

**Administrative Policy Memorandum 2000-02;  
Reporting of Involuntary Hospitalization,  
Legal Incapacitation, and Not Guilty By Reason of Insanity Orders**

**Reporting Procedure;  
Order Appointing Guardian  
(MCL 700.444a; MSA 27.5444(a))**

Courts which find that a person is legally incapacitated for purposes of entering an order to establish a guardianship must report the order to the Michigan State Police for entry into the Law Enforcement Information Network (LEIN) pursuant to MCL 700.444a; MSA 27.5444(a) (effective April 1, 2000, see MCL 700.5107, MSA 27.15107). Upon entry of the order, a copy must be sent to a designated Michigan State Police Post. The relevant SCAO approved form for use **prior** to April 1, 2000 is:

PC 46c                                      Order Appointing Guardian of Legally Incapacitated Person

(AN ELECTRONIC COPY OF THIS FORM IS **NOT** AVAILABLE. IT  
CAN BE ACQUIRED FROM YOUR FORMS CONTACT PERSON.)

The relevant SCAO approved form for use **on and after** April 1, 2000 is:

PC 631                                      Order Appointing Guardian of Incapacitated Individual

Upon entry of the order finding that a person is no longer legally incapacitated, the court must immediately direct, through a separate and subsequent court order, that the State Police remove the person's entry from the LEIN; for this purpose, courts should use form MC 239 (Removal of Entry from LEIN).