

**MACOMB COUNTY PROBATE COURT  
FREQUENTLY ASKED QUESTIONS ON PREPARING  
MINOR GUARDIANSHIP PACKETS**

**Where can I find the Macomb County Probate Court Minor Guardianship packets?**

- Go to the Macomb County Probate Court (located at 40 North Main, 5<sup>th</sup> Floor, Mt. Clemens, MI 48043). (Open Monday through Friday, 8:00am – 4:30 pm; closed for lunch 12-1pm.) Take a number in AREA B. When your number is called, ask for either a limited or full minor guardianship packet. You will need a separate packet of forms for each minor. If you are not sure which packet you need, ask to speak to a Court Attorney.
- If you have a computer with access to the internet and printer, you can print them off the Probate Court website:
  - Start by typing “Macomb County Probate Court” in your search engine and click on the Macomb County Probate Court home page. Alternatively, go to *probatecourt.macombgov.org*.
  - On the home page, go to the left side of the screen and click on *Forms*.
  - Scroll down to the heading “Full Guardianship of a Minor” or “Limited Guardianship of a Minor.”
  - Find the appropriate Instructions form, which contains a list of all the forms you will need.
  - Print off all the forms listed on the appropriate Instructions form, and follow the instructions.
  - Remember, you will need a separate and complete packet of forms for each minor.
- Call the Macomb County Probate Court at 586-469-5290, and ask to speak to a Court Attorney. Upon your request, a packet(s) will be mailed to you.

**What should I do if I have a question when I am filling out the forms?**

- If you have a general question regarding filling out the forms, you may call the Macomb County Probate Court at 586-469-5290, and ask to speak to a Court Attorney. If you are not sure whether you will need to file for a limited guardianship or full guardianship, the Court Attorney will ask to some questions and assist you. The Court Attorney may be able to give you some general guidance in filling out the forms. Please keep in mind that, under the law, employees of the Macomb County Probate Court are prohibited from giving legal advice.

**Where do I file the packet once they are completed?**

- Forms can be filed at 40 North Main, 5<sup>th</sup> Floor, Mt. Clemens, Michigan. Once you arrive on the 5<sup>th</sup> floor, go to AREA B and take a number. When your number is called, you will see the Court Attorney.
- Mail your completed and signed packet of forms (with the filing fees) to Macomb County Probate Court, 40 North Main, 5<sup>th</sup> Floor, Mt. Clemens, MI 48043.

**What do I need to include with my packet?**

- All packets must include a filing fee of \$175.00 and a Letter fee of \$12.00, for a total of \$187.00 per minor.
- You must include the minor’s birth certificate with the packet. The Court will not accept the packet for filing if a birth certificate is not included with your packet. Original birth certificates are not required. The Court will accept a copy of the birth certificate.
- You may also be asked to include the following, depending on the circumstances of your case:
  - A letter from Juvenile Court of the Dept. of Human Services if they are involved with the minor.
  - A death certificate if one, or both, parents are deceased.
  - A copy of a judgment of divorce or custody order(s), if any (e.g., affidavit of parentage, judgment of filiation, etc.)