guardianship.**
7. Enter all requested information of the person you want to be appointed guardian of the minor.
8. If you are requesting support, parenting time, or contact with the minor for the parents, check the appropriate box.

Sign and date where indicated.
9. If the minor is age 14 or older, the minor should fill in the requested information, date and sign this paragraph.

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 670 – Minor Guardianship Social History

Enter all information requested.

Petitioner signs and dates the form at the bottom of the second page.

PC 653 – Order Regarding Appointment of Guardian of Minor

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

Par 9 – Enter the name, address and phone number of the person you want to be appointed as guardian of the minor.

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

PC 571 – Acceptance of Appointment

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

At the bottom of the form, the proposed 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

PC 1071 – Fiduciary Proof of Identity

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.

Minor Guardianship Clearance Request

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

Proposed guardian must enter all information requested in Sections 1, 2 and 3.

Minor’s Birth Certificate

The Court will not accept your application without a copy of the minor’s birth certificate. If you cannot obtain a birth certificate, contact Children’s Protective Services at **855-444-3911**.

\* \* \* \* \*

Mail or deliver all completed forms and required documents, along with a check made payable to *Macomb County Probate Court* for \$187, 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.