

**Ionia County Probate Court
100 West Main Street
Ionia, MI 48846
616/527-5326**

**Forms & Documents Needed for a Decedent's Estate
Informal Estate Proceedings - Unsupervised Administration**

\$187.00 (Filing fee and certified copy of Letters of Authority.)

The probate court staff cannot give legal advice.

All forms listed below are located at:

<https://courts.michigan.gov/Administration/SCAO/Forms/Pages/Estates-and-Trusts.aspx>

✓	To Open Estate	
	TITLE OF FORM	FORM NO.
	Application for Informal and/or Appointment of Personal Representative	PC 558
	Testimony to Identify Heirs	PC 565
	Supplemental Testimony of Interested Parties (if applicable)	PC 566
	Original Will (if applicable)	
	Death Certificate	
	Renunciation of Right to Appointment (if applicable)	PC 567
	Notice of Intent to Request Informal Appointment of PR (if applicable)	pc 557
	Acceptance of Appointment	PC 571
	Register's Statement	PC 568
	Letters of Authority for Personal Representative	PC 572
	Proof of Service to Interested Parties (of forms above)	PC 564
	During Administration	
	Notice to Creditors Submitted to countywide/ local newspaper for publishing Claims period is four months	PC 574
	Inventory (filed within 91 days)	PC 577
	Inventory Fee Paid	
	Notice of Appointment of Duties Proof of Service to interested parties	PC 573 PC 564
	Personal Representative Notice to Friend of the Court Proof of Service to interested parties	PC 618 PC 564
	Notice Regarding Attorney Fees Proof of Service to interested parties	PC 576 PC 564
	Notice of Continued Administration (filed annually every year estate is open)	PC 587
	To Close Estate	
	Sworn Statement to Close Unsupervised Administration The file will not be closed until all of the above forms have been filed with the court and the inventory fee has been paid in full	PC 591