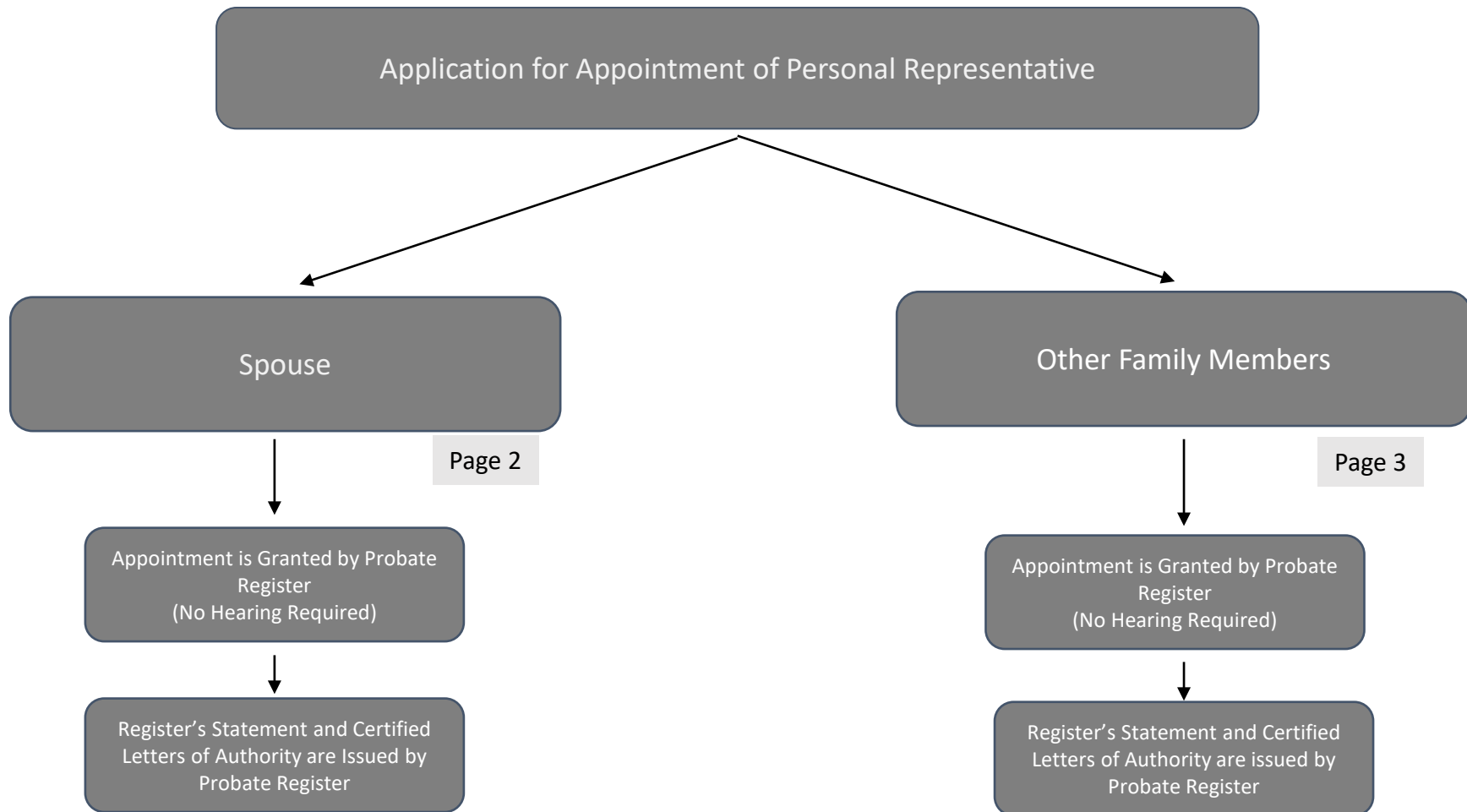


Overview of Genesee County Probate Process

Opening an estate with or without a will*



- If the person lived in Genesee County OR had property in Genesee County at death, then file in Genesee County Probate Court.
- If the person lived in another Michigan county or another state at death, then file in that county/state.

* These instructions address the majority of probate estates. If you have any questions, or your situation differs, you may call an attorney of your choice, a legal services organization, or the court-appointed Master Guardian Ad Litem Miriam Wolock at (248) 633-2630.

