

STATE OF MICHIGAN
PROBATE COURT
KENT COUNTY

LETTERS OF GUARDIANSHIP OF
INDIVIDUAL WITH
DEVELOPMENTAL DISABILITY

FILE NO.

In the matter of _____, an individual with a developmental disability

TO: Name, address, city, state, and zip
[Empty box for name and address]

Guardian's Telephone Number
[Empty box for telephone number]

You have been appointed and have qualified as partial guardian plenary guardian of the estate person of the individual

named above. By this instrument you are granted authority to perform all acts permitted or required by statute, court rules and order of this court unless limited below and to assume all powers granted in the order appointing you guardian. The guardian has the authority to execute the necessary application for administrative admission to a suitable facility or AFC home.

The guardian's authority is limited to those acts specifically set forth below:

- The guardian may not change the domicile or residence of the ward from the State of Michigan without prior order of this court.**
- The guardian does NOT have the authority to place the guarded individual on DNR code status without a petition, hearing and written order of the Probate Court.**

These letters of guardianship expire on _____
Date

Letters of guardianship expire annually and will not be renewed until all annual filing requirements have been completed by the guardian(s) and standby guardian(s).

Date

Judge Bar no.

Attorney name (type or print) Bar no.

Address

City, state, zip Telephone no.

Pursuant to MCL 330.1631 a Guardian of the person has the power to receive all money and tangible property deliverable to the ward (including but not limited to Social Security benefits, other government benefits and funds or deposits at a bank, credit union or other financial institution whether the ward is sole or joint owner) and apply the money and property for the ward's support and care. The Guardian also has authority to receive all financial information regarding the ward's assets; and to open and/or close accounts.

SEE NOTICE OF DUTIES ON SECOND 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.

Date

Deputy probate register/clerk

Do not write below this line – For court use only

NOTICE CONCERNING LETTERS OF GUARDIANSHIP

Effective January 1, 2012, all new and reissued Letters of Guardianship will expire annually on the date which is 8 weeks beyond the anniversary date of the appointment of the guardian(s). Letters will not be renewed until all annual filing requirements have been completed by the guardian(s) and standby guardian(s): filing of the Annual Report in all guardianships and filing of Proof of Service of the Annual Report on all Interested Persons in developmentally disabled and adult guardianships. There is no charge to renew Letters, however, there is a \$12.00 charge for certified copy.

AS REQUIRED BY MICHIGAN COURT RULES YOU ARE NOTIFIED:

You are required to file with this court a written report on the indicated form(s) and at the indicated times. Forms are available at the Probate Court or you may find them on line at www.accesskent.com. Select the Courts/Law Enforcement tab; select Probate Court. On the left column select Court forms. The annual report can be found under the Annual Guardianship Reports section.

CHANGE OF ADDRESS or PHONE: You are required to promptly inform the court of any change in the ward's address and/or telephone number 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.

ANNUAL REPORT:

Your **ANNUAL REPORT** on the condition of the individual with developmental disability is _____
of each year. (Form PC663). Due Date

ACCOUNTS: You must file with this court once a year, either on the anniversary date of your letters of guardianship 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 trust. 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 (PC564). (Use form PC 583 or PC 584: "Account")**

INVENTORY: You are required by law to prepare an inventory of the assets of the estate that you have been given authority over within 56 days from the date of your appointment. You must also provide the name and address of each financial institution listed on your inventory at the time the inventory is presented to the court. The address for a financial institution shall be either that of the institution's main headquarters or the branch used most frequently by the guardian.

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