

SCAO-Approved Court Forms – New and Revised

The following SCAO-Approved court forms were distributed to courts in December 2011. 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 9/11 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 551, Petition and Order to Open Safe-Deposit Box to Locate Will or Burial Deed

PC 552, Safe-Deposit Box Certificate and Receipt

PC 562, Notice of Hearing

PC 574, Notice to Creditors, Decedent's Estate – EXISTING STOCK CAN BE USED UNTIL 12/31/2011

PC 577, Inventory

PC 583, Account of Fiduciary, Short Form

PC 584, Account of Fiduciary, Long Form

PC 585b, Order Allowing Account(s)

PC 586, Petition and Order

PC 591, Sworn Statement to Close Unsupervised Administration

PC 598, Affidavit of Decedent's Successor for Delivery of Certain Assets Owned by Decedent

PC 605, Order Regarding Appointment of Personal Representative

PC 618, Personal Representative Notice to Friend of the Court

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

PC 621, Receipt of Property from Conservator – NEW FORM

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

PC Forms (continued)

- PC 625, Petition for Appointment of Guardian of Incapacitated Individual
- PC 630, Report of Physician or Mental Health Professional
- PC 631, Order Regarding Appointment of Guardian of Incapacitated Individual
- PC 632, Order Regarding Appointment of Temporary Guardian of Incapacitated Individual
- PC 638a, Order Regarding Petition Termination/Modification of Guardian for Minor or LII/Conservator
- PC 638b, Order Regarding Termination/Modification of Guardian for Individual with Developmental Disability
- PC 639, Petition for Appointment of Conservative and/or Protective Order
- PC 640, Order Regarding Appointment of Conservator
- PC 650, Petition for Appointment of Limited Guardian of Minor
- PC 651, Petition for Appointment of Guardian of Minor
- PC 653, Order Regarding Appointment of Guardian/Limited Guardian of a Minor
- PC 658, Petition for Appointment of Guardian, Individual with Alleged Developmental Disability
- 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
- PC 679, Order Appointing Emergency Temporary Guardian for Individual with Alleged Developmental Disability – NEW FORM
- PC 680, Notice of Ancillary Administration Filing (Foreign Conservator) – NEW FORM

PCM Forms

- PCM 217a, Order to Modify Order for Alternative Treatment or Combined Hospitalization and Alternative Treatment

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

PCM 236, Demand for Hearing

PCM 240, Petition and Order to Transport Minor

PCA Forms

PCA 301, Petition for Adoption

PCA 340, Statement of Identifying Information

PCA 347, Petitioner's Verified Accounting

JC Forms

JC 04b, Petition (Child Protective Proceedings)

JC 11a, Order after Preliminary Hearing (Child Protective Proceedings)

JC 11b, Order after Pretrial Hearing (Child Protective Proceedings)

JC 19, Order Following Dispositional Review/Permanency Planning Hearing (Child Protective Proceedings)

JC 29, Order to Transfer Case

JC 49, Order of Adjudication (Child Protective Proceedings)

JC 75, Order Following Emergency Removal Hearing (Child Protective Proceedings)

JC 82, Affidavit of Service Performed by Lawyer-Guardian Ad Litem – EXISTING STOCK
CAN BE USED UNTIL 12/31/2011

JC 97, Order Following Investigation and Report on Juvenile Guardianship

JC 106, Findings Following Putative Father Hearing – NEW FORM

CCFD Forms

CCFD 05, Motion Objecting to DNA Identification Profile or Blood/Tissue Typing Summary
Report

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

PC 562 Notice of Hearing

Revised masthead to comply with standard approved by committee last year and added use note at bottom, removed checkbox option at bottom (“You are required to attend this hearing”), deleted language referring to now-removed checkbox option, and revised “USE NOTE TO COURT” language.

PC 577 Inventory

Added language at top regarding service on interested persons, and added “of” in masthead (after “County”).

PC 583 Account of Fiduciary, Short Form

Revised masthead to comply with standard approved by committee last year and added use note at bottom, added ward’s/protected individual’s current address and telephone number at top, and revised language in item 1 under “Notice to Interested Persons” (page two).

