



CHECKLIST FOR DECEDENT'S ESTATE

FILE NO. _____

Court Address
212 E. Paw Paw Street, Suite 220, Paw Paw, MI 49079

Court Telephone No.
(269) 657-8225

Estate of: _____ Date of Death: _____

A proof of service should be prepared for each document that is required to be served on interested persons.

Checklist Item	Date Complete	Date Served	Instructions
Forms Needed: <input type="checkbox"/> PC 558 OR PC 559 <input type="checkbox"/> PC 565 AND PC 566 <input type="checkbox"/> PC 568 OR PC 569 <input type="checkbox"/> PC 571 AND PC 572			1. File application or petition, will and testimony form(s) with the court 2. Pay Fee 3. Submit to the Probate Court: <ul style="list-style-type: none"> • Register's Statement or Order of Formal Proceedings, • Acceptance of Appointment • Letters of Authority 4. Check if Demand for Notice has been filed with the court.
<input type="checkbox"/> Letters issued (PC 572)			Judge or Probate Register has issued you the letters.
<input type="checkbox"/> Retainer Letter Received <input type="checkbox"/> Notice Regarding Attorney Fees (PC 576)			Received retainer letter and notice of fees from attorney.
<input type="checkbox"/> Notice of Appointment and Duties of Personal Representative (PC 573)			Attorney to Serve on interested persons within 14 days after appointment along with copies of application, will and testimony.
<input type="checkbox"/> Notice to Friend of the Court (PC 618)			Send names of devisees or heirs to the Friend of the Court for the county in which the estate is being administered.
<input type="checkbox"/> Publish Notice to Creditors (PC 574)			Published in the newspaper a notice to creditors, if applicable. Publication expires 4 months from date of publication.
<input type="checkbox"/> Notice to Known Creditors and Trustee(s) (PC 578)			Send this notice to known creditors and trustees to file a claim. Publication expires 4 months from date of publication.
<input type="checkbox"/> Notice to Spouse (PC 581)			Serve on spouse within 28 days after letters of authority have been issued.
<input type="checkbox"/> Rescind Homestead Exemption (Michigan Dept. of Treasury form 2602)			Send Michigan Dept. of Treasury 2602 to Assessor within 90 days of date of death.
<input type="checkbox"/> Inventory (PC 577)			Serve on interested persons within 91 days after appointment
<input type="checkbox"/> Submit Inventory (PC 577)			Submit to the court within 91 days after appointment. Court to compute fee.
<input type="checkbox"/> Spouse's Election (PC 581)			Election to be served on PR within 63 days after publication period or 63 days after service of Inventory on spouse, whichever is later.
<input type="checkbox"/> Homestead, family and exempt property allowances (PC 582)			Homestead (\$24,000) Exempt Property (\$16,000) Family Allowance (up to \$24,000 by PR without court order)
<input type="checkbox"/> Alternate valuation			6 months from the date of death or date of disposition if disposed of within 6 months
<input type="checkbox"/> Powers of appointment			Disclaim, exercise or do nothing

Checklist Item	Date Complete	Date Served	Instructions
<input type="checkbox"/> Disclaimer			Ordinarily within 9 months of the date of death
<input type="checkbox"/> Death Taxes			Usually pay within 9 months of the date of death; federal, Michigan and maybe other states
<input type="checkbox"/> Pay inventory fees			Due within 1 year of date of appointment or closing of estate, whichever occurs first
<input type="checkbox"/> Annual Accounting			For Supervised Estates – Due within 1 year of date of appointment.
<input type="checkbox"/> Estate income tax returns			Determine if lawyer or accountant will file returns
<input type="checkbox"/> Notice of Continued Administration (PC 587)			Must be filed with the court and served on interested persons within 1 year of the date of appointment. File Proof of Service.
<input type="checkbox"/> Partial Distribution			
<input type="checkbox"/> Distribution of Tangible Personal Property			
<input type="checkbox"/> Received federal estate tax closing letter			
<input type="checkbox"/> Finalize Michigan estate tax			
<input type="checkbox"/> Final Distribution			
<input type="checkbox"/> Sworn Statement to Close Un-Supervised Administration (PC 591)			
<input type="checkbox"/> Petition for Complete Estate Settlement (For Supervised Estates)			
<input type="checkbox"/> Certificate of Completion (PC 592)			

