

**INSTRUCTIONS FOR FILING**  
**PETITION FOR MINOR CONSERVATORSHIP**

Required Forms/Documents to file:

- PC 639 Petition for Appointment of Conservator and/or Protective Order
- MC 97 Protected Personal Identifying Information
- PC 562 Notice of Hearing – with Zoom instructions (if no waiver from other parent)
- PC 570 Bond of Fiduciary
- PC 640 Order Regarding Appointment of Conservator
- PC 561 Waiver/Consent (signed by other parent), or death certificate for other parent
- PC 571 Acceptance of Appointment
- MC 97a Addendum to Protected Personal Identifying Information
- PC 1071 Fiduciary Proof of Identity
- Birth Certificate for Child

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 639 - Petition for Appointment of Conservator

All paragraphs must be completed in the petition.

In top center box, check “Appointment of Conservator”

On next line, type in the court’s address and telephone number.

Follow the attached INSTRUCTIONS FOR COMPLETING “PETITION FOR APPOINTMENT OF CONSERVATOR”

MC 97 – Protected Personal Identifying Information

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

*Name of document that MC97a is being filed with*, write *Petition for Appointment of Conservator*

Row 1: Fill in the minor’s date of birth.

Row 2: Fill in last four digits of the minor’s Social Security Number.

PC 562 – Notice of Hearing – with Zoom instructions

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

*After for the following purpose(s)*, write *Petition for Appointment of Conservator*.

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 570 – Bond of Fiduciary

*Estate of* – enter the minor’s full name

Line 1: Write in *Conservator*, and in the second line blank write, *\$1,000/nominal*

Fill in the proposed conservator’s name, address, and telephone in the area for “Principal” information

PC 640 – Order Regarding Appointment of Conservator

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

Line 11: Enter the name, address and phone number of the proposed conservator.

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 conservator is to date, sign, and fill in the requested information.

MC 97a – 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 *Acceptance of Appointment*

Row 10: Fill in proposed conservator’s date of birth

PC 561 – Waiver/Consent

If there is a parent who is not signing the petition, they should sign a Waiver/Consent.

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

Line 1: Enter name of the parent signing the document

Line 2: Check the box, and write in "Petition for Appointment of conservator.

Date, sign, and fill in the parent's information near the bottom of the form.

PC 1071 – Fiduciary Proof of Identity

File name – enter the minor's full name.

Proposed conservator is to provide all requested information

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

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

Each proposed conservator must complete a separate form.

Minor's Birth Certificate

The Court will not accept your petition without a copy of the minor's birth certificate.

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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.



# Macomb County Probate Court

## Probate Judges:

JAMES M. BIERNAT JR., *Chief Judge*  
SANDRA A. HARRISON, *Presiding*  
SARA A. SCHIMKE

## Deputy Court Administrator/Register

JOHN D. BRENNAN

## **VIRTUAL/REMOTE COURT HEARING INSTRUCTIONS, PROCEDURES, AND POLICIES**

- Remote hearings with the Macomb County Probate Court will take place using two-way interactive technology through **Zoom**, a teleconference and video conference program. **Failure to comply with the Court's hearing procedures and local court policy may result in the matter being dismissed or adjourned, rescheduled for an in-person hearing, and/or loss of remote hearing privileges for the duration of the case.**

### Technical Responsibilities.

- It is the participant's responsibility to have the proper equipment and networking needed for a successful remote hearing.
- The court does not provide technical assistance for testing or troubleshooting.
- The court does not provide time during court proceedings to troubleshoot issues.
- It is the participant's responsibility to use a good WiFi/Internet connection to ensure a quality connection, and that the WiFi/Internet connection works prior to the hearing.
- It is the participant's responsibility to become familiar with the controls, and test the video, microphone, and speaker controls on the device prior to the hearing. See: <http://zoom.us/test>
- If you have technical difficulties, you should review Zoom training and support materials at Zoom.us prior to the hearing. Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

### Zoom Hearing Procedures.

- Zoom participants must appear for the Zoom meeting at the appointed time, as indicated on the Notice.
- Zoom participants are required to indicate their full name on their Zoom screen.
- Zoom participants will be checked in by the Court's clerk.
- Once checked in, participants must wait for their matter to be called by the Court.
- Failure to remain in the Zoom meeting and be immediately available when your case is called may result in the case being dismissed or adjourned.

