

Clinton County Probate Court Information Sheet
Administering a Decedent's Estate
Under the Estates & Protected Individuals Code (EPIC)

Unsupervised Administration
Informal Proceedings by Application (Case Type DE)

After the estate is open and Letters of Authority are issued the following steps need to be taken to administer the estate. When everything is settled with the estate, the estate can be closed.

DURING ADMINISTRATION

- (PC574) Notice to Creditors, Decedent's Estate, if applicable. This form to be filed with the local newspaper. (Copy of affidavit of publication to be sent to the court.)

HOW TO PUBLISH

ALL REQUESTS TO PUBLISH NEED TO BE SUBMITTED ELECTRONICALLY (LCNLEGALS@GANNETT.COM) OR FAXED (1-800-560-7434) TO THE PAPER.

To publish in the Clinton County News or Lansing State Journal, email the Notice to Creditors and specify the paper you wish to publish in. This email address is used for many publications if you don't tell them which paper they cannot publish. Be sure the Notice to Creditors is completed in its entirety including contact information, full name, address, phone number. Email is also helpful if you fax the request.

Claims period is 4 months

- (PC577) Inventory – to be filed within 91 days
- Inventory fee paid (based on the value of the inventory)
- (PC576) Notice regarding Attorney Fees (if an attorney has been retained)
- (PC618) Personal Representative Notice to Friend of the Court
Address for Friend of the Court is: 100 East State Street, Ste 4100, St. Johns, MI 48879
- (PC587) Notice of Continued Administration – due annually if the estate is open for more than 1 year
- Inventory fee is due prior to Sworn Statement to Close or at the time of filing your Notice of Continued Administration

TO CLOSE THE ESTATE – submit the following documents together

- (PC591) Sworn Statement to Close Unsupervised Administration – this form must be notarized.
There is a 28 day grace period for objections.
- (PC592) Certification of Completion – to be submitted with Sworn Statement to Close

NOTE: The sworn statement to close unsupervised administration will not be accepted until all of the above forms have been filed with the court and fees paid.

Please note that Clinton County Probate Court is prohibited by law from giving legal advice on any of the above proceedings other than to answer your specific questions regarding filing requirements. You should consult with an attorney if you have specific legal questions regarding which method of administration to use given your specific circumstances. MCL 700.1211.

Some forms may or may not be needed depending on the facts
(989) 224-5190