

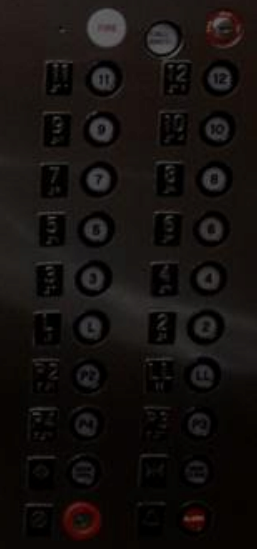
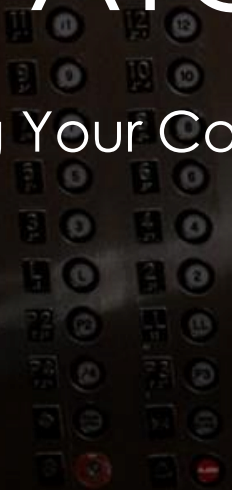
# RIDING THE TECHNOLOGY ELEVATOR

Preparing Your Court for the Next Five Years

ALL ACCIDENTS OR DAMAGE TO ELEVATORS  
ARE TO BE REPORTED TO THE  
DEPARTMENT OF CONSUMER AND REGULATORY  
AFFAIRS (202) 442-4400.  
OR AFTER WORKING HOURS CALL 311

**WARNING**  
ELEVATORS SHALL NOT BE USED  
IN CASE OF  
FIRE OR ELECTRICAL EMERGENCY  
USE DESIGNATED EXITS.  
**NO SMOKING**  
BY ORDER OF THE FIRE CHIEF

**EMERGENCY OPERATION PHASE 2**  
1. EMERGENCY BUTTON PLACES THE  
ELEVATOR IN EMERGENCY OPERATION.  
2. CONSTANT PRESSURE ON THE DOOR  
CLOSE BUTTON CLOSERS THE DOORS.  
3. CONSTANT PRESSURE ON THE DOOR  
OPEN BUTTON OPENS THE DOORS.  
4. HOLD POSITION HOLDS THE CAR AT  
THE FLOOR WITH THE DOORS OPEN.  
5. NORMAL POSITION AT THE RECALL  
FLOOR RELEASES THE ELEVATOR.

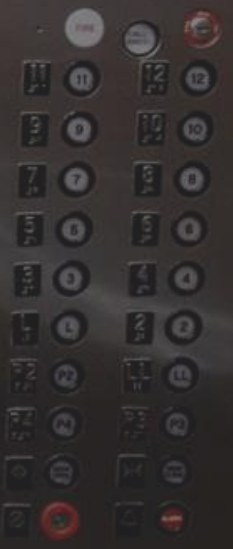
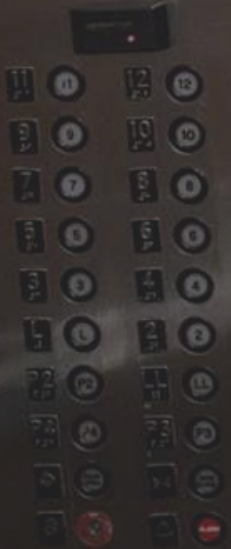


