

**SAGINAW COUNTY PROBATE COURT**  
**INSTRUCTIONS FOR APPOINTMENT OF LIMITED GUARDIAN OF A MINOR**

**PLEASE READ CAREFULLY**

**COURT PERSONNEL CANNOT GIVE LEGAL ADVICE OR HELP COMPLETE THE FORMS**

All forms must be typed or legibly printed. Failure to comply with the instructions below will result in the Court rejecting your petition. **Should you be unable to understand or complete the forms as directed below, you should then contact an attorney for assistance.**

**PUBLIC ACT 386 OF 1998, AS AMENDED BY PUBLIC ACT 52 OF 1999, COURT PERSONNEL SHALL NOT PROVIDE OR OFFER TO PROVIDE LEGAL ADVICE OR LEGAL COUNSEL TO A FIDUCIARY OR AN INTERESTED PERSON AND SHALL NOT COMPLETE A FORM, PETITION OR DOCUMENT FOR A FIDUCIARY OR INTERESTED PERSON.**

**ALL DOCUMENTS WITH A \* ON THEM MUST BE COPIED AND  
PRESENTED WITH ORIGINALS AT TIME OF FILING**

**A. FILING PROCEDURE**

1. Present the completed forms which have been typed or printed legibly to the Clerk at the Probate Court, 111 S. Michigan, Room 204, Saginaw, MI 48602. We may be reached by phone at 989-790-5279.
2. A hearing date and time will be set by the Clerk at the time of filing.
3. A Guardian Ad Litem may be required.
4. It is the responsibility of the petitioner to serve the interested persons and file the original with the Court.

**B. FEES**

**The Court will accept:**

**Cash, money orders, or personal checks (from individuals within the State of Michigan along w/ driver's license & phone number)**

1. Petition to Appoint a Limited Guardian ..... \$175.00
2. Letters of Limited Guardianship.....\$12.00/Certified Copy

**Other fees that may apply:**

3. Publication fee in a Legal News (when applicable)..... \$70.00 – approximately
4. Guardian Ad Litem (GAL) fee (due prior to hearing ..... \$325.00

### C. ORDER FOR APPOINTMENT OF GUARDIAN AD LITEM/ATTORNEY (IF NEEDED)

The Court **may**, by law, appoint a Guardian Ad Litem (GAL) to represent the interests of the minor **unless** the person has his/her own attorney. The Court **must** appoint a Guardian Ad Litem to represent a minor parent(s) **unless** the person has his/her own attorney. It will be the GAL's responsibility to visit the person, file a written report, and make a recommendation as to whether or not a limited guardian is needed; and file a proof of service with the court. The GAL will generally call to make an appointment to visit.

The GAL is not an employee of the Court but will most likely be a licensed practicing attorney assigned by the Court. It is **your** responsibility to contact the GAL, discuss the fee and forward the paperwork to the GAL. The **petitioner** is responsible to pay the GAL prior to the hearing date.

### D. NOTICE OF HEARING

A hearing date will be set by the Clerk. Your Notice of Hearing form shows the date, time, place, and assigned Judge. **You, the Petitioner, must attend the hearing or your petition will be dismissed; and you will have to begin the process again.** The minor may also attend the hearing unless the GAL is prepared to waive his/her presence in Court.

### E. PROOF OF SERVICE

It is **your** responsibility to "serve" the parties with a copy of the petition and notice of hearing. If you do not complete service, your hearing will have to be adjourned. The Proof of Service form must be completed and returned to the Court at least **two (2) days** prior to the day of the hearing.

The other interested parties must be served in one of the following manners:

1. By personal service at least **7 days** prior to the date of the hearing
2. By first class mail at least **14 days** prior to the hearing
3. By publication at least **14 days** prior to the date of the hearing if the address or whereabouts of interested persons are unknown - The legal newspaper fee is approximately \$70, and due when forwarding your publication notice to a legal news. When publishing for unknown whereabouts, you will also be required to file a Declaration of Intent to Give Notice (one per unknown individual).

The parties interested in a Petition for Appointment of a Limited Guardian of a Minor are:

1. The minor, if 14 years of age or older.
2. If known by the petitioner, each person who had the principal care and custody of the minor during the 63 days preceding the filing of the petition.
3. The parents of the minor or, if neither of them is living, any grandparents and the adult presumptive heirs of the minor.

4. The nominated guardian.
5. Person who files a request for notice pursuant to MCL 700.5104 (1)
6. Special parties (Veterans Administration and Attorney General)

If Veterans Administration (VA) benefits are payable to the minor, the VA is a party of interest.

If there are no known presumptive heirs, the Attorney General (AG) is a party of interest.

When the VA, or AG, are parties of interest on your petition, they must be served; either personally or by mail at:

Veterans Administration  
Patrick V. McNamara Bldg.  
477 Michigan Ave., Ste 1460  
Detroit, MI 48226

Attorney General, Public Administration  
P.O. Box 30213  
Lansing, MI 48909

## **F. ORDER, ACCEPTANCE, AND LETTERS**

All forms must be completed in advance of your arrival

**DO NOT CHECK ANY BOXES ON THE ORDER APPOINTING A GUARDIAN FORM.**

## **G. HEARING**

Your hearing date is a time certain, failure to appear for a scheduled hearing will result in your petition being dismissed and the loss of your filing fee.

**Prior to the hearing you must arrive fifteen minutes early in order to have the paperwork checked by the Probate Staff for accuracy and completeness**

### **Forms:**

- [Records Check Release](#)
- [PC650 Petition for Appointment of Limited Guardian of Minor](#) \*
- [PC652 Limited Guardian Placement Plan](#) \*
- [PC670 Minor Guardianship Social History](#)
- [PC562 Notice of Hearing](#) \*
- [PC564 Proof of Service](#)
- [PC653 Order Regarding Appointment of Guardian/Limited Guardian of a Minor](#)
- [PC633 Letters of Guardianship](#)

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