

SCAO-Approved Court Forms – New and Revised

The following SCAO-Approved court forms were distributed to courts in December 2009. You can purchase copies of these forms from a number of printers or software companies or from publishers such as Thomson/West that contain reproductions of all SCAO-Approved forms (see <http://courts.michigan.gov/scao/courtforms/formprinters.pdf>). Thomson/West publications are supplemented biannually, including advance sheets. You can also obtain copies of these forms at <http://courts.michigan.gov/scao/courtforms/>. A complete set of forms is also included in the Institute of Continuing Legal Education Partnership resources at <http://www.icle.org/>.

The following forms contain a revision date of 9/09 unless otherwise noted. Previous versions of these forms can be used until stock is depleted except as noted. Below are the form titles.

PC Forms

PC 559, Petition for Probate and/or Appointment of Personal Representative (Testate/Intestate)
(can use existing stock until depleted with hand correction)

PC 564, Proof of Service

PC 565, Testimony to Identify Heirs and Devisee Heirs (cannot use existing stock after
December 31, 2009)

PC 566, Supplemental Testimony to Identify Nonheir Devisees (Testate Estate) (cannot use
existing stock after December 31, 2009)

PC 577, Inventory

PC 578, Notice of Known Creditors

PC 583, Account of Fiduciary, Short Form

PC 584, Account of Fiduciary, Long Form

PC 591, Sworn Statement to Close Unsupervised Administration

PC 595, Order for Complete Estate Settlement

PC 603, Petition and Order for Reinstatement (Estate Not Closed)

PC 607, Application/Petition to Reopen Estate (can use existing stock until depleted with hand
correction)

PC 610, Registration of Trust (can use existing stock until revised form is effective April 1,
2010)

SCAO-Approved Court Forms – New and Revised (continued)

PC Forms (continued)

PC 620, Application for appointment of Successor Personal Representative (Estate Not Closed) –
NEW FORM

PC 625, Petition for Appointment of Guardian of Incapacitated Individual

PC 637, Order Following Review of Guardianship

PC 638a, Order Regarding Petition to Terminate/Modify Guardian for Minor or LII/Conservator

PC 639, Petition for Appointment of Conservator and/or Protective Order (cannot use existing
stock after December 31, 2009)

PC 651, Petition for Appointment of Guardian of Minor

PC 657, Order Following Hearing to Terminate Minor Guardianship

PC 669, Proof of Restricted Account and Annual Verification of Funds on Deposit
(Conservatorship of Minor)

PC 671, Order for Administrative Closing (Conservatorship)

PC 673, Petition and Order to Use Funds (Conservatorship)

PC 674, Inventory (Conservatorship)

PC 675, Petition to Terminate/Modify Guardianship

PC 676, Petition to Terminate/Modify Conservatorship

PC 677, Petition to Terminate/Modify Guardian for Developmentally Disabled Individual

PCM Forms

PCM 208a, Supplement to Clinical Certificate on Appeal of Return to Hospital

PCM 209a, Supplemental Petition for Examination/Hospitalization and Order

PCM 211, Notice of Hospitalization and Certificate of Service

PCM 218, Petition for Second or Continuing Treatment Order

PCM 220, Petition for Discharge from Continuing Treatment (cannot use existing stock after
December 31, 2009)

SCAO-Approved Court Forms – New and Revised (continued)

PCM Forms (continued)

PCM 241, Notice of Right to Object to Hospitalization and Objection and Demand for Hearing

PCM 242, Petition for Assisted Outpatient Treatment

PCA Forms

PCA 301, Petition for Adoption

PCA 344, Petition and Order for Release of Information from Confidential Intermediary and Court

JC Forms

JC 20, Summons: Order to Appear (Delinquency Proceedings)/(Personal Protection Proceedings)

JC 21, Summons: Order to Appear (Child Protective Proceedings)

JC 40, Order for Contempt of Court

JC 59, Order of Adjudication (Delinquency Proceedings)

JC 66, Application to Set Aside Adjudication and Order (cannot use existing stock after December 31, 2009)

JC 102, Request and Order for Court-Appointed Attorney – **NEW FORM**

MC Forms

MC 304, Order Regarding Alternate Service

MC 307, Order for Service by Publication/Posting and Notice of Action

**CHANGES TO GENERAL PROBATE COURT FORMS
(for use in estates, trusts, guardianships, conservatorships)**

PC 564 Proof of Service

Applied standard proof of service fee box.

PC 577 Inventory

Corrected style, punctuation, grammar, spelling, etc., moved “Use Note” to top of form, and revised language in items 2.c. and 3.e. of the instructions.

PC 583 Account of Fiduciary, Short Form

Corrected spelling, citations, grammar, punctuation, etc., revised Column 1 and Column 2, revised language in items 2.b. and 2.d.