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# Overview



# Step 1 - Simplify & Streamline





My  
COVID  
Story

# The Gifts of COVID

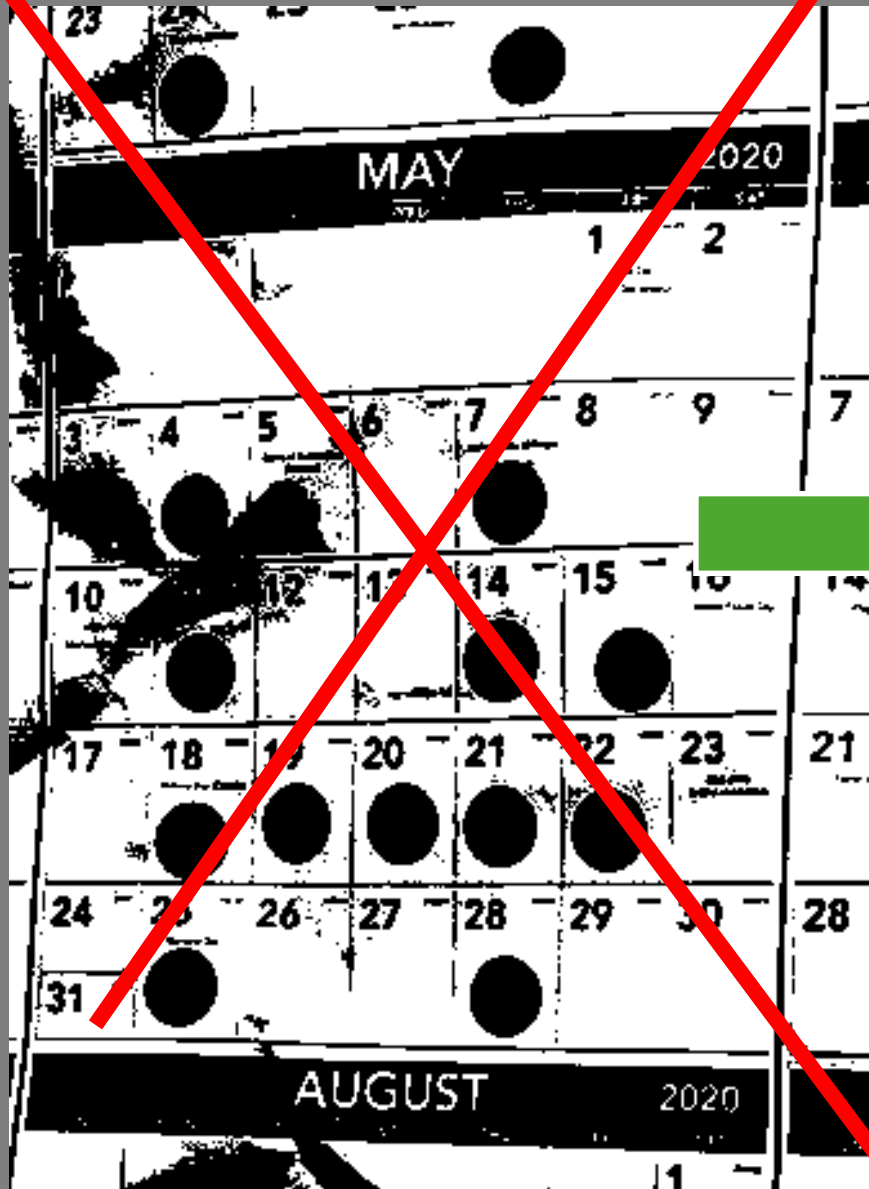


# Step 2 - Organize and Digitize



Question:  
What is  
this?





Today < > April 28 - May 2, 2025

May 2025

SU	MO	TU	WE	TH	FR	SA
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

- Birthdays
- Judge's Hearings
- Probate Counter
- Calendar - County of Ken...
- MI Attorney Calendar
- Calendar - KPC - MinorGu...
- Calendar - County of... 85
- Calendar - Probate Admi...
- GAL Calendar
- Judge Ros... - Probate A...
- Judges' H... - Probate A...
- Judge Mur... - Probate A...
- Register's... - Probate A...
- EMPLOYEE TIME OFF - P...

>  Team: Rose,Avery

✓  Shared Calendars

- Judges' He... - probatea...
- Judge Rose... - probatea...
- Judge Mur... - probatea...

### Judge Rose's Calendar - Probate Administrator


Mon	Tue	Wed	Thu	Fri
28 Bonnie to Record PM DS clerk, CZ DS OFF	29	30 CZ Review D..	May 1	2
8 AM Team Lead Meeting			Mis	STAF F STAF F
9 AM GR Housing Presentation - 10:30	Darryl Hull 23-213772-DE NO GAL	Tuyet Tran 24-215206-DE NO GAL		James Daniels 20-207489-GA NO GAL
10 AM	The Estate of James Woods, 25-216661-DE	Diane Bridges 25-216715-GA		CANC   CANC
11 AM	Richard Beia 24-215940-DE NO GAL	James Brenner 24-216263-DE NO GAL		Kenneth Hoffman Amy Touw-Bish
12 PM LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1 PM CALL		CALL	NO HEARINGS - DESK TIME Hillary	
2 PM	WITHDRAWN-Estate of 23-213972-DE			ADJ-Estate of Robert Scott 24-215872-DE
3 PM PETITIONS TO TERMINATE/MODIFY	No hearings	PETITIONS TO MODIFY/TERMINATE		Kim St. Onge
4 PM				
5 PM				
6 PM				
7 PM				
8 PM				
9 PM				
10 PM				





# Question for you...

What are some benefits to digitizing office functions?



