

STATE OF MICHIGAN

IN THE PROBATE COURT FOR THE COUNTY OF MACOMB

Administrative Order 2009-01
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No: 91-117,735-ADM

At a session of said Court, held in the
City of Mt. Clemens, County of Macomb
This third day of September, 2009

PRESENT: KENNETH N. SANBORN, ACTING CHIEF JUDGE OF PROBATE


COMPLAINT POLICY

It is the Macomb County Probate Court's policy to respond to all complaints that it receives. This policy applies to both the Wills & Estates Division and the Mental Division of the court. Complainants are encouraged to present their concerns in writing.

Complaints shall be forwarded to the Court Administrator/Probate Register to review and respond as soon as received. The Administrator shall:

1. All complaints will be logged as to date received and the parties involved.
2. If warranted by the facts, the Court may take immediate appropriate ex parte action.
3. Forward the complaint and seek a response from the subject of the complaint within a time frame dictated by the urgency of the situation (i.e. 3-5 days vs. several hours).
4. Provide parties with response. If complaint is resolved, do nothing further. If complaint is not resolved, take appropriate additional action(s) (i.e. schedule hearing, refer to appropriate agency, provide parties with appropriate forms, etc.).
5. Note all complaints as resolved, unresolved.
6. Each Judge shall be advised of the filing of a complaint on files assigned to them and its resolution.

Date: September 3, 2009

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KENNETH N. SANBORN
Acting Chief Judge
Macomb County Probate Court



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