PC 584 Account of Fiduciary, Long Form

Corrected spelling, citations, grammar, punctuation, etc., and revised Schedules A, B, and C.

PC 603 Petition and Order for Reinstatement (Estate Not Closed)

Corrected spelling, citations, grammar, punctuation, etc., added “Circuit Court – Family Division” to header, changed case name at top of form, and deleted MCR citation at bottom of form.

CHANGES TO PROBATE COURT ESTATE AND TRUST FORMS

PC 559 Petition for Probate and/or Appointment of Personal Representative (Testate/Intestate)

Corrected spelling, citations, grammar, punctuation, etc., and added checkbox in front of item 8.

PC 565 Testimony to Identify Heirs and Devisee Heirs

Corrected spelling, citations, grammar, punctuation, etc., changed title of form, revised language at end and made it a new item 15 with checkbox options 15.a. and 15.b.

PC 566 Supplemental Testimony to Identify Nonheir Devisees (Testate Estate)

Corrected spelling, citations, grammar, punctuation, etc., changed title of form, renumbered all items (due to numbering change on PC 565), and corrected references to other items in “NOTE” at top and in item 17.

PC 578 Notice to Known Creditors

Corrected spelling, citations, grammar, punctuation, etc., changed “OSM” code to “JIS” code, revised proof of service language, and added “under the penalties of perjury” to declaration statement.

PC 591 Sworn Statement to Close Unsupervised Administration

Reinstated language from 9/06 version in item 2.

PC 595 Order for Complete Estate Settlement

Corrected style, punctuation, grammar, spelling, etc., made old items 14 and 15 new items 14, 15, 16, and 17, renumbered new items 18 and 19, moved checkbox in item 4 to left of item number, and moved checkboxes in items 9 through 19 to left of item number.

PC 607 Application/Petition to Reopen Estate

Corrected spelling, citations, grammar, punctuation, etc., added parenthetical to end of item 3, and inserted checkbox in front of item 3.b.

CHANGES TO PROBATE COURT ESTATE AND TRUST FORMS (continued)

PC 610 Registration of Trust

Revised language of form to track new provisions in the Michigan Trust Code, effective April 2010 (specifically items 2, 3, 6.a., 8, and 9). **Note:** The form has been distributed but cannot be used until April 1, 2010.

PC 620 Application for Appointment of Successor Personal Representative (Estate Not Closed)

New form.

CHANGES TO GUARDIANSHIP AND CONSERVATORSHIP FORMS

- PC 625 Petition for Appointment of Guardian of Incapacitated Individual**
- Corrected spelling, citations, grammar, punctuation, etc., applied standard grid in item 10 (including telephone number and Age/DOB [if minor]), and reformatted date, signature, name, address, etc. lines at end of form.
- PC 637 Order Following Review of Guardianship**
- Corrected spelling, citations, grammar, punctuation, etc., deleted item 5.b., revised remaining language in item 5, revised language in item 6, and revised language in item 7.
- PC 638a Order Regarding Petition to Terminate/Modify Guardian for Minor or LII/Conservator**
- Changed title of form, added new item 8, added new item 11, deleted old item 12, renumbered remaining items accordingly, and bolded words “guardian” and “conservator” in new item 12.
- PC 639 Petition for Appointment of Conservator and/or Protective Order**
- Corrected spelling, citations, grammar, punctuation, etc., revised language in item 9, applied standard grid in item 9 (including telephone number and Age/DOB [if minor]), and reformatted date, signature, name, address, etc. lines at end of form.
- PC 640 Order Regarding Appointment of Conservator**
- Corrected spelling, citations, grammar, punctuation, etc., and changed “protected person” to “protected individual” in case name.
- PC 651 Petition for Appointment of Guardian of Minor**
- Corrected spelling, citations, grammar, punctuation, etc., applied standard grids in item 3 (including telephone number), and revised language in item 8.
- PC 657 Order Following Hearing to Terminate Minor Guardianship**
- Corrected spelling, citations, grammar, punctuation, etc., revised language in item 4, deleted old item 5, and renumbered remaining items accordingly.
- PC 669 Proof of Restricted Account and Annual Verification of Funds on Deposit (Conservatorship of Minor)**
- Corrected spelling, citations, grammar, punctuation, etc., added instruction to financial institution at bottom with asterisk (*), and inserted asterisk (*) after “Attached is a copy of the corresponding financial institution’s statement.*”

CHANGES TO GUARDIANSHIP AND CONSERVATORSHIP FORMS (continued)

PC 671 Order for Administrative Closing (Conservatorship)

Changed “protected person” to “protected individual” in case name.

PC 673 Petition and Order to Use Funds (Conservatorship)

Corrected spelling, citations, grammar, punctuation, etc., and added instructions to financial institution at bottom.

