

A GUIDE TO MACOMB COUNTY PROBATE COURT

I want to . . .

Where to go/How to start

Check in for a hearing that is scheduled for today Pick up Orders from the hearing which was concluded File an Annual Report – Updated Letters needed	Area A - Sign in on the clipboard. Have a seat on one of the benches or the Waiting Room in the in the area near Area A. Your name will be called off the list. If you leave this area and your name is called, you must sign in on the clipboard again when you return. After hearing, your name will be called when your order(s) is/are ready.
File an Inventory	Area A – Sign in on the clipboard and wait until your name is called by the Court Analyst. The Court Analyst may direct you to see the Cashier after reviewing your inventory. If so, go to Area A and see the Cashier. Do not take a number.
File an Annual Report – Updated Letters not needed	Area A – Do not sign in. Leave report in drop box on counter.
Open a new file (Examples: Petition for Probate; Petition to Appoint Guardian/Conservator; Petition to Appoint Guardian/Conservator of Minor) File a Petition to Modify/Terminate a Guardianship or a Conservatorship Re-open a Decedent’s Estate Instructed by Deputy Register or Court Analyst to see a Court Attorney Request an Emergency Hearing	Area B - <u>You must take a number and wait in the area near the counter until your number is called.</u> If you do not take a number, you will not be called or receive service at the counter. If you are instructed to pay a fee, the cashier’s window is located in the area near the counter. After filing your forms at the counter, you may be instructed to see a Court Analyst. If so, go to Area B and sign in on the clipboard. You may be instructed to sign in on the clipboard on the right side of the counter if it is determined by the Deputy Register that you need to speak with a Court Attorney. <u>Do not sign this clipboard unless instructed to do so by the Deputy Register.</u>
File an Account [Area B – (1) Go directly to the Cashier and pay the filing fee. Do not take a number. (2) Then go to Area A to have your account checked by the Court Analyst, and sign in on the clipboard. Have a seat on one of the benches or in the Waiting Room in the area near Area A. Your name will be called off the list. If you leave this area and your name is called, you must sign in on the clipboard again when you return.
File a GAL Report or Stipulation and Order for Judge’s Signature	Area B - Do not take a number. Leave the Report or Stipulation/Order in the drop box on the right side of the DD/MI (low) counter.
Open a new file on a Developmentally Disabled person File an Annual Report on a Developmentally Disabled person Petition for Mental Health Treatment (Emergency Pick-up Order)	Area B – Go to the short counter to the left of the main counter. <u>Do not take a number.</u> A clerk from the Mental Division will come to the counter to assist you.
Paying Fees: Inventory, Annual Account or Penalty fees	Area B - The Cashier is located in the lobby of this area. You do not have to take a number if you are just paying fees.

AREA A

Sign in on clipboard to:

- Check in for a
 - Schedule hearing or trial
 - Pretrial
 - Status Conference
 - Attorney Conference
- File an Inventory
- File an Account (after you have paid fee at the Cashier-Area B)
- File an Annual Report (updated letters needed – GA, GM, GL, LG files)
- See a Court Analyst

Leave in drop box at Area A to:

- File Annual Report (no updated letters needed – GA, GM, GL, LG files)

Wait for your name to be called to:

- Pick up order(s) after a hearing

AREA B

Take a Number to:

- Open a new file (probate, adult and minor guardianship, conservatorship, protective order)
- File a petition to modify or terminate a guardianship / conservatorship
- File a motion or miscellaneous petition
- Re-open decedent's estate
- Request an emergency hearing
- See a Court Attorney

AREA B

Go to the DD/MI counter (low counter) to:

- Open a new developmentally disabled person file
- File Annual Report on a developmentally disabled person file
- File Petition for Mental Health Treatment (Emergency Pick-up Order)

Leave in drop box at DD/MI counter (low counter) to:

- File a GAL Report
- Submit a Stipulation and Order for Judge's signature

CASHIER

(Located in lobby of Area B)

Pay all fees