### Local Court Policy.

- Pleadings may not be filed via email. All filings are accepted in-person or via US mail only.
- Failure to submit your proof of service and order to the Court Analyst prior to the hearing day may result in your matter being adjourned or dismissed. Fax to 586-783-0929.
- All virtual court appearances are an extension of the courtroom; therefore, all parties must adhere to proper conduct and appropriate attire is expected and required.
  - Traveling in a vehicle, walking, eating, and smoking during a court hearing is strictly prohibited.
  - Tank tops, pajamas, shorts, cut-off jeans, and clothing with words or pictures are NOT appropriate.
- Remote participants must use a private and quiet room that is free of interruptions. Outdoor, vehicle, or public places are not permitted. A participant who is in a moving vehicle will be removed from the hearing.
- If the court determines the quality of the video/audio experience is not acceptable, the court has the authority to terminate the call.
- The judge has full power and authority (including but not limited to contempt power) over remote participants as if they were present in the physical courtroom.
- Zoom hearing participants are prohibited from recording or otherwise copying court proceedings. Recording or copying a hearing may result in the responsible individual being held in contempt.

## Types of Hearings on Zoom

The Notice of Hearing will indicate whether the hearing is on Zoom and will have the proper Zoom ID, hearing date, and hearing time. Generally, the types of hearings listed below will be on Zoom.

- Mental Health hearings.
- Developmentally Disabled guardianships
- Minor guardianships, initial hearing
- Minor conservatorships, initial hearing
- Motions for summary disposition (time limit: 15 minutes each side), or must request in-person hearing
- Petitions for instruction
- Modification of adult guardianships (if ward is petitioner, the hearing will be in-person)
- Modification of adult conservatorships (if ward is petitioner, the hearing will be in-person)
- Special Needs Trusts – initial petition
- Review hearings
- Status conferences
- Pre-trial hearings
- Early scheduling conferences
- Case evaluation

Litigants may always choose to appear in person for their hearing, even if it scheduled to be a Zoom/remote hearing. All requests for change to a Zoom hearing must be directed to the Judge's Secretary via email.

Gail Stevens, Secretary for Judge Harrison	<a href="mailto:gail.stevens@macombgov.org">gail.stevens@macombgov.org</a>
Kelly McIlhargey, Secretary for Judge Schimke	<a href="mailto:kelly.mcilhargey@macombgov.org">kelly.mcilhargey@macombgov.org</a>

## Zoom Information

Judge/Court Attorney	Meeting ID
Hon. Sandra A. Harrison	926 860 1447
Hon. Sara A. Schimke	602 662 0350
Renee Tegel, Court Attorney for Judge Harrison	297 621 8345
Julie Strawn, Court Attorney for Judge Schimke	950 598 3879
Chuck Semarjian, Court Attorney	556 156 2588 Passcode: 54321

## Connecting with Zoom

Apple and Android Tablets or Phones (voice and/or video).

- Download the "Zoom Cloud Meetings" app onto your smartphone. (This is a free app, you are not required to sign up.)
- Click "Join a Meeting" located at the bottom of your screen.
- Enter the Meeting ID Code and click "Join".
- Change your name to "[First, Last]" under the meeting id box.
- You will be entered into the hearing/meeting.

Computer with Camera (voice and/or video).

- Go to [www.zoom.us](http://www.zoom.us)
- Click "Join a Meeting" in the upper right-hand corner of the screen.
- Enter the Meeting ID Code.
- Change your name to "[First, Last]" under the meeting id box.
- You will be entered into the hearing/meeting.