

 **The Court cannot go forward with your hearing until you give Notice of the Hearing to all interested persons.** 

### Directions for Giving Notice of Hearing

#### **What you will need:**

1. A copy of the **petition that you filed** (provided by the court).
2. A **Notice of Hearing** form (form # PC562, attached)
3. A **Proof of Service** form (form # PC564, attached)

#### **3 Step Instructions:**

1. Check the copy of your **petition** to determine who the interested persons are.
2. Send a completed **Notice of Hearing** along with a copy of the **petition** to each and every interested person.
  - a. If you give notice by personal delivery, you have to give it to the interested person at least **7 days before the hearing**.
  - b. If you give notice by mail, send it at least **14 days before the hearing**. You have to put it in a sealed envelope with paid first class postage and put it in the mailbox.
3. File a completed **Proof of Service** and copy of a **Notice of Hearing** at the time of or before the hearing by **mailing, emailing or faxing the Notice**. See [www.wcpc.us](http://www.wcpc.us) for fax numbers and email addresses for the courtroom. You may hand the completed forms to the clerk in the courtroom on the day of your hearing.

#### **Important Reminders:**

1. **DO NOT disobey these directions.** If you don't follow these rules, the Court can't go forward with the hearing, and you may have to start all over again with a new petition and pay filing fees.
2. **DO NOT** just leave the petition in the interested person's door, mailbox, etc., or give to a friend of the person who happens to be at the home. You have to give it to the person.
3. **DO NOT** just tell the person over the phone, leave a phone message, or write a note about the hearing. You have to give them the Notice of Hearing form and a copy of the petition you filed.
4. **DO NOT** fill out the Notice of Hearing and Proof of Service forms only halfway. Make sure they are complete, or you can't have your hearing.
5. **DO NOT** forget to sign and date the Notice of Hearing and Proof of Service forms.
6. **DO NOT** be afraid to ask your lawyer, if you have one, for advice.
7. The Michigan Attorney General's office must be given notice when the decedent is not survived by any known heirs (decedent estate) or the protected individual has no known presumptive heirs (conservatorship petitions). These notices should be sent to: State Public Administrator, PO Box 30755, Lansing, MI 48909.
8. For guardianship and conservatorship petitions, the Department of Veteran's Affairs office must be given notice if the individual to be protected is eligible or receiving VA benefits. These notices should be sent to: Department of Veterans Affairs, Attention: Regional Counsel, 477 Michigan Avenue, Room 1460, Detroit, MI 48226
9. For conservatorship petitions, the Social Security Administration must be given service if the individual to be protected is eligible or receiving social security benefits. These notices should be sent to: Social Security Administration, Room 1550, Patrick V. McNamara Building, 477 Michigan Avenue, Detroit, MI 48226
10. For decedent estates, the claimant must be given notice if claims have not been disallowed or satisfied.

**STATE OF MICHIGAN  
PROBATE COURT  
COUNTY OF WAYNE**
**NOTICE OF HEARING**
**FILE NO.**

In the matter of

 \_\_\_\_\_  
 First, middle, and last name

**TAKE NOTICE:** A hearing will be held on **Thursday, June 04, 2020** at **11:00 am**

 Room numbers beginning with 13 are located on the 13<sup>th</sup> floor.

Date

Time

 Room numbers beginning with 12 are located on the 12<sup>th</sup> floor.

 at \_\_\_\_\_ before Judge \_\_\_\_\_  
 Location

For the following purpose(s): (state the nature of the hearing)

Pursuant to the Michigan Supreme Court [Administrative Order 2020-2](#), and in an effort to safeguard the health of patients, doctors, attorneys, and the general public during the current public health emergency, the Wayne County Probate Court is directing that all participants begin using the ZOOM technology to remotely participate in mental health hearings effective Friday March 20, 2020. Please see instructions attached.

Please Note:

- You must identify yourself with the Judge's clerk when you join the Zoom hearing.
- If you are connecting using a camera, **APPROPRIATE DRESS IS REQUIRED FOR ALL COURT PROCEEDINGS** (shorts, tank tops, mini-skirts, cut-off jeans, and clothing with obscene or vulgar wording or pictures are **NOT** appropriate.)
- If you require special accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact Judge's Office immediately to make arrangements.
- If the petition is granted and a fiduciary is appointed, the fee to obtain Letters of Authority is \$12.00 per letter.
- If the petitioner does not attend the hearing, the petition will be dismissed and there will be an additional filing fee to re-file a new case or petition .

To check case information on the Court's website: 1) Go to the website, [www.wcpc.us](http://www.wcpc.us) 2), Select the *Case Access* link  
 3) Click on *Case Number*, to search for your case number 4) Select your case number 5) Select the *Docket* tab

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Attorney name Bar no.

 \_\_\_\_\_  
 Petitioner name

 \_\_\_\_\_  
 Address

 \_\_\_\_\_  
 Address

 \_\_\_\_\_  
 City, state, zip Telephone no.

 \_\_\_\_\_  
 City, state, zip Telephone no.

**USE NOTE TO COURT:** If this hearing is for a guardianship matter involving an Indian child as defined in MCR 3.002(5), you must comply with MCR 5.109(2).

**USE NOTE:** If this form is being filed in the circuit court family division, please enter the court name and county in the upper left-hand corner of the form.