<p style="text-align: center;">STATE OF MICHIGAN PROBATE COURT COUNTY</p> <p>Van Buren</p>	<p style="text-align: center;">APPLICATION FOR INFORMAL PROBATE AND/OR APPOINTMENT OF PERSONAL REPRESENTATIVE (TESTATE/INTESTATE)</p>	<p style="text-align: center;">CASE NO. and JUDGE</p> <p>Susan Metzger</p>
<p>Court address 212 Paw Paw St. Ste 220. Paw Paw, MI 49079</p>		<p style="text-align: right;">Court telephone no. 269-657-8225</p>

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 the estate and make this application as
Name of applicant

Relationship to decedent, i.e., heir, devisee, child, spouse, creditor, beneficiary, etc.
 2. Decedent information: _____
Date of death Time (if known) Put DOB in Ref. No. row 1 on MC 97. Put last 4 digits of SSN in Ref. No. row 2 on MC 97. XXX-XX- Last four digits of SSN

Domicile (at date of death): _____
City/Township/Village County State

3. A death certificate has been issued, and a copy accompanies this application as a separate document.
 No death certificate is available. Attached is alternative documentation of the decedent's death.

4.a. As far as I know or could ascertain with reasonable diligence, the names and addresses of the spouse, children, devisees, and heirs of the decedent, and other interested persons, the relationship to the decedent, and the ages of any who are minors are:

(Required testimony forms are attached.)

NAME	ADDRESS	RELATIONSHIP*	AGE (if minor)**
	Street address		
	City State Zip		
	Street address		
	City State Zip		
	Street address		
	City State Zip		
	Street address		
	City State Zip		

*Specify spouse, child, devisee, or heir.

**If person is a minor, provide the date of birth on form MC 97a and put the Ref. No. from that form in the box above with the age.

4.b. Of the interested persons listed above, the following are under legal disability or otherwise represented and presently have or will require representation:

NAME	LEGAL DISABILITY	REPRESENTED BY Name, address, and capacity

5. a. Venue is proper in this county because the decedent was domiciled in this county on the date of death.
 b. The decedent was not domiciled in Michigan, but venue is proper in this county because property of the decedent was located in this county at the date of death.

6. a. The decedent died intestate and after exercising reasonable diligence, I am unaware of any unrevoked testamentary instrument relating to property located in this state as defined under MCL 700.1301.
 b. I am aware of an unrevoked testamentary instrument relating to property located in this state as defined under MCL 700.1301, but the instrument is not being probated because (if this statement is true, the probate register must deny this

application according to MCL 700.3311): _____
 The instrument is attached to this application. is already in the court's possession.

c. The decedent's will, dated _____, with codicil(s) dated _____, is/are offered for probate and is/are attached to this application. is/are already in the court's possession.

d. An authenticated copy of the will and codicil(s), if any, probated in _____ County, _____ State is/are offered for probate, and documents establishing its probate are attached to this application.

7. To the best of my knowledge, I believe that the instrument(s) subject to this application, if any, was/were validly executed and is the decedent's last will. After exercising reasonable diligence, I am unaware of an instrument revoking the will or codicil(s).

8. A personal representative has been previously appointed in _____ County, _____ State and the appointment has not been terminated. The personal representative's name and address are:

Name _____ Address _____
 City _____ State _____ Zip _____

9. I nominate _____ as personal representative, who is qualified and has the following priority for appointment: _____. His/her address is: _____

City _____ State _____ Zip _____

10. Other persons have prior or equal right to appointment as personal representative. They are:

Name _____ Name _____
 Name _____ Name _____

Suitable renunciations, nominations, and/or a Notice of Intent to Seek Informal Appointment and proof of its service have been or will be filed.

