

NOTICE TO ATTORNEYS PARTICIPATING IN GUARDIANSHIP REVIEWS Rev. 7/16

1. The Report on Review of Guardianship (PC 636) is **due within 28 days of the date of the assignment**. Failure to meet the deadline may result in reassignment of the reviews, and your removal from the guardianship review assignment eligibility list. **If you cannot complete the reviews in a timely manner, please contact Chareta Hudson.**
2. You must visit the ward if the ward resides in Wayne, Oakland, Macomb, Washtenaw, Monroe, or Livingston County. **If the ward resides outside the aforementioned counties, please conduct a review via telephone.** Your report must indicate verification that the individual you spoke with was, in fact, the ward.
3. If, as a result of reviewing the file or making telephone calls, you determine that the ward is deceased, please provide the ward’s date of death on the Report on Review of Guardianship (PC 636). No fee will be paid.
4. You may utilize a legal assistant, office staffer, or other individual to conduct this review on your behalf.
5. **Include in your report the names, addresses, and telephone numbers of the ward, guardian, and conservator,** if any. If there is a change of address for the guardian or ward, please indicate that this is a new address.
6. Your report must reflect condition of ward.
7. Your report must reflect financial status.
 - a. Does the ward receive Social Security benefits? If so, how much per month? Seek verification.
 - b. Does the ward receive pension or other income? If so, how much per month? Seek verification.
 - c. Is there a Conservatorship? If so, who is the conservator?
8. **FEES:** The Court pays \$60 per assignment via a voucher included with your assignment. You are to bill the ward’s estate if there are liquid assets greater than \$5000. For purposes of your fee, liquid assets are considered the following: cash, stocks, bonds, CDs, money market, checking or savings accounts. If the ward has no assets, indicate this in your report. Upon receipt and processing of your report, the Court will approve your fee prior to you billing the ward’s estate, as follows:

Liquid Assets Range	Bill Court
\$0-4999	\$60
Liquid Assets Range	Bill Estate
\$5000-10000	\$200*
>\$10000	Hourly**

*Amount may be billed once your report has been approved by the Court.

**Bill requires Court’s prior review and approval of amount and report.

9. If the guardian no longer wants to serve, direct the guardian to file a Petition to Terminate Guardianship (PC 638).
10. Remind the guardian that they are still required to file an Annual Report on Condition of Ward (PC 634) with the Court even though you are conducting a guardianship review. If the guardian/conservator is delinquent in filing Annual Reports or Accounts, or has been suspended for failure to file Annual Reports or Accounts (refer to Case Access at www.wcpc.us), please inform them that they must file the outstanding papers immediately. If the deficiency is not corrected, the guardian may be removed, even upon a favorable recommendation.
11. **All reports must be typed.** The form entitled [Report on Review of Guardianship of Legally Incapacitated Individual \(PC636\)](#) is available on the Court’s website on the Forms page under Probate Court Forms. You may utilize this form or draft a Word document. You must include your bar number, name, address, and phone number.
12. If you have questions regarding a case, please refer to Wayne County Probate Court’s website, www.wcpc.us. Click on “Case Access” to view information relative to the case. The form entitled [Request to Review Files for Guardianship Reviews \(WCPC31\)](#) is available on the Court’s website on the Forms page.
13. **Forward one (1) copy of each report, along with your voucher/proposed bill, to:**
Chareta Hudson, Administrative Coordinator at register@wcpc.us or fax it to (313) 967-4035.