

INSTRUCTIONS FOR FILING PETITION FOR FULL GUARDIANSHIP OF A MINOR

Revised 10/2024

Forms/Documents to file:

- PC 651 [Petition for Appointment of Guardian of Minor](#)
- PC 562 [Notice of Hearing \(Macomb County Probate Court - with Zoom instructions\)](#)
- PC 670 [Minor Guardianship Social History](#)
- PC 653 [Order Regarding Appointment of Guardian of a Minor](#)
- MC 97 [Protected Personal Identifying Information](#)
- PC 571 [Acceptance of Appointment](#)
- MC 97a [Addendum to Protected Personal Identifying Information](#)
- [Minor Guardianship Clearance Request](#)
- PC 1071 [Fiduciary Proof of Identity](#)
- [PC564](#) [Proof of Service](#)
- Copy of proposed guardian's driver's license/state ID (front and back)
- Death certificate of any deceased parent of the minor – photocopy is acceptable
- Letter from Juvenile Court or DHHS if either agency is 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) for the petitioner, the Court may approve and waive the filing fee.

- [FAQ](#) - Frequently asked questions on preparing minor guardianship packets

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.

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, 5th 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.

A person filing a paper or document with the court must serve a copy on all interested persons. The person who obtains an order from the court must serve a copy of the order on all interested persons. MCR 5.107(A). Once you have filed your documents with the Court, it is your responsibility as the petitioner, fiduciary, or other moving party to prepare, serve and file the filed documents and a notice of hearing for all matters requiring notification of interested persons. MCR 5.102. “Serving” a document on a person means having the document delivered to that person. There are two main ways to serve documents: (1) by mail and (2) by personal delivery. If a person’s address is unknown, they must be given notice by publication in a newspaper. A “proof of service” shows the court that a document was served as required by law.

During Pendency of a Minor Guardianship – Full and/or Limited

Your Letter of Guardianship will expire each year on the anniversary date of your appointment. That expiration date is indicated on the Letter. To extend them, each year you must submit to the court a completed and signed annual report along with your original Letter.

Your annual report is **due each year on your anniversary of the date of appointment**. The report must be filed each year within 56 days after your anniversary date and may be filed up to 30 days prior to the anniversary date.

Make sure you fill out all sections of the report completely, including the specific reporting period dates, your complete name, address and telephone number, and *sign and date the report*. There is no fee for filing this form.

- [Annual Report of Guardian on Condition of Minor](#) - PC 654