*Once you make information  
digitally accessible and  
modifiable, you open the door  
to future progress.*

A group of rowers in a scull on a body of water at sunset or sunrise. The rowers are silhouetted against the golden light of the setting or rising sun. The water is calm, reflecting the light. The text "Step 3 - Collaborate and Share" is overlaid in white, bold, sans-serif font in the center of the image.

# Step 3 - Collaborate and Share



Document tabs +

Probate Office Manual

I. SCHEDULING HEARINGS

Avoiding GAL/Attorne...

II. CASE ASSIGNMENT

QUICK-REFERENCE ...

DETAILED CASE ASSI...

Case Assignment T...

III. INITIATING NEW CASES

Fee Waivers - MCR 2...

GUARDIANSHIP LEGAL...

Requirements/Paper...

Dismissing Cost for N...

Notice Requirements ...

CONSERVATORSHIP CA...



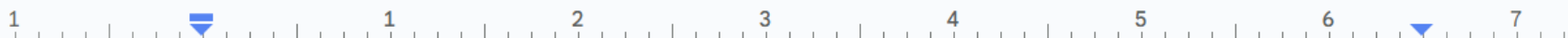
KENT COUNTY PROBATE COURT

# OFFICE MANUAL





100% ▾ | Normal text ▾ | Arial ▾ | - 19 + | **B** *I* U A



Document tabs +

GAL Protocols and Pr... ⋮

- I. Main Duties
- II. Service of Paperwork ...
- III. Reports and Testimony
- IV. When Testifying via Zo...
- V. GAL Fee Schedule and...
- VI. Interpreters
- VII. Interested Persons
- VIII. Court Rules and Stat...
- IX. Statutes Applicable to...

# KENT COUNTY PROBATE COURT

## GUARDIAN AD LITEM PROTOCOLS AND PROCEDURES

<a href="#">I. Main Duties.....</a>	<a href="#">2</a>
<a href="#">II. Service of Paperwork on Respondent/Ward.....</a>	<a href="#">3</a>
<a href="#">III. Reports and Testimony.....</a>	<a href="#">4</a>
<a href="#">IV. When Testifying via Zoom.....</a>	<a href="#">6</a>
<a href="#">V. GAL Fee Schedule and Billing.....</a>	<a href="#">7</a>
<a href="#">VI. Interpreters.....</a>	<a href="#">8</a>
<a href="#">VII. Interested Persons.....</a>	<a href="#">9</a>
<a href="#">VIII. Court Rules and Statutes by Topic.....</a>	<a href="#">11</a>
<a href="#">IX. Statutes Applicable to Guardians Ad Litem.....</a>	<a href="#">18</a>
<a href="#">X. Common Medical Abbreviations and Terminology.....</a>	<a href="#">35</a>

# Judge Hearing Notes

DATE	CASE NAME	CASE NUMBER(S)	PETITION FOR	PROPOSED FIDUCIARIES & RELATIONSHIP	CCH / CR CLEAR	TEMP GA / SPECIAL CA IN PLACE	ATTY / MR / MS	ATTY / MR / MS	ATTY / MR / MS	ATTY / MR / MS	ATTY / MR / MS	GAL	CONTESTED / UNCONTESTED	NOTES	TOTAL ASSETS & TYPE	LIQUID ASSETS
5/21/2025	LEOLA BARNER	23-213720-GA 24-214833-CA	SHOW CAUSE				MYLEKA JEFFERSON (ALLEGED CONTEMNOR)									
5/21/2025	CLAUDIA COLPYOS-McEWEN	25-217124-GA 25-217125-CA	TEMP GA SPECIAL CA	CHARLES MCEWEN JR (STEPSON)	Y /		ATTY AMANDA WIRTH	CHARLES MCEWEN JR (STEPSON)	ROSEMARY DRURY (SISTER)	ELIZABETH COLPYOS (SISTER)		SUSAN FLAKNE				
5/21/2025	ROBERT HOWLAND	17-202137-GA	MODIFY GA TEMP GA	KATHRYN THOMAS (PRO)			ATTY AMANDA WIRTH	SIBS: - SANDRA BRANDOW - MARTIN HOWLAND - DENNIS HOWLAND	MICHELLE HALLOCK (CURRENT GUARDIAN)			BETH DILLEY	C			
5/21/2025	RENNETH HUISMAN	25-216992-CA	FULL CA	ALEX KARWOSKI (CLOSE FRIEND)	N / Y NBO	Apt full GA on 4/2/2025	ATTY CLAIRE HOCHRADEL SKLD BELTLINE	CHILDREN: - STEVE HUISMAN - MARLENE REDNER - RENNE WIERCKZ - DAVIS HUISMAN - TIFFANY HUISMAN	RENEE WIERCKZ (DAUGHTER)	MADISON BOHRMANN	MILDRED KARWOSKI (SIGNIFICANT OTHER)	AMY TOUIW-BISHOP				
5/21/2025	STEPHEN KLINE TRUST	25-216925-TV	PETITION TO RESTATE TRUST, APPOINT TRUSTEE AND OTHER RELIEF	GAYLE MORGAN (GUARDIAN AND PROPOSED TRUSTEE)			ATTY SARAH KIRKPATRICK GAYLE MORGAN (GUARDIAN AND PROPOSED TRUSTEE)	KEVIN KLINE				ATTY LAURIE MURPHY				
5/21/2025	KENNETH PERSONEN	24-215662-DE	PETITION TO APPOINT	KAREN MCCORMICK			ATTY THOMAS LANGAN	ATTY RYAN KONTRY								