- 11. The will expressly requests that the personal representative serve with bond.
- 12. A special personal representative is necessary because _____

I REQUEST:

- 13. Informal probate of the will.
- 14. Informal appointment of the nominated personal representative with without bond.
- 15. The appointment of a special personal representative pending the appointment of the nominated personal representative.

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

<p align="center">STATE OF MICHIGAN PROBATE COURT COUNTY</p> <p>Van Buren</p>	<p align="center">PETITION FOR PROBATE AND/OR APPOINTMENT OF PERSONAL REPRESENTATIVE</p> <p align="center"> <input type="checkbox"/> TESTATE <input type="checkbox"/> INTESATE </p>	<p>CASE NO. and JUDGE</p> <p>Susan Metzger</p>
<p>Court address 212 Paw Paw St. Ste 220. Paw Paw, MI 49079</p>		<p align="right">Court telephone no. 269-657-8225</p>

In the matter of _____
 First, middle, and last name

Petitioner's name, address and telephone no.

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

1. I, _____, am interested in the estate and make this petition as
 Name of petitioner

_____ as defined by MCL 700.1105(c).
 Relationship to decedent, i.e., heir, devisee, child, spouse, creditor, beneficiary, etc.

2. Decedent information: _____ Put DOB in Ref. No. _____ Put last 4 digits of SSN in
 Date of death Time (if known) Date of birth **XXX-XX-** Ref. No. row 2 on MC 97, _____
 Last four digits of SSN

Domicile (at date of death): _____
 City/Township/Village County State

Estimated value of estate assets: Real estate: \$ _____ Personal estate: \$ _____

3. A death certificate has been issued, and a copy accompanies this petition as a separate document.
 No death certificate is available. Attached is alternative documentation of the decedent's death.
4. As far as I know or could ascertain with reasonable diligence, the names and addresses of the heirs and devisees of the decedent and other interested persons, the relationship to the decedent, and the ages of any who are minors are:
 (Required testimony forms are attached.)

NAME	ADDRESS	RELATIONSHIP (Heir/Devisee)	AGE (if minor)*
	Street address		
	City State Zip		
	Street address		
	City State Zip		
	Street address		
	City State Zip		
	Street address		
	City State Zip		

*If person is a minor, provide the date of birth on form MC 97a and put the Ref. No. from that form in the box above with the age.

4. (continued)

Of the interested persons listed above, the following are under legal disability or otherwise represented and presently have or will require representation:

NAME	LEGAL DISABILITY	REPRESENTED BY Name, address, and capacity

5. a. Venue is proper in this county because the decedent was domiciled in this county on the date of death.
 b. The decedent was not domiciled in Michigan, but venue is proper in this county because property of the decedent was located in this county at the date of death.

6. An application was previously filed and a personal representative was appointed informally.

7. A personal representative has been previously appointed in _____ County, _____ State and the appointment has not been terminated. The personal representative's name and address are

 Name Address

 City State Zip

8. a. The decedent's will, dated _____, with codicil(s) dated _____ is/are offered for probate and is/are attached to this petition. already in the court's possession.

b. An authenticated copy of the will and codicil(s), if any, probated in _____ County, _____ State is/are offered for probate, and documents establishing its probate accompany this petition.

c. Neither the original will nor an authenticated copy of a will probated in another jurisdiction accompanies the petition. The original will is lost, destroyed, or otherwise unavailable, but a copy of the will is attached. its contents are described below. (Attach additional sheets as necessary.)

9. The decedent's will was formally informally probated on _____ in _____ County.

10. To the best of my knowledge, I believe that the instrument(s) subject to this petition, if any, was/were validly executed and is/are the decedent's last will. After exercising reasonable diligence, I am unaware of an instrument revoking the will or codicil(s).

a. After exercising reasonable diligence, I am unaware of any unrevoked testamentary instrument relating to property located in this state as defined under MCL 700.1301.

b. I am aware of an unrevoked testamentary instrument relating to property located in this state as defined under MCL 700.1301, but the instrument is not being probated because _____

 The instrument is attached to this petition. is already in the court's possession.

