

Cass County Probate Court

Law & Courts Building
60296 M-62, Cassopolis, MI 49031
Phone: (269) 445-4454 Fax: (269) 445-4453

**The information contained in this notice is an example of the Notice generated by the Court's case management system. After a conservator is appointed, the Court will mail the fiduciary a Notice that will be specific to that conservatorship.*

Notice to Conservator of Certain Duties

As Required by Law and Michigan Court Rules, You are Notified:

You are required to file with this court the following written reports using the indicated form(s) at the indicated times. Forms are available at the court.

INVENTORY: As the conservator, you are required by law to prepare an inventory of the assets of the estate that you have been given authority over within 56 days from the date of your appointment. You must also provide a copy of the inventory to the protected and to the interested persons as specified in the court rules. (May use form [PC 674](#), Inventory).

ACCOUNTS: As the conservator, you must file an annual account unless otherwise ordered by the court. An accounting must be filed within 56 days after the end of the accounting period. The accounting period ends on the anniversary date of the issuance of the letters of authority, unless the conservator selects another accounting period or unless the court orders otherwise. If you select another accounting period, notice of that selection shall be filed with the court. The accounting period may be a calendar year or a fiscal year ending on the last day of a month. You may use the same accounting period as that used for income tax reporting, and the first accounting period may be less than a year but not longer than a year. On filing, the account may be set for a hearing or the hearing may be deferred to a later time. Unless otherwise ordered by the court, no accounting is required in a minor conservatorship where the assets are restricted or in a conservatorship where no assets have been received by the conservator. (Use form [PC 583](#), [PC 584](#) or [PC 648](#), 'Account').

In addition, you must provide a copy of the account to the protected individual and to the interested persons as specified in the Michigan court rules. There may be a \$20 filing fee for each accounting filed.

CHANGE OF ADDRESS: You are required to inform the court of any change in the ward's address within 14 days of the change. You are also required to keep the court and interested persons informed in writing within 7 days of any change in your address.

DEATH OF PROTECTED INDIVIDUAL: If the protected individual dies during the conservatorship, you must give written notification to the court within 14 days of the individual's date of death. If accounts are required to be filed with the court, a final account must be filed within 56 days of the date of death.

The inventory and all accounts must be served on the required persons at the same time they are filed with the court. After servicing the required persons, you must promptly file a proof of service with the court.

ATTENTION: The above provisions are reporting duties only and are not the only duties required by you. See MCL 700.5416 through 700.5433 for other duties of the conservator. Your failure to comply with the above reporting duties may require the court to appoint a special fiduciary in your place and to suspend your powers. This may result in your removal as fiduciary. The court is prohibited by statute from giving legal advice.

Keep this notice for future reference.