

# **INSTRUCTIONS TO COMPLETE PETITION FOR THE APPOINTMENT OF A CONSERVATOR**

## **PROBATE COURT STAFF IS PROHIBITED FROM PROVIDING LEGAL ADVICE**

### **PLEASE READ INSTRUCTIONS CAREFULLY**

**All forms must be typed or clearly printed in ink. All forms must be accurately and fully completed. The Probate Court will not accept forms for filing unless they are accurate and complete. Court personnel are not allowed to provide you with legal advice concerning this matter. If you have questions, or are unable to complete these forms, you should then seek assistance from a qualified attorney.**

**A \$175.00 filing fee is required at the time of filing the documents. All monies are due in cash, check or money order and may be made payable to the Probate Court.**

**You must make enough copies of the Petition for Appointment of Conservator and Notice of Hearing so that you can serve all interested parties in this matter. If you do not make the appropriate copies, you will be charged an additional \$1.00 per page for the Court to make your copies.**

### **INSTRUCTIONS**

- 1. PETITION - See attached instructions. Match up the letter on the instructions with the letter on the Petition form.**
- 2. NOTICE OF HEARING – Where it indicates “In the Matter of” please put in the name of the alleged protected person. The Court will give you a hearing date/time when the forms are fully complete and accepted for filing. At the bottom, insert the date, name, address and telephone number of the petitioner.**

**Where the Notice of Hearing states: "state the nature of the hearing" please provide your name in the blank.**

**ORDER APPOINTING GUARDIAN AD LITEM – This document will be given to you when you file your petition. This document will provide the name of a person and phone number for you to contact as soon as you receive your hearing date/time from the Court. You will need to make arrangements with this person to go visit the alleged protected person and they will be required to make a report to the Court.**

**\*\*\* PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE PETITIONER OR THE ESTATE OF THE WARD TO PAY FOR SERVICES RENDERED BY THE COURT APPOINTED GUARDIAN AD LITEM. Compensation should be made by the scheduled court hearing.**

- 3. PROOF OF SERVICE - This form is completed after the court documents have been filed with the Court. This must be filed with the Court at least 7 days prior to the scheduled hearing.**

Where it indicates “In the Matter of” fill in the name of the person.

In Section 2 check the appropriate box for the type of mail service used. List the name and address of whom service was sent and then indicate the date service was sent.

Section 3 must be completed if you personally hand delivered the Petition and Notice of Hearing to the interested person(s).

You are required to mail a copy of the petition and notice of hearing to all of the interested person(s) named in number 10 of the petition. The alleged protected individual must also be served, however, by personal service. You must then date and sign the form. The proof of service must be filed with the Court 7 days prior to hearing or the hearing could be adjourned. (Kent County Probate Court, 180 Ottawa Avenue, NW., Ste 2500, Grand Rapids, MI 49503)

### **PREPARE DOCUMENTS FOR COURT HEARING**

**ORDER APPOINTING CONSERVATOR – Where it states “In the matter of” put the name of the alleged protected person. In line 1, put**

in the hearing date given by the Court. Under “The Court Finds” indicate the reason why the Order should be granted; that would be the same information you used for obtaining the conservatorship. On line 9, complete the name, address and phone number of the proposed conservator.

**ACCEPTANCE OF APPOINTMENT** - The first line where it indicates "In the matter of" put the name of the alleged protected person.

The proposed conservator must date and sign the form and provide a complete address, telephone number, date of birth and driver’s license.

**LETTERS OF CONSERVATOR** - “In the matter of” put the name of the alleged protected person. In the box below, please print the name and address of the proposed conservator. The court will complete the rest of the form.

If you have completed number 13 on the Petition for the Appointment of a Conservator requesting a special conservator be appointed because of an emergency, please ask the Court for the Special Order, Acceptance and Letters for Conservator. These documents must be filled out prior to your hearing.

After completing all forms in this packet and making the necessary copies for service, bring them to the Court and your documents will be processed.

### **AFTER THE COURT HEARING**

- 1. You are required on an annual basis to file the ANNUAL ACCOUNT. This form is required to be filed with the Court annually from the date of your appointment. This form is available at the Court. You may send a self-addressed stamped envelope to the Court with the case name and case number and we will send you the form.**
- 2. Please provide the Court with any address and/or telephone changes.**

**FAILURE TO FOLLOW THE ABOVE INSTRUCTIONS WILL CAUSE THE COURT TO REJECT THE FILING OF YOUR PETITION.**

**LAW PROHIBITS THE COURT STAFF FROM GIVING LEGAL ADVICE CONCERNING THIS MATTER.**