11. I nominate _____ as personal representative, who is qualified and has the
Name
following priority for appointment: _____ .

His/her address is _____
Address

City State Zip

12. Other persons have prior or equal right to appointment. They are:

Name Name

Name Name

13. The will expressly requests that the personal representative serve with bond.

14. a. The decedent left a will that directs supervised administration.
 b. The decedent left a will that directs unsupervised administration, but supervised administration is necessary for the protection of persons interested in the estate because (Complete on line below.)
 c. The decedent died intestate or left a will that does not direct supervised administration, but supervised administration is necessary because _____

15. A special personal representative is necessary because _____

I REQUEST:

16. An order determining heirs and that the decedent died intestate. testate and the document(s) stated in item 8 is/are valid and admitted to probate.

17. Formal appointment of the nominated personal representative with without bond.

18. Supervised administration.

19. Appointment of a special personal representative pending the appointment of the nominated personal representative.

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

Date

Petitioner signature

Date

Attorney signature

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY VAN BUREN	PROTECTED PERSONAL IDENTIFYING INFORMATION	CASE NO. and JUDGE Susan Metzger
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Court address Court telephone no.
 212 PAW PAW ST., STE 220 PAW PAW, MI 49079 269-657-8225

Plaintiff's/Petitioner's name	v	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a defendant, respondent, or decedent. If the person is a plaintiff, petitioner, or other individual, use form MC 97a.

Instructions:

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97 is being filed with: _____

Printed name of individual completing form and date _____

Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required to be provided. For Other, specify the type of PII in addition to the PII itself. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. 1" in place of the DOB in the public document.

Ref. No.	Name (required)
1	Date of birth
2	National ID no. / Last 4 digits of SSN XXX-XX-_____
3	Driver's License / State-issued ID no.
4	Passport no.
5	Other

Ref. No.	Instructions: List the name of the financial institution and the account number. List the paragraph that references the account, if needed for clarity. Use reference number (Ref. No.) when necessary to refer to account in public documents.		
6	Financial institution	Account no.	Paragraph no.
7	Financial institution	Account no.	Paragraph no.
8	Financial institution	Account no.	Paragraph no.
9	Financial institution	Account no.	Paragraph no.

STATE OF MICHIGAN PROBATE COURT COUNTY Van Buren	TESTIMONY TO IDENTIFY HEIRS	CASE NO. and JUDGE Susan Metzger
Court address 212 Paw Paw St. Ste 220. Paw Paw, MI 49079		Court telephone no. 269-657-8225

In the matter of _____
First, middle, and last name of decedent

1. My name is _____ . My address is _____ _____
2. I am related to the decedent (or know his/her family) as follows: _____
3. The date and time of the death of the decedent is _____ and at that time the decedent's domicile (residence) was _____ Date Time Address

NOTE: IN THE FOLLOWING QUESTIONS, TREAT ALL PERSONS WHO DIED WITHIN 120 HOURS AFTER THE DECEDENT AS IF THEY DID NOT SURVIVE THE DECEDENT. List persons who died within 120 hours after the decedent in item 14 below.

4. The decedent <input type="checkbox"/> did not leave a surviving spouse. <input type="checkbox"/> left a surviving spouse named _____
5. <input type="checkbox"/> a. The decedent had the following children, both natural (born in or out of wedlock) and adopted: _____
<input type="checkbox"/> b. Of the children listed in 5a, the following are no longer heirs due to their adoption by someone other than a stepparent: _____
<input type="checkbox"/> c. Of the children listed in 5a, the following were not children of the surviving spouse: _____ _____

Answer question 6 only if question 5a was checked.

