

KENT COUNTY PROBATE COURT

INSTRUCTIONS FOR CONSERVATORSHIP OF AN ADULT

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 Conservator** ([PC639](#)) - 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 special conservatorship 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.
- [] [Criminal History Check](#) - completed and signed by proposed conservator.
- [] **Acceptance of Appointment** ([PC571](#)) - completed and signed by proposed conservator.
- [] **Addendum to Protected Personal Identifying Information** ([MC97a](#)) - completed to include proposed conservator's name and date of birth.
- [] Proposed **Order Regarding Appointment of Conservator** ([PC640](#)) - completed as much as possible. Check reason for conservatorship in Box 4, and add name, address and phone number of proposed conservator in Box 11.
- [] Proposed **Letters of Conservatorship** ([PC645](#)) - completed with name, address and phone number of proposed conservator.

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

- [] **Proof of Service** ([PC564](#)) - As petitioner, you must serve all interested persons with the Petition for Appointment of Conservator 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 700.5406(2)). Guardian ad Litem services will be billed to the petitioner directly at the rate of \$85 per hour.