 \_\_\_\_\_  
 Do not write below this line - For court use only

|  |                         |                 |
|--|-------------------------|-----------------|
| <b>PROBATE COURT<br/>COUNTY OF WAYNE</b> | <b>PROOF OF SERVICE</b> | <b>FILE NO.</b> |
|--|-------------------------|-----------------|

In the matter of \_\_\_\_\_  
First, middle, and last name

1. Titles of the papers served or mailed: \_\_\_\_\_

Hearing Date: June 04, 2020

- ☐ 2. According to court rule, I served by ☐ first-class mail ☐ registered mail (copy of return receipt attached)  
☐ certified mail (copy of return receipt attached) the papers described above on: (14 days before the hearing)

| Name | Complete address of service | Date |
|------|-----------------------------|------|
|      |                             |      |
|      |                             |      |
|      |                             |      |
|      |                             |      |
|      |                             |      |
|      |                             |      |

- ☐ 3. According to court rule, I served by **personal service** the papers described above on: (7 days before the hearing)

| Name | Complete address of service | Date and Time |
|------|-----------------------------|---------------|
|      |                             |               |
|      |                             |               |

- ☐ 4. After diligent search and inquiry, I have been unable to find and serve the following interested persons. I have served these persons by publication. Attached are copies of form PC 617.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under the penalties of perjury that this proof of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

|                             |                |           |                 |
|-----------------------------|----------------|-----------|-----------------|
| Service fee<br>\$           | Miles traveled | Fee<br>\$ |                 |
| Incorrect address fee<br>\$ | Miles traveled | Fee<br>\$ | TOTAL FEE<br>\$ |

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)

USE NOTE: If this form is being filed in the circuit court family division, please enter the court name and county in the upper left-hand corner of the form.

Do not write below this line - For court use only

**Wayne County Probate Court**  
**Remote Participation in Hearing using Zoom Instructions**  
**Effective March 20, 2020 per AO 2020-2**

Please use **one** of the following **three** options for connecting to a court hearing using Zoom:

• **Option 1 - Audio or Audio and Video using Zoom App (Internet connection required)**

1. Install the Zoom App from the App Store or Play Store prior to the call.
2. Launch the zoom app
3. Click “Join a Meeting”
4. In the Meeting ID field, enter the appropriate Meeting ID for the Judge as listed below

| Judge      | Meeting ID |
|------------|------------|
| JUDGE Name | #####      |
|            |            |
|            |            |
|            |            |
|            |            |
|            |            |

5. In *join options*
  - Don’t connect to audio – turn off
  - Turn off my video – turn on if audio only, turn off if participating by video
6. Ensure your device has the microphone (audio) and camera (video) on
7. Click “Join”
8. In the prompt, “to hear others please join audio”
  - Select “call using Internet audio”
  - (Select Dial in if you want to abandon this setup and use option 1 instead )
9. Once your participation is no longer needed, leave Zoom by clicking “leave”

• **Option 2 - Audio or Audio and Video using the Zoom Website**

1. Go to [www.zoom.us](http://www.zoom.us)
2. “Join a Meeting”
3. Enter the appropriate Meeting ID for the Judge as listed below

| Judge      | Meeting ID |
|------------|------------|
| Judge Name | #####      |
|            |            |
|            |            |
|            |            |
|            |            |
|            |            |

4. Follow the download instructions
5. Select Computer Audio or Phone Call
  - If joining with Computer Audio, Click Join with Computer Audio (you must have a microphone and speakers on the device)
  - If joining via phone call – Click Phone Call and follow the instructions given.

## • **Option 3 - Audio only by Telephone**

1. Call 646-876-9923 or 669-900-6833
2. Enter the appropriate Meeting ID for the Judge as listed below

| Judge      | Meeting ID |
|------------|------------|
| JUDGE Name | #####      |
|            |            |
|            |            |
|            |            |
|            |            |
|            |            |

3. Press #, no password or participant ID is needed

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It is your obligation and responsibility to ensure you have the equipment and networking needed for a successful call. If you are unable to appear you must contact your attorney and reply to this email to alert the court.

**Technical Responsibilities:** The court does not provide technical assistance for testing or troubleshooting. In addition, the court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to insure that your connection works, before your court date.

**Testing Windows, Apple, or Android devices:** Directions for testing your device and networking prior to the proceeding can be found at <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

**Technical Support:** The court uses Zoom meeting services for the Virtual Court Room experience. If you are having TECHNICAL issues with your equipment you should review Zoom training and support materials at Zoom.us. Please understand Zoom is an independent service provider and will have NO knowledge of your court case or legal issues.

**Local Court Policy:**

- The call is a court proceeding and therefore an extension of the court room and appropriate conduct and attire is expected and required.
- Remote participants should use a good WiFi connection or a substantial LTE mobile data plan to ensure a quality connection. (Note: Mobile data use may incur substantial cellular carrier charges which are the responsibility of the remote participant.)
- Remote Participants must use a private and quiet room that will be free of interruptions. (Outdoor, car, or public places are not permitted.) Also, video meetings also need good, consistent lighting so avoid rooms with bright windows and / or back-lighting.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level. Do not hand-hold mobile devices and do not lay phones or tablets flat on a desk or tabletop!
- Remote Participants should take time prior to the call to become familiar with the controls and test the mic and speaker controls.
- If the court determines the quality of the video experience is not acceptable it has the right to terminate the call.
- The judge has full power over remote participants as if they were present in the physical court room.