

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: June 17, 2020

TO: Genesee County Probate Attorneys and Court Patrons

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

RE: Return to Full Capacity – Phase One to Begin June 22, 2020
Local Administrative Order 2020-05J

On Monday, June 22, 2020, the Probate Court will begin the process of returning to full operations as it enters *Phase One* of the phased reopening plan established by the Michigan Supreme Court. On June 10, 2020, the State Court Administrative Office approved the *Phase One* plan, as detailed in Local Administrative Order 2020-05J.

Please be advised of the following important information regarding the Genesee County Probate Court's operations during *Phase One*:

PROBATE RECORDS/CLERK'S OFFICE

Appointments

- Individuals are able to schedule appointments with the probate clerk's office using the following link: <https://GeneseeCountyMI.as.me/probatecourt>.
 - Please be advised at this appointments can only be made for the following purposes: 1) file review, or 2) document pick-up. General filing will be permitted via appointment at a later date (see below).

General Filing:

- A filing that requires a filing fee must be sent via *regular mail* to the Probate Court, at 900 S. Saginaw Street, Room 502, Flint, MI 48502.
- 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.genesee.mi.us, or staff email address).
- The Court will return copies via regular mail, or return email.

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), during *Phase One* 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 general PC 562 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.
 - For any petition to allow account(s), petitioners shall be required to serve a 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 enter an order without a hearing, 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.