PC 584 Account of Fiduciary, Long Form

Revised masthead to comply with standard approved by committee last year and added use note at bottom, added ward’s/protected individual’s current address and telephone number at top, and revised language in item 1 under “Notice to Interested Persons” (page two).

PC 585b Order Allowing Account(s)

Revised masthead to comply with standard approved by committee last year and revised item 8 (proof of proper transfer of assets).

PC 586 Petition and Order

Revised masthead to comply with standard approved by committee last year and added use note at bottom, and added new “dismissed” checkbox option in Order section.

CHANGES TO PROBATE COURT ESTATE AND TRUST FORMS

- PC 551 Petition and Order to Open Safe-Deposit Box to Locate Will or Burial Deed**
- Added use note at top regarding filing of petition, revised item 2, and added new language in item 6 regarding no safe-deposit box being located.
- PC 552 Safe-Deposit Box Certificate and Receipt**
- Added checkbox option before item 1, added new item 2, and renumbered remaining items accordingly.
- PC 574 Notice to Creditors, Decedent’s Estate**
- Deleted reference to decedent’s address in “NOTICE TO CREDITORS.”
- PC 591 Sworn Statement to Close Unsupervised Administration**
- Revised items 1 and 5.
- PC 598 Affidavit of Decedent’s Successor for Delivery of Certain Assets Owned by Decedent**
- Revised notarization section (to accommodate instances where the affidavit is being notarized outside Michigan).
- PC 605 Order Regarding Appointment of Personal Representative**
- Added “The personal representative is not permitted to act until letters of authority are issued” in item 10.
- PC 618 Personal Representative Notice to Friend of the Court**
- Added space for identifying the personal representative and the personal representative’s attorney (above Certificate of Mailing), and removed last two lines in “Name of devisee/heir” section to accommodate this new information.
- PC 620 Application for Appointment of Successor Personal Representative (Estate Not Closed)**
- Redesigned form as two pages, revised parenthetical in item 2.a., revised item 7, added new item 8, and deleted MCL 700.1309 at bottom.
- PC 621 Receipt of Property from Conservator**
- New form.

**CHANGES TO PROBATE COURT GUARDIANSHIP
AND CONSERVATORSHIP FORMS**

- PC 625 Petition for Appointment of Guardian of Incapacitated Individual**
- Added space for telephone number in item 3 and revised form instructions accordingly, and relocated citation to MCR 3.206(A)(4) at bottom (it was out of order).
- PC 630 Report of Physician or Mental Health Professional**
- Revised masthead to comply with standard approved by committee last year and added use note at bottom, and corrected JIS code at top.
- PC 631 Order Regarding Appointment of Guardian of Incapacitated Individual**
- Revised masthead to comply with standard approved by committee last year and added “The guardian is not permitted to act until letters of guardianship are issued” in item 9.
- PC 632 Order Regarding Appointment of Temporary Guardian of Incapacitated Individual**
- Revised masthead to comply with standard approved by committee last year, and added “The temporary guardian is not permitted to act until letters of guardianship are issued” in item 9.
- PC 638a Order Regarding Termination/Modification of Guardian for Minor or LII/Conservator**
- Changed form title, added checkbox before item 2, revised item 3, revised new item 11, revised item 13, moved old item 11 to end of form as new item 14 and renumbered remaining items accordingly, and deleted use note at bottom.
- PC 638b Order Regarding Termination/Modification of Guardian for Individual with Developmental Disability**
- Revised masthead to comply with standard approved by committee last year, changed form title, added checkbox option before item 2, added checkbox option before item 3, revised item 3, revised item 7, and corrected spelling, citations, grammar, punctuation, etc.
- PC 639 Petition for Appointment of Conservator and/or Protective Order**
- Added space for telephone number in item 11 and revised form instructions accordingly, and revised parenthetical language in item 6.

**CHANGES TO PROBATE COURT GUARDIANSHIP
AND CONSERVATORSHIP FORMS (continued)**

PC 640 Order Regarding Appointment of Conservator

Revised masthead to comply with standard approved by committee last year and added “The conservator is not permitted to act until letters of conservatorship are issued” in item 10.

PC 650 Petition for Appointment of Limited Guardian of Minor

Added date of birth (DOB) in item 5.