6. <input type="checkbox"/> a. The following children listed in 5a died before the decedent: _____ _____
<input type="checkbox"/> b. Children listed in 6a left their own children (either natural or adopted) or left grandchildren from one or more of their own predeceased children who survived the decedent. The names of these descendants and the name of the child in 6a to whom they are related are as follows: _____ _____
<input type="checkbox"/> c. Of the persons listed in 6b, the following are no longer heirs due to their adoption by someone other than a stepparent: _____ _____

If decedent left no surviving descendant, complete 7.

7. The decedent did not leave a surviving parent. left a surviving parent named _____.

If decedent is not survived by spouse, descendants, or parents, complete 8 (and 9, if applicable).

8. The decedent did not leave surviving brothers or sisters. left the following brothers or sisters, either natural or adopted, whole blood or half blood, who were not adopted by others and who survived the decedent:

9. One or more of the brothers and sisters of the decedent died before him/her leaving descendants, either natural or adopted, who were not adopted by others and who survived the decedent. The names of these descendants, and the name(s) of their deceased ancestor are _____.

If decedent was not survived by spouse, descendants, parent, brother, or sister or children of deceased brother or sister, complete 10 (and 11, if applicable).

10. The decedent did not leave surviving grandparents. left surviving grandparents (both maternal and paternal) named _____.

11. Both maternal grandparents and/or both paternal grandparents died before decedent. Their surviving descendants and their relationships to the grandparents are

Maternal grandparents: _____.

Paternal grandparents: _____.

12. The following heirs listed above are under legal disability and are currently living. Their name(s), legal disability, and name(s) of their representative(s) are _____.

13. The following deceased heirs survived the decedent by more than 120 hours. Their name(s) and the name(s) of those who represent decedent's interests are _____.

14. The following persons identified above did not survive the decedent by 120 hours. Their names, relationships to decedent, and the date and time of their deaths are:

NAME	RELATION	DATE OF DEATH	TIME OF DEATH

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	CONTACT INFORMATION <input type="checkbox"/> AMENDED	CASE NUMBER and JUDGE
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Court address _____

Court telephone number _____

This form is confidential and not to be served on other parties in this case. Any contact information below that has already been provided or is provided in the future in a public court filing or through the MiFILE system will not be made confidential by this document.

Please provide the following contact information:

1. Your name: _____
First, middle, and last name

2. a. Telephone number where the court can contact me: _____
 This telephone: can cannot receive text messages from the court.
 can cannot receive voice messages from the court.

b. I do not have a telephone number where the court can contact me.

3. a. E-mail address where I can receive e-mails: _____

b. I do not have an e-mail address where I can receive e-mails from the court.

PLEASE READ AND UNDERSTAND THE FOLLOWING:
 Upon signing this form, you are consenting to text, e-mail, and/or phone notifications on your court case. If the case is NON-PUBLIC, it is NOT ELIGIBLE for text or phone notifications.

By signing this form, I authorize the _____ court to notify me of upcoming events in this case.
Name of court

I understand, based on the options chosen above that I will receive text, e-mail, and/or voice notifications to the phone number or e-mail address listed on this form. I also understand that the _____ court is not
Name of court

responsible for any additional fees or charges due to my phone carrier data rates.

In the event that my e-mail, or cell or land line phone number changes, I will notify the court to update their records, and if I fail to do so it will result in the termination of this service from the court.

Privacy Disclaimer: Your contact information is necessary to assist the court in providing important information in a timely manner. Your information will not be sold, distributed, or shared with any other entity. You can OPT-OUT of the system at any time. Simply reply OPTOUT to any received message.

 Date

 Signature

STATE OF MICHIGAN PROBATE COURT COUNTY OF <u>Van Buren</u>	ORDER OF FORMAL PROCEEDINGS	FILE NO.
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Estate of _____

1. Date of hearing: _____ Judge: Susan Metzger P62867
Bar no.

THE COURT FINDS:

2. Notice of hearing was given to or waived by all interested persons.

3. Decedent died _____
Date

- a resident of the above named county.
- a nonresident of Michigan, but left an estate in the above named county.