Spouse Needs a Personal Representative (With or Without a Will):

Application for Informal Appointment of Personal Representative

Application Process

Spouse submits the following documents in person or by mail to the Genesee County Probate Court, Attention: Sam Olson
900 S. Saginaw Street, Room 502, Flint, MI 48502

OR

If Request for Fee Waiver, may fax: (810) 257-3234

Form*

- Death Certificate
- Application for Informal Probate PC 558
- Protected Personal Identifying Information (Decedent's Name, DOB, and Last Four Digits of Their SSN) MC 97
- Testimony to Identify Heirs PC 565
- Original Will (*if applicable*)

- Acceptance of Appointment signed by Personal Representative PC 571
- Addendum to Protected Personal Identifying Information (Petitioner's Name and DOB) MC 97a
- Proposed Register's Statement PC 568
- Proposed Letters of Authority for Personal Representative PC 572
- Proposed Notice to Creditors PC 574
- Proposed Notice of Appointment and Duties of Personal Representative PC 573
- Publication Fee if applicable: **\$73.45** ** (Gen. Co.)
- Filing Fee: **\$175** and **\$11** for Certified Letters of Authority Fee
- Request for Fee Waiver (\$175) if applicable Waiver Request MC 20

Court-Issued Documents

Upon acceptance and verification of the application, the Genesee County Probate Court Register will issue the following documents:

- Certified Letters of Authority for Personal Representative (PC 572)
- Register's Statement (PC 568)

Other Family Member Needs a Personal Representative (With or Without a Will):

Application for Informal Appointment of Personal Representative

Who Can File

- Adult Child
- Sibling
- Parent
- Other relatives

Method of Notice

A. Signed Renunciation (PC 567) by all relatives below if everyone agrees to the person acting as Personal Representative:

- Adult child of deceased notifies all siblings (and surviving spouse of deceased, if any)
- Adult sibling of deceased notifies parents and all siblings
- Parent of deceased notifies other parent (and deceased's spouse and children, if any)
- Other relatives notify deceased's parents, siblings, children

OR

B. Signed Notice of Intent (PC 557) by person applying to be Personal Representative if relatives do not agree to sign Renunciation. Notice of Intent must be filed 14 days before the rest of the paperwork is processed. Notice of Intent must be mailed to all individuals described below, with Proof of Service of this mailing filed with the Court (PC 564). If you **do not know** the addresses of any individuals to be noticed, you must publish the Notice of Intent in the appropriate publication (PC 617)

- Adult child of deceased notifies all siblings (and surviving spouse of deceased, if any)
- Adult sibling of deceased notifies parents and all siblings
- Parent of deceased notifies other parent (and deceased's spouse and children, if any)
- Other relatives notify deceased's parents, siblings, children

Application Process

The family member submits the following documents in person or by mail to the Genesee County Probate Court, Attention: Sam Olson, 900 S. Saginaw St., Room 502, Flint, MI 48502 OR if Request for Fee Waiver, may Fax: (810) 257-3234

- | | |
|--|--------------|
| • Death Certificate | Form* |
| • Application for Informal Probate | PC 558 |
| • Protected Personal Identifying Information (Decedent's Name, DOB, and Last Four Digits of Their SSN) | MC 97 |
| • Testimony to Identify Heirs | PC 565 |
| • Original Will (<i>if applicable</i>) | |
| • Supplemental Testimony to Identify Non-Heir Devisees (<i>if applicable</i>) | PC 566 |
| • Method of Notice (see box to left) | |
| • Renunciation | PC 567 |
| OR | |
| • Notice of Intent to Request Informal Representative | PC 557 |
| • Proof of Service | PC 564 |
| • Acceptance of Appointment signed by Personal Representative | PC 571 |
| • Addendum to Protected Personal Identifying Information (Petitioner's Name and DOB) | MC 97a |
| • Proposed Register's Statement | PC 568 |
| • Proposed Letters of Authority for Personal Representative | PC 572 |
| • Proposed Notice to Creditors (\$100.95)** | PC 574 |
| • Proposed Notice of Appointment and Duties of Personal Representative | PC 573 |
| • Filing Fee: \$175 and \$11 for Certified Letter of Authority (\$175 fee may be waived if eligible) Publication fee if applicable | MC 20 |
| • Request for Fee Waiver | |

Court-Issued Documents

Upon acceptance and verification of the application, the Genesee County Probate Court Register will issue the following documents:

- Certified Letters of Authority for Personal Representative (PC 572)
- Register's Statement (PC 568)