Michigan Supreme Court
State Court Administrative Office
Field Services Division
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
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Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: August 21, 2026

FROM: SCAO Forms Team

RE: Explanation of Changes to PC 633, PC 646, PC 647, PC 704, and PC 705

Below are SCAO-approved court forms that were recently revised. An explanation of the changes, along with instructions on use of the previously approved versions and copies of the forms with the changes highlighted, is provided.

PC 633, Letters of Guardianship
Most recent update: (8/26) version
Use of previously approved version: (9/12) version may be used through November 21, 2026. (8/26) version must be used beginning November 22, 2026.

Revisions were made following the enactment of MCL 700.5306a. These changes are highlighted in the attached PC 633.

PC 646, Petition Regarding Real Estate/Dwelling
Most recent update: (8/26) version
Use of previously approved version: (9/16) version may be used through November 21, 2026. (8/26) version must be used beginning November 22, 2026.

Revisions were made following amendments to MCL 700.5423. These changes are highlighted in the attached PC 646.

PC 647, Order Regarding Real Estate/Dwelling
Most recent update: (8/26) version
Use of previously approved version: (9/14) version may be used through November 21, 2026. (8/26) version must be used beginning November 22, 2026.

Revisions were made following amendments to MCL 700.5423. These changes are highlighted in the attached PC 647.

***NEW FORM* PC 704, Petition to Change Permanent Residence**
Most recent update: NEW FORM
Use of previously approved version: (8/26) version is for immediate use.

Revisions were made following amendments to/ enactment of MCL 700.5306 and MCL 700.5306a. These changes are highlighted in the attached PC 704.

***NEW FORM* PC 705, Order Regarding Change of Permanent Residence**
Most recent update: NEW FORM
Use of previously approved version: (8/26) version is for immediate use.

Revisions were made following amendments to/ enactment of MCL 700.5306 and MCL 700.5306a. These changes are highlighted in the attached PC 705.

If the updated forms do not display upon opening, try clearing your cache.
Email: CourtFormsInfo@courts.mi.gov.

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

JIS: RSR

STATE OF MICHIGAN PROBATE COURT COUNTY	PETITION REGARDING REAL ESTATE/DWELLING	CASE NO. and JUDGE

NOTE: Do not use this form in decedent's estates.

Estate of _____
First, middle, and last name

1. I am the _____ of this estate.
Specify conservator or guardian

2. I intend to ☐ sell ☐ dispose of ☐ mortgage ☐ pledge ☐ cause a lien to be placed on the protected individual's principal dwelling, real property, or interest in real property described as follows (provide legal description or VIN number of titled property):

_____

_____

for the purpose of _____

to _____ for $ _____ on the following
Name (type or print)

terms and conditions: _____

_____

_____

3. The current state equalized value of the titled property is $ _____ . Attached is a copy of the most recent assessor's statement or tax statement. The following are outstanding liens:

Mortgage(s): $ _____ Taxes: $ _____ Other: $ _____

4. An appraisal of the property, completed by a licensed professional within the past 6 months,
☐ is included with this petition. ☐ will be provided.

5. It is in the protected individual's best interests to grant this petition for the following reasons: _____

_____

6. The value of the remaining personal property is $ _____ and the real property is $ _____ .

The amount of unpaid debts and taxes is $ _____ . The fiduciary is currently bonded for a total amount of $ _____ .

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.

Do not write below this line - For court use only

☐ Bond is set at $ _____ .

Date: _____

Authorized signature: _____

Case No. _____

7. The protected individual's monthly income is $ _____ and monthly expenses are $ _____ .

8. The interested parties, their addresses, and their representatives are identical to those appearing on the initial petition except as follows: (For each person whose address changed, list the name and new address; attach separate sheet if necessary.)

_____

_____

_____

9. **I request** that the court approve the ☐ sale of ☐ disposal of ☐ mortgage on ☐ pledge of ☐ placement of lien on the property described above and determine whether a bond needs to be filed.

I declare under the penalties of perjury that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

_____
Attorney or petitioner signature Date

_____
Attorney or petitioner name (type or print)

_____
Address

_____
City, state, zip Telephone no.

JIS Code: OCS

STATE OF MICHIGAN PROBATE COURT COUNTY	ORDER REGARDING REAL ESTATE/DWELLING	CASE NO. and JUDGE
Court address		Court telephone no.

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

1. A petition was filed in this matter on _____ for court approval to ☐ sell ☐ dispose of ☐ mortgage ☐ pledge ☐ place a lien on the protected individual's principal dwelling, real property, or interest in real property.
Date

THE COURT FINDS:

2. Notice of the hearing was given to or waived by all interested persons.
3. The legal description of the property or VIN number of the titled property is: _____
_____
4. The property to be sold, disposed of, mortgaged, pledged or to become subject to a lien ☐ is ☐ is not the principal dwelling of the protected individual.
☐ 5. At the hearing the court considered evidence of the value of the property, including an appraisal of the property completed within the preceding 6 months by a license professional.
6. It ☐ is ☐ is not in the protected individual's best interest to ☐ sell ☐ dispose of ☐ mortgage ☐ pledge ☐ place a lien on the protected individual's principal dwelling, real property, or interest in real property.
☐ 7. The sale is of the individual's principal dwelling and the proposed sales price is less than the appraised value of the property. The court explained on the record why the sale is in the protected individual's best interests.
☐ 8. Bond was filed and approved by the court.

