

# WASHTENAW COUNTY TRIAL COURT



Julia Owdziej  
Probate Court Judge

101 E. Huron Street, PO Box 8645  
Ann Arbor, MI 48107-8645  
(734) 222-3072

Robert Carbeck  
Probate Register

Laurynn Mancini  
Deputy Probate Register

## Petition for Guardianship of Legally Incapacitated Adult

When filing a petition in Probate Court you must prepare the forms listed below before your petition will be scheduled for a hearing. Please visit our website for more detailed information regarding guardianship for legally incapacitated adults at: <http://www.washtenaw.org/1211/Adult>.

All forms and State Court Administrative Office approved orders are available at:  
[www.courts.mi.gov](http://www.courts.mi.gov).

**Please review form PC666 – What You Need to Know Before Filing a Petition to Appoint a Guardian for an Incapacitated Adult**

Forms can be filed via email to [probate@washtenaw.org](mailto:probate@washtenaw.org). There is in-person filing available via the clerk's office or drop box available Monday-Friday from 8:00 am to 4:30 pm (excluding holidays). Filings can also be mailed to the address above.

### Required Forms:

- PC 625 - Petition for Appointment of Guardian of Incapacitated Individual (Form Instructions Included)
- MC 97 – Protected Personal Identifying Information
- MC 97a – Addendum to Protected Personal Identifying Information
- PC 626 - Notice to Alleged Incapacitated Individual on Petition to Appoint Guardian
- PC 571 – Acceptance of Appointment (signed)
- Copy of proposed guardian's Driver's License or State ID
- PC 564 – Proof of Service of the Petition and Notice of Hearing on the Interested Parties (may be submitted up to the time of the hearing)

There is a \$175 filing fee that must be paid or waived at the time of filing. If you require a fee waiver, please file form MC 20 – Fee Waiver Request. The certification fee for Letters of Guardianship is \$12.00 per certified copy. Certified copies will not be released until the fee is paid. Please note all transactions are final. There are no refunds for fees paid regardless of the outcome.

### If applicable:

- PC 617 - Declaration of Intent to Give Notice by Publication
- PC 561 – Waiver and Consent
- MC 286 – Order Requesting Prisoner Participation in Court Proceedings

**This information is not intended to be a substitute for legal advice. Although an attorney is not required, it is highly recommended that you consult an attorney. Court staff is not allowed to give legal advice.**

Members of the Washtenaw County Bar Association who specialize in probate matters are available to assist you with preparing the forms and proposed orders at no charge to you, on the first Wednesday of the month from 11:00 am to 1:00 pm. Registration is required. You may register by contacting the Washtenaw County Bar Association at 734-996-3229.

**Other legal resources:** Michigan Legal Help Website: <http://michiganlegalhelp.org>; Legal Resource Center's Phone Number: 734-994-0160