

# Jackson County Probate Court

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Jackson, MI 49201  
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Diane M. Rappleye  
Probate Judge

## Instructions for Petition and Order for Assignment (Small Estate)

If the estate of a deceased person consists of property valued at \$23,000 or less, the Court may issue an order that the property be assigned to the surviving spouse or, if there is not a spouse, to the decedent's heirs.

Completed paperwork must be legible and typed or written in ink. The Court is required by law to refuse any paperwork that is not legible.

You MUST include the following documents when you file.

- Petition and Order for Assignment (included in this packet)
- A copy of the death certificate
- Proof of all funeral expenses
- If the funeral expenses have been paid, proof of who paid those expenses

### Funeral Expenses

If the funeral expenses have not been paid, the decedent's assets must be assigned to the funeral home first in an amount sufficient to pay those expenses.

If the funeral expenses were paid by someone other than the decedent, the decedent's assets must be assigned to the individual or individuals who paid the funeral expenses first as reimbursement for those expenses.

If the funeral expenses were paid using the decedent's assets, no reimbursement is necessary.

### Liability

If the decedent's assets are assigned to someone other than a surviving spouse, or the decedent's minor child, a person receiving those assets is responsible for any unsatisfied debt of the decedent, up to the amount received for 63 days after the date of the order.

### Fees

- Filing Fee - \$25.00
- Certification Fee - \$11.00 (This fee ONLY is waived if the total value of the estate is \$500 or less.
- Inventory Fee – Varies based on the value of the estate. Ranges from \$5.00 to \$129.00. Call the Probate Office at the number above to verify the fee in your case.

Fees cannot be returned if your petition is denied.

STATE OF MICHIGAN PROBATE COURT COUNTY OF _____	PETITION AND ORDER FOR ASSIGNMENT	FILE NO. _____
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Estate of \_\_\_\_\_, decedent XXX-XX-  
First, middle, and last name Last four digits of SSN

**PETITION**

I, \_\_\_\_\_, represent that:  
Name and relationship

1. Decedent died on \_\_\_\_\_ .  
Date
2.  Decedent was a resident of \_\_\_\_\_ in this county.  
City/Township
- Decedent lived outside of Michigan and left an estate within this county to be administered.

3. The decedent's personal and real property, gross values, and lien amounts (if any) are listed below. The values of all property are calculated as of the decedent's date of death. \*For real property only, if the date of death is on or after March 28, 2013, the gross value of a parcel can be reduced by any lien amount on that parcel; however the remaining inventory value of that parcel cannot be less than zero. For personal property, the gross value and inventory value are the same.  
 (Attach separate sheet if necessary.)

Legal description of real property	Gross value	Lien amount	Inventory value (less lien)*
Legal description of real property	Gross value	Lien amount	Inventory value (less lien)*
Description of personal property	Gross value		Inventory value
Description of personal property	Gross value		Inventory value
Description of personal property	Gross value		Inventory value
Description of personal property	Gross value		Inventory value
Totals	Total Gross Value		Total Inventory Value

4. Funeral and burial expenses are \$ \_\_\_\_\_ .  
 The following persons have paid the following amounts toward the funeral and burial expenses: (Statements and receipts are attached.)

NAME	AMOUNT	NAME	AMOUNT

The amount of funeral and burial expenses remaining unpaid is \$ \_\_\_\_\_ .  
 The gross value of the decedent's property remaining after payment of funeral and burial expenses does not/will not exceed \$15,000 as adjusted annually for cost of living.

(SEE SECOND PAGE)

Do not write below this line - For court use only

5. The name and address of the surviving spouse or, if there is not a spouse, the name, age, relationship, and address of each of the decedent's heirs are as follows:

NAME	AGE	RELATIONSHIP	ADDRESS		
			Street address	City	State Zip
			Street address	City	State Zip
			Street address	City	State Zip

6. I REQUEST that the property listed above be assigned as follows:

- a. for funeral and burial expenses, \$ \_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_  
to \_\_\_\_\_, and \$ \_\_\_\_\_ to \_\_\_\_\_.
- b. to the surviving spouse, \_\_\_\_\_.
- c. to the following heirs in the stated proportions, \_\_\_\_\_.

I declare under the penalties of perjury that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

_____ Attorney signature	_____ Date
_____ Name (type or print) Bar no.	_____ Petitioner signature
_____ Address	_____ Address
_____ City, state, zip Telephone no.	_____ City, state, zip Telephone no.

**ORDER ASSIGNING ASSETS**

IT IS ORDERED:

- 7. The property described above is assigned as follows:
  - a. for funeral and burial expenses, \$ \_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_  
to \_\_\_\_\_, and \$ \_\_\_\_\_ to \_\_\_\_\_.
  - b. to the surviving spouse, \_\_\_\_\_.
  - c. to the following heirs in the stated proportions, \_\_\_\_\_.

For 63 days from the date of this order, the share of each heir other than a surviving spouse or minor child shall be subject to any unsatisfied debt of the decedent up to the value of property received through this order.

8. The petition is  denied.  dismissed/withdrawn.

_____ Date	_____ Judge Bar no.
I certify that I have compared this copy with the original on file and that it is a correct copy of the original.	
_____ Date	_____ Deputy register