

Closing Procedures – Adult Conservatorships

These instructions have been prepared by the Leelanau County Probate Court staff to assist you in correctly completing the closing process. **The Probate Court staff will assist you if you have further questions about procedures; however, staff is prohibited from giving legal advice.** If you do not understand these instructions or are not able to fill out the petition and other forms by yourself, consider contacting an attorney for assistance.

Filing Fee \$20.00 Payable to "Leelanau County Probate Court"

Forms Used [PC 583](#) or [PC 584](#), Account of Fiduciary (**Note:** An account form is used after a conservator is appointed and must be filed each year).
[PC 585a](#), Petition to Allow Account(s)
[PC 585b](#), Order Allowing Account(s)

See [How to Complete an Account of Fiduciary](#) for more information.

Death of Ward: The guardian or conservator must give written notice to the court within 14 days of the ward's death. A final account must be filed within 56 days of ward's death, along with a photocopy of the death certificate. When the final account has been allowed by the court and the assets have been turned over to the appropriate person(s), the conservator may be discharged.

To terminate the conservatorship while the ward is still alive, use [PC 638](#), Petition to Terminate or Modify Guardianship/Conservatorship. A hearing will be held and the Court will rule on the petition. If the conservatorship is terminated, a final account is due within 56 days. When the final account has been allowed by the court and the assets have been turned over to the protected individual, the conservator may be discharged.

Note: In some cases, where the ward's funds are less than \$5,000, the Judge may order the funds turned over to the guardian and terminate the conservatorship via a final account and not conduct a hearing.

Interested Persons

Only list new interested persons and/or change of address for any interested persons since the conservatorship was opened. If an interested person is not included or is not properly served, the hearing cannot be held. The interested persons in a petition for review of an adult conservatorship accounting are:

1. The protected individual.
2. The presumptive heirs of the protected individual.
3. Surety on any bond.

Hearing Date

Hearings on Petitions to Allow Accounts are set as "paper" dates. A paper date is not an actual hearing but the date and time set for the Court to review the account(s) and sign the Order Allowing Accounts if no objections have been filed. No one need appear for a paper date.

If an interested person files an objection to an account, the matter will be reset for a new date and time. An actual hearing will be held with both sides present, after

which the Court will issue an order.