

INSTRUCTIONS FOR FILING
PETITION FOR MINOR CONSERVATORSHIP

Revised 10/2024

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 \(Macomb County Probate Court - with Zoom instructions\)](#)
- 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
- 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.

Proof of Service 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). It is the responsibility of the petitioner, fiduciary, or other moving party to prepare, serve and file 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.

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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, 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.