PC 651 Petition for Appointment of Guardian of Minor

Added date of birth (DOB) in item 4.

PC 653 Order Regarding Appointment of Guardian/Limited Guardian of a Minor

Revised masthead to comply with standard approved by committee last year and added “The guardian is not permitted to act until letters of guardianship are issued” in item 10.

**PC 658 Petition for Appointment of Guardian, Individual with Alleged
Developmental Disability**

Added space for telephone number in item 3 and revised form instructions accordingly.

PC 675 Petition to Terminate/Modify Guardianship

Added space for ward’s telephone number in item 2, added “Guardian” in item 2 grid, added new item 4 and renumbered remaining items accordingly.

PC 676 Petition to Terminate/Modify Conservatorship

Added space for the protected individual’s telephone number in item 2, and corrected spelling, citations, grammar, punctuation, etc.

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

Added space for the developmentally disabled individual’s telephone number in item 2, and corrected spelling, citations, grammar, punctuation, etc.

**CHANGES TO PROBATE COURT GUARDIANSHIP
AND CONSERVATORSHIP FORMS (continued)**

**PC 679 Order Appointing Emergency Temporary Guardian for Individual with
Alleged Developmental Disability**

New form.

PC 680 Notice of Ancillary Administration Filing (Foreign Conservator)

New form.

CHANGES TO PROBATE COURT MENTAL HEALTH FORMS

PCM 217a Order to Modify Order for Alternative Treatment or Combined Hospitalization and Alternative Treatment

Revised masthead to comply with standard approved by committee last year, and made minor revisions in Proof of Service (lines were too long).

PCM 236 Demand for Hearing

Deleted checkbox before item 2 in Order section, and added parenthetical at beginning of Order section.

PCM 240 Petition and Order to Transport Minor

Revised masthead to comply with standard approved by committee last year and added use note at bottom, added minor's date of birth at top, and revised form to make it clear that it is for use under Chapter 4A of the Mental Health Code (items 2, 3, 4, 5, 6, 7, and 9).

CHANGES TO FAMILY DIVISION ADOPTION FORMS

PCA 301 Petition for Adoption

Revised item 6.

PCA 340 Statement of Identifying Information

Added checkbox before item 5.

PCA 347 Petitioner's Verified Accounting

Removed checkbox option in language at top (before "Except for those payments ...") and added "in the amount of \$ _____," revised item 9, added "Type 9. Other – includes copy costs, process server fees, etc." on back page, and changed "petition" to "accounting" in note at bottom.

CHANGES TO FAMILY DIVISION JUVENILE FORMS

- JC 04b** **Petition (Child Protective Proceedings)**
- Form redesigned to allow more space – added new items 3, 4, 5, and 6 on new page 2, and added new items 7, 8, and 9 on new page 3.
- JC 11a** **Order after Preliminary Hearing (Child Protective Proceedings)**
- Revised items 25, 26, 27, and 28, and added “In the matter of” to the top of page 4.
- JC 11b** **Order after Pretrial Hearing (Child Protective Proceedings)**
- Revised items 18, 19, 20, and 21.
- JC 19** **Order Following Dispositional Review/Permanency Planning Hearing (Child Protective Proceedings)**
- Revised item 26.
- JC 29** **Order to Transfer Case**
- Corrected JIS code.
- JC 49** **Order of Adjudication (Child Protective Proceedings)**
- Revised item 9 (to include checkbox for no contest plea).
- JC 75** **Order Following Emergency Removal Hearing (Child Protective Proceedings)**
- Revised item 18.
- JC 82** **Affidavit of Service Performed by Lawyer-Guardian Ad Litem**
- Deleted note at bottom (indicating that this form must be filed in order to receive payment).
- JC 97** **Order Following Investigation and Report on Juvenile Guardianship**
- Corrected misspelling in USE NOTE at bottom.
- JC 106** **Findings Following Putative Father Hearing**
- New form.

CHANGES TO GENERAL FAMILY DIVISION FORMS

**CCFD 05 Motion Objecting to DNA Identification Profile or Blood/Tissue Typing
Summary Report**

Revised citations at bottom.