

# Jackson County Probate Court

312 S. Jackson St.  
Jackson, MI 49201  
Phone: 517-788-4290  
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## Instructions for Application for Appointment of Out-of-State Guardian of a Minor

Completed paperwork must be legible and typed or written in ink. The Court is required by law to refuse any paperwork that is not legible.

The forms included in this packet will initiate the process to allow a guardian of a minor that has been appointed in another state to be appointed in Michigan. (If you need to be appointed as guardian in another state, you will need to file an action with the court in that state.)

In addition to the forms included in this packet, you **MUST** include a certified copy of your letters of authority from the state where you were appointed.

Upon filing, the Court may appoint you as temporary guardian. You then have 14 days to serve all interested parties with notice of your appointment and their right to object. As soon as you have served all of the interested parties, file a proof of service with the Court. Once proof of service is received by the Court, you will be appointed as full guardian.

### Fees

- Filing Fee - \$175.00
- Certified Copies of Letters of Authority (optional) - \$10.00 per certification and \$1.00 per page (usually totals \$11.00 per certified copy)

Fees cannot be returned if your petition is denied.

### Forms

Below, you will find specific instructions for each form contained in the packet.

1. Application and Order for Appointment of Out-of-State Guardian of a Minor (PC 684): Complete the entire form.
2. Fiduciary Proof of Identity: Complete this form with all requested information. The information required is the proposed guardian's information. You must attach to the form a clear photo copy of the proposed guardian's driver's license. Even if the proposed guardian is eligible for appointment, Letters of Authority will not be issued unless this form is filed with the Court. This document is only used by the Court. It is not made available to the public.

3. Proof of Service (PC 564): After all paperwork has been filed with the Court you are responsible for making copies of all documents filed with the Court (not including the Fiduciary Proof of Identity) and serving them on all of the interested parties. Service must be completed within 14 days.

After serving all of the interested parties, you must indicate on this form who was served, how they were served, and when they were served. The form is then filed with the Court. Failure to file the Proof of Service may result in dismissal of your case.

<b>STATE OF MICHIGAN PROBATE COURT JACKSON COUNTY</b>	<b>APPLICATION FOR APPOINTMENT OF OUT-OF-STATE GUARDIAN OF MINOR</b>	<b>CASE NO. and JUDGE</b>
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Court address \_\_\_\_\_ Court telephone no. \_\_\_\_\_

In the matter of \_\_\_\_\_  
First, middle, and last name

Applicant's name, address, and telephone no.

Applicant's attorney, bar no., address, and telephone no.

1. I, \_\_\_\_\_, am interested in this matter and  
Name  
make this application as the individual's guardian appointed, qualified, and serving in good standing in another state.

2. I am not aware of any guardianship or pending petitions in this state for a guardianship of the minor.

3. The minor was born <sup>Put DOB in Ref. No.</sup> row 10 on MC 97a. \_\_\_\_\_, is  female,  male, is unmarried, resides in \_\_\_\_\_  
Date \_\_\_\_\_ County \_\_\_\_\_  
at \_\_\_\_\_  
Address \_\_\_\_\_ City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
and is presently located in \_\_\_\_\_ at \_\_\_\_\_  
County \_\_\_\_\_ Address (if different than above) \_\_\_\_\_

City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

The minor is a citizen of the following foreign country: \_\_\_\_\_

4. The persons interested in this proceeding are: \_\_\_\_\_  
\*Also list persons who had principal care and custody of the minor during the 63 days before filing the petition.

NAME	RELATIONSHIP	ADDRESS AND TELEPHONE NUMBER			
	Parent/ DOB: Put DOB in Ref. No. row 11 on MC 97a.	Street address			
		City	State	Zip	Telephone no.
	Parent/ DOB: Put DOB in Ref. No. row 12 on MC 97a.	Street address			
		City	State	Zip	Telephone no.
	Conservator	Street address			
		City	State	Zip	Telephone no.
	Person with care/ custody of minor*	Street address			
		City	State	Zip	Telephone no.

None of these persons are under any legal incapacity except \_\_\_\_\_  
Name, incapacity, and representative of the person, if any

5. An action within the jurisdiction of the family division of circuit court involving the family or family members of the above minor has been previously filed in \_\_\_\_\_ Court, Case Number \_\_\_\_\_, was assigned to Judge \_\_\_\_\_, and  remains  is no longer pending.

6.  The minor is a member of an Indian tribe or is eligible for membership in an Indian tribe. The name of the tribe is \_\_\_\_\_.

The minor is not an Indian child as defined in MCR 3.002(12).

It is unknown whether the minor is an Indian child as defined in MCR 3.002(12).

7. The minor has a conservator. (Specify name and address below).

\_\_\_\_\_  
Name and address

8. \_\_\_\_\_  
Name of court that appointed guardian State Telephone no.  
appointed the guardian for the following reason(s): \_\_\_\_\_

9. **I REQUEST** that the court of this state appoint me guardian of the minor in accordance with the laws of this state.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney signature

**USE NOTE:** If a parent is incarcerated and under the jurisdiction of the Michigan Department of Corrections, the applicant must comply with MCR 2.004(B).

# FIDUCIARY PROOF OF IDENTITY

(To be completed by all fiduciaries)

PLEASE TYPE OR PRINT LEGIBLY

File Name: \_\_\_\_\_

File No. \_\_\_\_\_

Full Name of Fiduciary \_\_\_\_\_

DOB \_\_\_\_\_ DL# \_\_\_\_\_

Home Address \_\_\_\_\_

Own  
 Rent

Home Phone (including area code) \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Work Phone (including area code) \_\_\_\_\_

**YOU MUST ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE**

Occupation \_\_\_\_\_

Work Address \_\_\_\_\_

Employer Name \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Banking Institution \_\_\_\_\_

Address of Bank Branch \_\_\_\_\_

Banking Institution \_\_\_\_\_

Address of Bank Branch \_\_\_\_\_

Personal Reference:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (including area code) \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

**This document is for Court use only and will NOT be part of the public record.**

STATE OF MICHIGAN  
PROBATE COURT  
COUNTY OF JACKSON

PROOF OF SERVICE

FILE NO.

In the matter of \_\_\_\_\_

1. Titles of the papers served or mailed: \_\_\_\_\_

2. According to court rule, I served by  first-class mail  registered mail (copy of return receipt attached)  
 certified mail (copy of return receipt attached) the papers described above on:

Name	Complete address of service	Date

3. According to court rule, I served by **personal service** the papers described above on:

Name	Complete address of service	Date and Time

4. After diligent search and inquiry, I have been unable to find and serve the following interested persons. I have served these persons by publication. Attached are copies of form PC 617.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Service fee	Miles traveled	Fee	TOTAL FEE
\$		\$	
Incorrect address fee	Miles traveled	Fee	
\$		\$	\$

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Type or Print)

**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