IT IS ORDERED:

☐ 9. The petition is granted. _____ is authorized to:
Name

☐ sell to ☐ dispose of to ☐ mortgage to ☐ pledge to ☐ place a lien on in favor of

_____ the property described above for $ _____ and
Name

☐ under the terms and conditions stated in the petition. ☐ under the following terms and conditions:

_____

☐ 10. This order shall be recorded with the register of deeds for the county in which the property is located because it involves real property or an interest in real property.
☐ 11. The petition is denied.

_____
Judge signature and date

_____ _____
Attorney and bar no. or petitioner name (type or print) Address

_____ _____
City, state, zip Telephone no.

NEW FORM

State of Michigan • Probate Court • Guardianship | Form PC 704 • Mandatory Use

Petition to Change Permanent Residence

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to ask the court for permission to move an individual under guardianship from their current permanent residence. It is completed by the individual's guardian.

A In the Matter Of

Name of Individual Under Guardianship

B Information About Current and Proposed Permanent Residence

1. Describe the individual's **current** permanent residence. Include the address, type of residence (private home, care facility, etc.), and other people living there.

▶ State law defines a permanent residence as a home that is someone's true, fixed, and permanent home to which, when away, the person plans to return.

2. Describe the individual's **proposed** residence. Include the address, type of residence, and information on other people who will be living there.

3. Explain why the individual's residence should be changed.

▶ If a transfer of property is required, you must also complete the *Petition Regarding Real Estate/Dwelling* (Form PC 646).

C Impact of Proposed Move

4. Explain why the proposed move is suitable for the individual. Include information about the protected individual's needs, resources, and abilities.

5. Explain any negative impact the proposed move may have on the individual. Consider the individual's rights under MCL 700.5306a.

6. Explain how the proposed move may affect the individual's ability to participate in community activities and personal relationships.

7. Describe efforts that have been made to keep the individual in their current residence. Include information about things like in-home or community services, therapies, or home modifications.

D Opinion About Proposed Move

8. Explain how the individual under guardianship was informed of the proposed move. If they were not informed, explain why not.

9. The individual: (select one)
   - ○ agrees to the proposed move.
   - ○ does not agree to the proposed move.
   - ○ did not express an opinion.
   - ○ cannot communicate an opinion.

10. I request permission to move the permanent residence of the protected individual.

I declare under the penalties of perjury that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Guardian's Signature ▼ Date

Guardian's Printed Name

NEW FORM

State of Michigan • Probate Court • Guardianship

Form PC 705 • Mandatory Use

Order Regarding Change of Permanent Residence

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to record a decision about a petition to change permanent residence. It is completed by the court.

A In the Matter Of

Name of Individual Under Guardianship:

B Representation

1. The court appointed a guardian ad litem to advise the individual under guardianship of their rights under MCL 700.5305 and MCL 700.5306b.
2. The individual was: (select one)
   - ◯ represented by an attorney.
   - ◯ not represented by an attorney.

C Decision

3. The petition is: (select one)
   - ◯ **granted as requested.** The guardian is authorized to move the individual to the residence described in the petition.
   - ◯ **granted in part.** The guardian is ordered to move the individual to the following residence:
   - ◯ **denied.** One or more of the required findings were not established by clear and convincing evidence.
   - ◯ **other.** (explain)
4. The court's findings of fact and legal conclusions are included in: (select all that apply)
   - ☐ the next section.
   - ☐ a written opinion.
   - ☐ were stated on the record at the hearing.

D Findings

5. The court finds the requirements to change the individual's residence have: (select one)
   - ◯ **not been** met.
   - ◯ **been** met.

   The court concludes the following facts to be true by clear and convincing evidence:
   - The move will protect the individual's physical health, safety, or welfare.
   - The move is to the least restrictive environment suitable to the individual's unique needs, abilities, and resources. The potential for harm and the individual's rights have also been considered.
   - The move is not being made solely or primarily for the convenience of the guardian.
   - The individual consents to the move; **OR**, the individual does not consent to the move but there is no reasonable or appropriate way for them to remain in their current residence. Home and community based services, physical or occupational therapy, available home modifications, or other means have been considered.
   - The move will give the individual the greatest opportunity to continue to be involved in community activities and personal relationships.

Judge Signature and Date ▲

E Certificate of Service

I served a copy of this *Order Regarding Change of Permanent Residence* on each party by delivery or by mailing to the address on their pleadings.

I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Court Clerk Signature and Date ▲