4. Venue is proper.

5. Decedent's heirs are determined (specify names and relationships): _____

6. Decedent died

- intestate.
- with a valid, unrevoked will dated _____ with codicil(s) dated _____.

7. _____ is suitable for appointment pursuant to MCL 700.3203 and 700.3204.
Name

- 8. The decedent's will directs supervised administration. Since the execution of the will, the circumstances bearing on the need for supervised administration have have not changed.
- The decedent's will directs unsupervised administration.
- Supervised administration is is not necessary for the protection of persons interested in the estate.

IT IS ORDERED:

9. The petition is granted. denied on the merits. dismissed/withdrawn.

10. The decedent died intestate.

11. The will and codicil(s) are valid and admitted to probate.

12. Estate administration shall be supervised.

13. _____ is appointed personal representative special personal representative of the decedent's estate and upon filing a statement of acceptance, letters shall issue to that personal representative without bond. upon filing a bond in the amount of \$ _____.

After qualification, the personal representative shall comply with all relevant requirements under the law.

14. The petition for supervised administration is denied.

15. Decedent's heirs are as determined in 5. above.

16. Other:

Date Judge Susan Metzger P62867

Attorney name Bar no.

Address City, state, zip Telephone no.

Do not write below this line - For court use only

STATE OF MICHIGAN PROBATE COURT VAN BUREN COUNTY	REGISTER'S STATEMENT	CASE NO. and JUDGE Susan Metzger
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Court address 212 PAW PAW ST. STE 220, PAW PAW, MI 49079	Court telephone no. 269-657-8225
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In the matter of _____
First, middle, and last name of decedent

1. An application has been filed requesting
 - informal probate of the will of the above named decedent.
 - the appointment of a personal representative.
 - the previously administered estate be reopened.
 - appointment of a successor personal representative.
2. Upon consideration of the application, I determine that all of the following are true:
 - a. Venue is proper.
 - b. The application is complete and made in accordance with MCL 700.3301 or MCR 5.312.
 - c. The applicant appears to be an interested person.
 - d. An original, properly executed, and apparently unrevoked will dated _____ with codicil(s) dated _____ is in my possession.
 - An authenticated copy of the will and codicil(s) probated in _____ County _____ is offered for informal proceedings and documents establishing probate in another state are in my possession.
 - e. The application is not within MCL 700.3304 or MCR 5.144.
 - f. A will to which the requested appointment relates has been formally or informally probated.
 - g. The person whose appointment is sought has priority to the appointment, with or without appropriate nomination and/or renunciation.
 - The applicant gave notice of his/her intention to seek an informal appointment to each person having a prior or equal right to an appointment not waived in writing and filed with the court.
 - h. There is a good cause to reopen the previously administered estate and appoint a personal representative. The estate was not closed under supervised administration.
3. The will dated _____ with codicils dated _____ is admitted to informal probate.
4. The authority of the prior personal representative has been terminated by death, resignation, or appointment of a conservator.
5. _____ is appointed
 - personal representative special personal representative successor personal representative
 - of the decedent's estate and upon filing a statement of acceptance, letters shall issue to that personal representative
 - without bond. upon filing a bond in the the amount of \$ _____ .
 - After qualification, the personal representative shall comply with all relevant requirements under the law.
6. The application is denied because:
 - a personal representative has been appointed in this or another county of this state and continues to serve.
 - this or another will of the decedent has been the subject of a previous probate order.
 - the probate relates to one or more of a known series of testamentary instruments, the latest of which does not expressly revoke the earlier.
 - other: _____
7. The estate is reopened. Letters of authority expire _____ .

