JIS Code: LOG

STATE OF MICHIGAN PROBATE COURT COUNTY	LETTERS OF GUARDIANSHIP	CASE NO. and JUDGE
Court address		**Court telephone no.**

In the matter of _____
First, middle, and last name

TO: Name and address

Guardian's telephone no.

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.

   ☐ b. except as follows:

   ☐ c. as to the following powers and responsibilities only:

☐ 3. These letters of guardianship expire on _____ .
Date

_____
Judge signature and date

_____ _____
Attorney name (type or print) Bar no.

_____
Address

_____ _____
City, state, zip Telephone no.

SEE NOTICE OF DUTIES ON NEXT 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.

_____
Deputy probate register/Clerk signature and date

NOTICE 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 by law to file with this court a written report on the indicated form(s) and at the indicated times. Forms are available at the court.

CHANGE IN PLACE OF RESIDENCE: You are required to promptly inform the court of any change in the ward's residence 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. Before a ward may be moved from their permanent residence, you must have permission from the court unless an emergency condition exists. (Use form PC 704.)

ANNUAL REPORT:

Your annual report on condition of ward is due on _____ of each year. (Use form PC 634 or PC 654.)
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.

☐ **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