

## NOTICE TO ATTORNEYS PARTICIPATING IN GUARDIANSHIP REVIEWS

1. **Due Date:** 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 at Register@wcpc.us.**
2. **Meet with the ward:** The ward **must** be visited, either in-person or remotely (via Zoom, FaceTime, etc.) by you as attorney, your legal assistant or other member of your office staff. If someone other than yourself conducts the review, identify that person in the report. Your report must indicate verification that the individual you spoke with was, in fact, the ward. If you are unable to locate the ward or unable to meet with the ward, notify the court that you are unable to conduct the review on the Report of Review of Guardianship; no fee will be paid and therefore do not submit the voucher.
3. **Ward is deceased:** If you determine that the ward is deceased, please provide the ward's date of death on the Report on Review of Guardianship. No fee will be paid and therefore do not submit the voucher.
4. **Contact information:** **Include in your report the names, addresses, and telephone numbers of the ward, guardian, and conservator**, if any. If the address for the guardian or ward is different from the addresses in the court's file, please indicate that this is a new address.
5. **Condition of ward:** Your report must reflect the condition of ward. **Additional documentation (doctor's report, nursing home face sheet, etc.) is not required and does not need to be included.**
6. **Financial status:** Your report must reflect financial status.
  - a. Does the ward receive Social Security benefits? If so, how much per month? Seek verification and review bank statements.
  - b. Does the ward receive pension or other income? If so, how much per month? Seek verification and indicate that a conservatorship is needed (if not in place) in your report.
  - c. Is there a Conservatorship? If so, who is the conservator?
7. **Fees:** You are to bill the ward's estate if there are liquid assets greater than \$5000. Liquid assets include: cash, stocks, bonds, CDs, money market, bank accounts. 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.

If the ward has no assets, indicate this in your report as your fee will be paid by the Court. The Court pays a flat fee for each completed guardianship review via a voucher included with your assignment.

8. **Guardian modification:** If the guardian no longer wants to serve, in addition to completing the Report (PC636), direct the guardian to file a Petition to Terminate/Modify Guardianship (PC 675).
9. **Annual Report:** Review the case record to determine when the most recent Annual Report on Condition of Ward (PC 634) was filed by the guardian. Remind the guardian that they are still required to file the 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](http://www.wcpc.us)), please inform them that they must file the necessary documents immediately and note the deficiency in your Report (PC636). If the deficiency is not corrected, the guardian may be removed, even upon a favorable recommendation.

10. All reports must be typed: The form entitled [Report on Review of Guardianship of Legally Incapacitated Individual \(PC636\)](#) is available through the Court's website on the Forms page under SCAO Approved 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.
11. Questions: If you have questions regarding a case, please refer to Wayne County Probate Court's website, [www.wcpc.us](http://www.wcpc.us). Click on "Case Access" to view information relative to cases and view documents filed on or after 4/1/2022. The court has public access computers for all public images or if you are a member of the WCPBA, the attorney lounge is available for you to view images on site.
12. Filing of Review: Email the report to Chareta Hudson, Administrative Coordinator, as a separate PDF attachment to [Register@wcpc.us](mailto:Register@wcpc.us) or Fax to (313)967-4035. Vouchers must be submitted to the court via email to [vouchers@wcpc.us](mailto:vouchers@wcpc.us) each as an individual pdf file using the voucher number as the file name.