

NOTICE TO ATTORNEYS PARTICIPATING IN GUARDIANSHIP REVIEWS Rev. 7/20

1. The Report on Review of Guardianship (PC 636) is **due within 28 days from 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. Until further notice, reviews can be conducted via telephone, Facetime, Zoom, etc.
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. **Additional documentation (doctor’s report, nursing home face sheet, etc.) is not required and does not need to be included.**
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?

Additional documentation (i.e. bank statements, etc.) is not required and does not need to be filed with the Court.

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	Liquid Assets Range	Bill Estate
\$0-4999	\$60	\$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 documents 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 must utilize this form and include your bar number, name, address, and phone number. You may include additional pages/your own drafted report behind this form
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. Until the court is open to the public, if you need to review a document, please email chudson@wcpc.us.
13. **Submit (1) copy of each report, along with your voucher/proposed bill (behind the respective report), to:**
Chareta Hudson, Administrative Coordinator at: Fax # (313)967-4035 or Email as a PDF attachment to Register@wcpc.us