Register signature and date BRANDY ANTONOWITSCH

Attorney name (type or print) _____ Bar no. _____

Address _____ City, state, zip _____ Telephone no. _____

STATE OF MICHIGAN PROBATE COURT COUNTY OF Van Buren	LETTERS OF AUTHORITY FOR PERSONAL REPRESENTATIVE	FILE NO.
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Estate of _____

TO:

Name and address	Telephone no.
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You have been appointed and qualified as personal representative of the estate on _____ . You are authorized to perform all acts authorized by law unless exceptions are specified below. Date

- Your authority is limited in the following way:
 - You have no authority over the estate's real estate or ownership interests in a business entity that you identified on your acceptance of appointment.
 - Other restrictions or limitations are:

These letters expire: _____ .
Date

Date Judge (formal proceedings)/Register (informal proceedings) Bar no.

SEE NOTICE OF DUTIES ON SECOND PAGE

Attorney name (type or print) Bar no.

Address

City, state, zip Telephone no.

I certify that I have compared this copy with the original on file and that it is a correct copy of the original, and on this date, these letters are in full force and effect.

Date Deputy register

Do not write below this line - For court use only

The following provisions are mandatory reporting duties specified in Michigan law and Michigan court rules and are not the only duties required of you. See MCL 700.3701 through MCL 700.3722 for other duties. Your failure to comply may result in the court suspending your powers and appointing a special fiduciary in your place. It may also result in your removal as fiduciary.

CONTINUED ADMINISTRATION: If the estate is not settled within 1 year after the first personal representative's appointment, you must file with the court and send to each interested person a notice that the estate remains under administration, specifying the reasons for the continued administration. You must give this notice within 28 days of the first anniversary of the first personal representative's appointment and all subsequent anniversaries during which the administration remains uncompleted. If such a notice is not received, an interested person may petition the court for a hearing on the necessity for continued administration or for closure of the estate. [MCL 700.3703(4), MCL 700.3951(3), MCR 5.144, MCR 5.307, MCR 5.310]

DUTY TO COMPLETE ADMINISTRATION OF ESTATE: You must complete the administration of the estate and file appropriate closing papers with the court. Failure to do so may result in personal assessment of costs. [MCR 5.310]

CHANGE OF ADDRESS: You are required to inform the court and all interested persons of any change in your address within 7 days of the change.

Additional Duties for Supervised Administration

If this is a supervised administration, in addition to the above reporting duties, you are also required to prepare and file with this court the following written reports or information.

INVENTORY: You are required to file with the probate court an inventory of the assets of the estate within 91 days of the date your letters of authority are issued or as ordered by the court. You must send a copy of the inventory to all presumptive distributees and all other interested persons who request it. The inventory must list in reasonable detail all the property owned by the decedent at the time of death. Each listed item must indicate the fair market value at the time of the decedent's death and the type and amount of any encumbrance. Where the decedent's date of death is on or after March 28, 2013, the lien amount will be deducted from the value of the real property for purposes of calculating the inventory fee under MCL 600.871(2). If the value of any item has been obtained through an appraiser, the inventory should include the appraiser's name and address with the item or items appraised by that appraiser. 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 personal representative. [MCL 700.3706, MCR 5.307, MCR 5.310(E)]

ACCOUNTS: You are required to file with this court once a year, either on the anniversary date that your letters of authority were issued 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 estate. This itemized accounting must show in detail all income and disbursements and the remaining property, together with the form of the property. Subsequent annual and final accountings must be filed within 56 days following the close of the accounting period. When the estate is ready for closing, you are also required to file a final account with a description of property remaining in the estate. All accounts must be served on the required persons at the same time they are filed with the court, along with proof of service.

ESTATE (OR INHERITANCE) TAX INFORMATION: You are required to submit to the court proof that no estate (or inheritance) taxes are due or that the estate (or inheritance) taxes have been paid. **Note:** The estate may be subject to inheritance tax.

Additional Duties for Unsupervised Administration

If this is an unsupervised administration, in addition to the above reporting duties, you are also required to prepare and provide to all interested persons the following written reports or information.