PC 674 Inventory (Conservatorship)

Corrected spelling, citations, grammar, punctuation, etc., and changed “protected person” to “protected individual” throughout form (including instructions).

PC 675 Petition to Terminate/Modify Guardianship

Corrected spelling, citations, grammar, punctuation, etc., added “/minor” to current address field at top of form, applied standard grid (including telephone number and Age/DOB [if minor]) in items 2.a., and applied standard grid (including telephone number) in item 2.b.

PC 676 Petition to Terminate/Modify Conservatorship

Corrected spelling, citations, grammar, punctuation, etc., revised language in item 2, and applied standard grid (including telephone number and Age/DOB [if minor]) in item 2.

PC 677 Petition to Terminate/Modify Guardian for Developmentally Disabled Individual

Corrected spelling, citations, grammar, punctuation, etc., deleted “alleged” from title and case name, added new item 2, added new item 3, renumbered remaining items accordingly, and applied standard grid (including telephone number and Age/DOB [if minor]) in item 4.

CHANGES TO PROBATE COURT MENTAL COMMITMENT FORMS

PCM 208a Supplement to Clinical Certificate on Appeal of Return to Hospital

Corrected style, punctuation, grammar, spelling, etc., and added “under the penalties of perjury” to declaration statement.

PCM 209a Supplemental Petition for Examination/Hospitalization and Order

Corrected style, punctuation, grammar, spelling, etc., combined old items 10 and 11 into new item 10, and renumbered old item 12 as new item 11.

PCM 211 Notice of Hospitalization and Certificate of Service

Added line for “Name of hospital” in item 1.

PCM 218 Petition for Second or Continuing Treatment Order

Corrected style, punctuation, grammar, spelling, etc., and added “under the penalties of perjury” to declaration statement.

PCM 220 Petition for Discharge from Continuing Treatment

Reinstated 9/07 version of form, and added “Continuing” to title.

PCM 241 Notice of Right to Object to Hospitalization and Objection and Demand for Hearing

Corrected style, punctuation, grammar, spelling, etc., and replaced comma in title with “and.”

PCM 242 Petition for Assisted Outpatient Treatment

Corrected style, punctuation, grammar, spelling, etc., and added “under the penalties of perjury” to declaration statement.

CHANGES TO ADOPTION FORMS

PCA 301 Petition for Adoption

Corrected style, punctuation, grammar, spelling, etc., and inserted checkbox before item 14.

PCA 344 Petition and Order for Release of Information from Confidential Intermediary and Court

Corrected style, punctuation, grammar, spelling, etc., deleted old item 7, deleted old item 8, and renumbered remaining items accordingly.

CHANGES TO JUVENILE FORMS

JC 20 Summons: Order to Appear (Delinquency Proceedings)/(Personal Protection Proceedings)

Corrected style, punctuation, grammar, spelling, etc., and applied standard proof of service fee box.

JC 21 Summons: Order to Appear (Child Protective Proceedings)

Corrected style, punctuation, grammar, spelling, etc., and applied standard proof of service fee box.

JC 40 Order for Contempt of Court

Corrected style, punctuation, grammar, spelling, etc., and inserted new checkbox option in item 9 for “other: _____.”

JC 59 Order of Adjudication (Delinquency Proceedings)

Corrected style, punctuation, grammar, spelling, etc., added new item 8, and renumbered remaining items accordingly.

JC 66 Application to Set Aside Adjudication and Order

Corrected style, punctuation, grammar, spelling, etc., replaced “order of disposition” and “disposition” with “record of adjudication” and “adjudication” throughout form, and updated Michigan State Police address in item 7 of instructions.

JC 102 Request and Order for Court-Appointed Attorney

New form.

CHANGES TO MICHIGAN COURT FORMS

MC 304 Order Regarding Alternate Service

Removed “In the matter of _____” at top of form, added new checkbox options to item 1, added new checkbox option to item 2, changed “may be made” to “shall be made” in item 2, and applied standard proof of service fee box.

MC 307 Order for Service by Publication/Posting and Notice of Action

Corrected style, punctuation, grammar, spelling, etc., added “County Probate” to header, and added MCR citation to bottom of form.

**** NOTE:** Forms MC 221, MC 230, MC 273, MC 274, MC 284, MC 321b, MC 501, and MC 503 may be used in probate court proceedings. These forms were revised in 3/09, and have been distributed to the probate courts along with the 9/09 forms revisions. Form MC 01b may also be used in probate court proceedings, was revised in 3/09, and has been distributed to the courts along with the 9/09 forms revisions. An explanation of changes for these forms was posted in June 2009 at <http://courts.michigan.gov/scao/courtforms/1june2009rev.pdf>.