

KENT COUNTY PROBATE COURT

INSTRUCTIONS FOR GUARDIANSHIP OF AN INCAPACITATED INDIVIDUAL

All forms must be filled out completely, typed or clearly printed in ink. All ORIGINAL forms are filed with the Court. Copies should be kept for your records and for service on interested persons.

CHECKLIST FOR PETITIONER

- [] **Petition for Appointment of Guardian of Incapacitated Individual** ([PC625](#)) - completed and signed.
- [] **Protected Personal Identifying Information** ([MC97](#)) - used to provide protected information called for in the Petition.
- [] **Filing Fee** - \$187 (includes one certified copy); \$199 (if a temporary guardian is requested) payable to Kent County Probate Court.
- [] **Notice of Hearing** ([PC562](#)) - completed with petitioner's name, address and phone number. If a hearing date has not been obtained prior to filing, you will be assigned the next available hearing date.
- [] [Central Registry Clearance Request](#) - completed and signed by proposed guardian.
- [] **Copy of Proposed Guardian's Driver's License**
- [] [Criminal History Check](#) - completed and signed by proposed guardian
- [] **Acceptance of Appointment** ([PC571](#)) - completed and signed by proposed guardian.
- [] **Addendum to Protected Personal Identifying Information** ([MC97a](#)) - completed to include proposed guardian's name and date of birth.
- [] Proposed **Order Regarding Appointment of Guardian of Incapacitated Individual** ([PC631](#)) - completed as much as possible. Check reason for guardianship in Box 3, and add name, address and phone number of proposed guardian in Box 9.
- [] Proposed **Letters of Guardianship** - completed with name, address and phone number of proposed guardian. Submit one of the following:
 - **Letters of Guardianship** ([PC633GA](#)) - used when no conservatorship is filed/pending.
 - **Letters of Guardianship** ([PC633](#)) - used when a Petition for Appointment of Conservator is filed in addition to the Petition for Appointment of Guardian, or if a conservatorship is currently in place.

****IMPORTANT** - REQUIRED PRIOR TO HEARING DATE**

- [] **Proof of Service** ([PC564](#)) - As petitioner, you must serve all interested persons with the Petition for Appointment of Guardian and Notice of Hearing at least fourteen (14) days prior to the hearing if service is by mail and seven (7) days prior if served personally. **This form is to be completed, signed and filed with the Probate Court Clerk's Office a minimum of 5 days prior to your hearing. Failure to file may result in adjournment of your hearing.** See Requirements for Notice to identify interested parties.

IMPORTANT NOTE: A guardian ad litem will be appointed by the Court as required by MCL 700.5303(3). Guardian ad Litem services will be billed to the petitioner directly at the rate of \$85 per hour.

