

STATE OF MICHIGAN GENESEE COUNTY PROBATE COURT

Duncan M. Beagle, Chief Judge of Probate
Jennie E. Barkey, Presiding Judge of Probate
F. Kay Behm, Judge of Probate
Assigned to the Circuit Court



Samuel A. Olson, Administrator/Probate Register
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900 S. Saginaw Street, Room 502
Flint, Michigan 48502

DATE: November 12, 2020

TO: Genesee County Probate Attorneys and Court Patrons

FROM: Sam Olson, Genesee County Probate Court Administrator/Register

RE: COVID-19 – Probate Court Operations
E-Filing / E-Payments

As a result of the COVID-19 data in Genesee County and concern for the health and welfare of judicial staff and members of the public, the Genesee County Probate Court will be modifying its operations to further limit the number of people in the court building and probate clerk's office.

Chief Judge Duncan M. Beagle has determined that it is in the best interest of the members of the public, judges, court staff, attorneys and other stakeholders, to temporarily suspend in-person court proceedings through December 31, 2020. Effective August 17, 2020, the Genesee County Probate and 7th Circuit Courts entered *Phase Two* of the return to full capacity framework established by the Michigan Supreme Court, as detailed in Local Administrative Order 2020-06J. The courts remain in *Phase Two*.

Please be advised of the following important information regarding the Genesee County Probate Court's operations at this time:

PROBATE RECORDS/CLERK'S OFFICE

Appointments

- Individuals are able to schedule in-person appointments with the probate clerk's office using the following link: <https://GeneseeCountyMI.as.me/probatecourt>.
- Please be advised at this time appointments can only be made for the following purposes: 1) file review, or 2) document pick-up. Appointments for general filing is **not permitted** at this time (see below).
- Appointments are available on Mondays, Tuesdays, and Thursdays. Appointments are **not available** on Wednesdays and Fridays.

General Filing:

- Regular Mail:
 - Any filing may be sent via regular mail to the Probate Court, at 900 S. Saginaw Street, Room 502, Flint, MI 48502.
- Fax/Email:
 - A document that does not require a filing fee (e.g., Proof of Service, Guardianship/Conservatorship Inventory, GAL Report, etc.) may be sent to the Court via regular mail, fax (810-257-3234), or email (probatecourt@co.geneseee.mi.us, or staff email address).
- E-Filing/E-Payments **NEW**:
 - E-payments are now available at the Probate Court website, www.gcprobatecourt.com, under the “E-Filing” tab. This option allows for online payments of court filings.
 - At this time, the Probate Court is able to accept online payments for the following items **only**:
 - New Deceased Estate Filings
 - New Guardianship Filings
 - New Conservatorship Filings
 - General Petitions/Motions
 - Estate Inventory Services Fees

Emergency Filings / Petitions for Mental Health Treatment:

- The probate clerk’s office will be available for emergency filings (e.g., temporary/emergency requests for guardianship) and Petitions for Mental Health Treatment.
- Non-emergency matters must be filed consistent with the above under “General Filing.”

HEARINGS/CASES

Remote Hearings:

- With the exception of annual accounts (see below), the Probate Court will continue to conduct remote court proceedings using *Zoom* video conferencing for **all** scheduled matters.
- For new filings, please send a Notice of Hearing form to the Court, leaving the date/time blank. Filers are able to use the general form (PC 562), or the modified forms for remote/*Zoom* hearings (GCPC 562, GCPC 506) available on the court’s website (www.gcprobatecourt.com).

Annual Accounts:

- Petitions to Allow Account(s) will continue to be reviewed by the Probate Register without a formal hearing, consistent with Local Administrative Order 2004-08, unless objected to, in writing, by an interested party.

- A GCPC 562A Notice of Hearing form would be filed with the petition. The “hearing” date will serve as a control date for purposes of effectuating proper notice and service to interested parties. The GCPC 562A form is available on the court’s website (www.gcprobatecourt.com).
- For any petition to allow account(s), petitioners shall be required to serve a blank GCPC 690 Objection to Petition form on all interested parties, with a Proof of Service to be filed evidencing service of the form.
- The Court would welcome the filing of PC 561 Waiver/Consent forms for interested parties in an effort to confirm the consent of interested parties to the account and entry of an order, if entry of an order is otherwise appropriate.

Guardianship/Conservatorship Seminar

- The guardianship/conservatorship seminars regularly held on Tuesdays at 12:00pm noon remain cancelled until further notice. The material handed out at the seminar is available on the Probate Court website, www.gcprobatecourt.com via the following pathway:
 - Forms dropdown → Adult Conservatorship → Appoint Conservator of an Adult → *Accounting Procedures & Instructions for Completing Annual Account of Fiduciary*

Please contact the Court by phone at 810-257-3528 if you have any questions, and continue to access the court’s website (www.gcprobatecourt.com) for the latest information.