INVENTORY: You are required to prepare an inventory of the assets of the estate within 91 days from the date your letters of authority are issued and to send a copy of the inventory to all presumptive distributees and all other interested persons who request it. The inventory must list in reasonable detail all the property owned by the decedent at the time of death. Each listed item must indicate the fair market value at the time of the decedent's death and the type and amount of any encumbrance. Where the decedent's date of death is on or after March 28, 2013, the lien amount will be deducted from the value of the real property for purposes of calculating the inventory fee under MCL 600.871(2). You are required within 91 days from the date your letters of authority are issued, to submit to the court the information necessary to calculate the probate inventory fee that you must pay to the probate court. You may use the original inventory for this purpose. [MCL 700.3706, MCR 5.307]

ESTATE (OR INHERITANCE) TAX INFORMATION: You may be required to submit to the court proof that no estate (or inheritance) taxes are due or that the estate (or inheritance) taxes have been paid. **Note:** The estate may be subject to inheritance tax.

STATE OF MICHIGAN PROBATE COURT COUNTY	ACCEPTANCE OF <input type="checkbox"/> APPOINTMENT <input type="checkbox"/> DESIGNATION	CASE NO. and JUDGE
---	--	---------------------------

Court address _____ Court telephone no. _____

In the matter of _____
First, middle, and last name

- 1. I have been appointed _____ of the person/estate.
Type of fiduciary
- 2. I have been designated standby guardian of the legally incapacitated individual.
- 3. I accept the appointment, designation, submit to personal jurisdiction of the court, and agree to file reports and to perform all required duties.
- 4. For a period of _____ days from the date of my appointment, I exclude from the scope of my
not to exceed 91 days
responsibility the following real estate or ownership interest in a business entity:

Describe real property or business interest

because I reasonably believe the real estate or other property owned by the business entity is or may be contaminated by a hazardous substance, or is or has been used in an activity directly or indirectly involving a hazardous substance that could result in liability to the estate or otherwise impair the value of property held by the estate.

Date

Signature

Attorney name (type or print) _____ Bar no. _____

Name (type or print) _____

Attorney address _____

Address _____

City, state, zip _____ Telephone no. _____

City, state, zip _____ Telephone no. _____

Put DOB in row 10 on MC 97a. _____
Date of birth

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE Van Buren	ADDENDUM TO PROTECTED PERSONAL IDENTIFYING INFORMATION	CASE NO. and JUDGE Susan Metzger
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Court address 212 Paw Paw St. Ste 220. Paw Paw, MI 49079	Court telephone no. 269-657-8225
---	-------------------------------------

Plaintiff's/Petitioner's name	v	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a NOT a defendant, respondent, or decedent. If the person is a defendant, respondent, or decedent use form MC 97.

Instructions:

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97a is being filed with: _____

 Printed name of individual completing form and date

Ref. No.	Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required. For Other, specify the type of PII in addition to the PII itself - for example, Social Security No. XXXX. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. XX" in place of the DOB in the public document.		
10	Name	DOB	Other
11	Name	DOB	Other
12	Name	DOB	Other
13	Name	DOB	Other
14	Name	DOB	Other
15	Name	DOB	Other
16	Name	DOB	Other
17	Name	DOB	Other
18	Name	DOB	Other

STATE OF MICHIGAN PROBATE COURT COUNTY OF Van Buren	RENUNCIATION OF RIGHT TO APPOINTMENT, NOMINATION OF PERSONAL REPRESENTATIVE AND WAIVER OF NOTICE	FILE NO.
--	---	-----------------

Estate of _____

1. I, _____, have a prior or equal right to appointment as personal representative.
Name (type or print)

2. I renounce that right.

3. I have the right to nominate and I nominate and request the appointment of _____
as personal representative. Name (type or print)

I renounce my right to nominate a qualified person to act as personal representative.

4. I waive notice of the appointment.

Date

Attorney name (type or print) Bar no.

Signature

Address

Address

City, state, zip Telephone no.

City, state, zip Telephone no.

NOTE: A person with priority as determined by a probated will, including a person nominated by a power conferred in the will, does not through this priority have the power to nominate another to be personal representative.

Do not write below this line - For court use only