

STATE OF MICHIGAN  
PROBATE COURT  
COUNTY OF KENT

LETTERS OF GUARDIANSHIP

FILE NO.

In the matter of \_\_\_\_\_

TO: 

Name and address
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Guardian's Telephone Number 

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1. You have been appointed  by will or other witnessed writing  by the court as \_\_\_\_\_ guardian of the individual named above. Type of guardian (full, limited, temporary, etc.)

2. Having filed an acceptance of appointment, you have the care, custody, and control of that individual:
- a. together with all authority and responsibilities granted and imposed by law. **Pursuant to MCL 700.5314 the Guardian has the power to receive all money and tangible property deliverable to the ward (including but not limited to Social Security benefits, other government benefits and funds or deposits at a bank, credit union or other financial institution whether the ward is sole or joint owner) and apply the money and property for the ward's support and care. The Guardian also has authority to receive all financial information regarding the ward's assets; and to open and/or close accounts.**
  - b. except as follows:
  - c. as to the following powers and responsibilities only:

3. These letters of guardianship expire on \_\_\_\_\_  
Date  
Letters of guardianship expire annually and will not be renewed until all annual filing requirements have been completed by the guardian(s).

4. **The guardian may not change the domicile or residence of the ward from the State of Michigan without prior order of this court.**

\_\_\_\_\_  
Date Judge Bar no.

\_\_\_\_\_  
Attorney name (type or print) Bar no.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state, zip Telephone no.

SEE NOTICE OF DUTIES ON SECOND PAGE

I certify that I have compared this copy with the original on file and that it is a correct copy of the whole of such original, and on this date, these letters are in full force and effect.

\_\_\_\_\_  
Date Deputy probate register/clerk

**USE NOTE:** If this form is being filed in the circuit court family division, please enter the court name and county in the upper left-hand corner of the form.

### **NOTICE CONCERNING LETTERS OF GUARDIANSHIP**

Effective January 1, 2012, all new and reissued Letters of Guardianship will expire annually on the date which is 8 weeks beyond the anniversary date of the appointment of the guardian(s). Letters will not be renewed until all annual filing requirements have been completed by the guardian(s): filing of the Annual Report and Proof of Service. To obtain a copy of the Letters, please include a self-addressed stamped envelope and mail to: Kent County Probate Court, 180 Ottawa Ave., NW, Ste 2500, Grand Rapids, Michigan 49503. There is no charge to renew Letters, however, there is a \$12.00 charge for a certified copy.

### **NOTICE TO GUARDIAN OF DUTY TO VISIT**

You are required by law to visit the individual for whom you are guardian at least once every three months.

### **NOTICE OF REPORTING DUTIES**

You are required to file with this court a written report on the indicated form(s) and at the indicated times. Forms are available at the Probate Court or you may find them on line at [www.accesskent.com](http://www.accesskent.com). Select the Courts/Law Enforcement tab; select Probate Court. On the left column select Court Forms. The Annual Report can be found under the Adult Guardianship packet.

**CHANGE IN PLACE OF RESIDENCE or PHONE:** You are required to promptly inform the court of any change in the ward's residence and/or telephone number within 14 days of the change. You are also required to keep the court and interested persons informed in writing within 7 days of any change in your address and/or telephone number.

**ANNUAL REPORT:**

Your ANNUAL REPORT on condition of ward is due on \_\_\_\_\_ of each year. (Form PC634 or PC654)  
Date

In addition, you must serve the report on the ward and interested persons as specified in the Michigan Court Rules and file **PROOF OF SERVICE** with the court. (Form PC564)

**ACCOUNTS:** You must file with this court once a year, either on the anniversary date of your letters of authority or on another date you choose (you must notify the court of this date) or more often if the court directs, a complete itemized accounting of your administration of the estate. On termination of the individual's disability, you shall account to the court or to the individual or that individual's successors. **The accounts must be served on the required persons at the same time they are filed with the court, along with proof of service.** (Use form PC 583 or PC 584: "Account")

**ONGOING DUTY TO REPORT:** Pursuant to MCL 700.5319(2), if a conservator has not been appointed for the ward's estate and you determine that there is more cash or property that is readily convertible into cash in the ward's estate than was estimated by the guardian ad litem and reported to the court, you must report the amount of the additional cash or property to the court.

**DEATH OF WARD:** If the ward dies during the guardianship, you must give written notification to the court within 14 days of the individual's date of death. If accounts are required to be filed with the court, a final account must be filed within 56 days of the date of death.

**DELEGATION OF DUTIES:** You are required by law to notify the court when you delegate duties under a durable power of attorney.

**ATTENTION:** The above provisions are reporting duties only and are not the only duties required of you. These mandatory provisions are specified in court rules adopted by the Michigan Supreme Court. Your failure to comply may require the court to appoint a special fiduciary in your place and to suspend your powers. This may result in your removal as fiduciary. The court is prohibited by statute from giving you legal advice.

**KEEP THIS NOTICE FOR FUTURE REFERENCE**