- Can You Take Me Higher?!

# Step 4 - Investigate and Experiment

# Chatbot Services



```

int LongestCommonSubsequenceLength( const std::string &first,
                                   const std::string &second ) {
    const std::string &longer = first.size() > second.size() ? first : second;
    const std::string &shorter = first.size() > second.size() ? second : first;

    int longer_len = longer.size();
    int shorter_len = shorter.size();

    std::vector<int> previous( shorter_len + 1, 0 );
    std::vector<int> current( shorter_len + 1, 0 );

    for ( int i = 0; i < longer_len; ++i ) {
        for ( int j = 0; j < shorter_len; ++j ) {
            if ( toupper( longer[ i ] ) == toupper( shorter[ j ] ) )
                current[ j + 1 ] = previous[ j ] + 1;
            else
                current[ j + 1 ] = std::max( current[ j ], previous[ j + 1 ] );
        }

        for ( int j = 0; j < shorter_len; ++j ) {
            previous[ j + 1 ] = current[ j + 1 ];
        }
    }

    return current[ shorter_len ];
}

```

# Scripts and Macros

 **NotebookLM**



**Copilot**

Meet  
**CoCounsel**

**ClaudeAI**



**ChatGPT**



Good afternoon, Averydrose.  
How can I help you today?


Can you help me clean up this email to staff, and make it sound professional so I don't get sued or get into trouble?

Dear Probate Staff,


We have decided to adopt a new dress code, which is attached. You can't wear your grubby jeans, tank tops, or sandals to work. It's business casual from here on out, ya hear? You have to dress up and act like an adult. Attached is the policy, which you probably won't read because you're lazy. Dress nicer. Please.

Sincerely,  
Court Administrator



 DeepSearch



 Think

Grok 3



I can help refine the email to ensure it's professional, clear, and minimizes any risk of misinterpretation or offense. Below is a revised version of your email that maintains a respectful tone, clearly communicates the new dress code policy, and aligns with workplace professionalism to avoid potential issues.



Professional Dress Code Email  
plain

Show inline

This version removes informal or potentially inflammatory language, focuses on clarity, and encourages compliance while maintaining a respectful tone. Let me know if you'd like further adjustments or additional guidance!

      8.1s

How can Grok help?



DeepSearch



Think

Grok 3



Subject: New Dress Code Policy Effective Immediately

Dear Probate Staff,

I hope this message finds you well. To ensure a professional and consistent workplace environment, we are implementing a new business casual dress code, effective immediately. The detailed policy is attached for your reference.

The new dress code outlines appropriate attire, which excludes items such as jeans, tank tops, and sandals. We kindly ask for your cooperation in adhering to these guidelines to maintain a professional appearance that reflects our court's standards.

Please take a moment to review the attached policy. If you have any questions or need clarification, feel free to reach out to me directly.

Thank you for your understanding and commitment to maintaining a professional workplace.

Sincerely,

Court Administrator

# Step 5 - Keep Learning



# Questions?

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**NO SMOKING**  
BY ORDER OF THE FIRE CHIEF

EMERGENCY OPERATION PHASE 2  
1. PRESS THE EMERGENCY OPERATION...  
2. CONSIDERATION...  
3. CONSTANT PRESS...  
4. HOLD POSITION...  
5. THE RECALL...  
6. THE ELEVATOR...

