

# STATE OF MICHIGAN GENESEE COUNTY PROBATE COURT

Duncan M. Beagle, Chief Judge of Probate  
Jennie E. Barkey, Presiding Judge of Probate  
F. Kay Behm, Judge of Probate  
Assigned to the Circuit Court



Samuel A. Olson, Administrator/Probate Register  
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900 S. Saginaw Street, Room 502  
Flint, Michigan 48502

DATE: May 19, 2021

TO: Genesee County Probate Attorneys and Court Patrons

FROM: Sam Olson, Genesee County Probate Court Administrator/Register

RE: COVID-19 – Probate Court Operations  
Return to Phase Two / In-Person Filing

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Effective May 13, 2021, the Genesee County Probate and 7<sup>th</sup> Circuit Courts entered *Phase Two* of the return to full capacity framework established by the Michigan Supreme Court, as detailed in Local Administrative Order 2021-07J.

After reviewing the current COVID-19 data for Genesee County, Chief Judge Duncan M. Beagle determined that it is in the best interests of the public and court patrons to increase access to the probate clerk's office by expanding appointments, in a safe and controlled manner.

As the probate court continues to progress toward a full re-opening, the ability to file documents via email to [probatecourt@co.genesee.mi.us](mailto:probatecourt@co.genesee.mi.us) will be disabled, effective the week of May 31, 2021.

Please be advised of the following important information regarding the Genesee County Probate Court's operations at this time:

## PROBATE RECORDS/CLERK'S OFFICE

### **Appointments**

- Individuals are able to schedule appointments with the probate clerk's office using the following link: <https://GeneseeCountyMI.as.me/probatecourt>. Appointments are available daily, for any purpose (including filing). Appointments are available 9:00am – 3:00pm (last appointment at 2:40pm).

### **General Filing (Effective May 31, 2021):**

- Regular Mail:
  - Any filing may be sent via regular mail to the Probate Court, at:  
900 S. Saginaw Street, Room 502  
Flint, MI 48502

- Fax:
  - A document that does not require a filing fee (e.g., Proof of Service, Guardianship/Conservatorship Inventory, GAL Report, etc.) may be sent via fax to:  
810-257-3234
- In-Person Filing:
  - Documents may be filed in-person by making an appointment with the probate court clerk's office using the following link:  
<https://GeneseeCountyMI.as.me/probatecourt>
- Email filing and E-payments will no longer be available beginning May 31, 2021.

## HEARINGS/CASES

### **Remote Hearings:**

- With the exception of annual accounts (see below), during *Phase Two* the probate court will continue to conduct remote court proceedings using *Zoom* video conferencing for **all** scheduled matters.
- For new filings, please send a Notice of Hearing form to the court, leaving the date/time blank. Modified Notice of Hearing forms with *Zoom* information are available on the court's website ([www.gcprobatecourt.com](http://www.gcprobatecourt.com)).

### **Annual Accounts:**

- Petitions to Allow Account(s) will continue to be reviewed by the Probate Register without a formal hearing, consistent with Local Administrative Order 2004-08, unless objected to, in writing, by an interested party.
  - A GCPC 562A Notice of Hearing form would be filed with the petition. The "hearing" date will serve as a control date for purposes of effectuating proper notice and service to interested parties. The GCPC 562A form is available on the court's website ([www.gcprobatecourt.com](http://www.gcprobatecourt.com)) under the "Annual Accounts" tab.
  - The Court would welcome the filing of PC 561 Waiver/Consent forms for interested parties in an effort to confirm the consent of interested parties to the account and entry of an order, if entry of an order is otherwise appropriate.

### **Guardianship/Conservatorship Seminar**

- The guardianship/conservatorship seminars regularly held on Tuesdays at 12:00pm noon remain cancelled until further notice. The material handed out at the seminar is available on the Probate Court website, [www.gcprobatecourt.com](http://www.gcprobatecourt.com) via the following pathway:
  - Forms dropdown → Adult Conservatorship → Appoint Conservator of an Adult → *Accounting Procedures & Instructions for Completing Annual Account of Fiduciary & Accounting Resources/Examples*

Please contact the Court by phone at 810-257-3528 if you have any questions, and continue to access the court's website ([www.gcprobatecourt.com](http://www.gcprobatecourt.com)) for the latest information.