

# Macomb County Clerk's Office Circuit Court Fax Filing Cover Sheet

E-mail to: [faxfiling@macombgov.org](mailto:faxfiling@macombgov.org) or Fax to: 586-469-5353

Review the **Judge's Motion Schedule** [here](#) to see if your desired hearing date is available. DO NOT also send your faxed documents through the mail or submit multiple times because duplicates will result in a delay in processing and **multiple filing fees** could be charged.

- Pleadings are deemed filed the day they are received as long as the first page is received on or before 4:30 p.m. on regular county business days.
- Pursuant to MCR 2.406, the faxed document is considered an original document: **DO NOT also send your faxed documents through the mail.**
- Fax filing service is for filing of pleadings with the clerk's office only - we cannot deliver non-pleadings to other departments.

**Beginning July 6, 2021, the Clerk's Office will accept subsequent e-filings through MiFILE for the following case types: [A], [C], [F], [N], [P], [DM] and [DO]. This includes cases that did not begin as e-filing. At this time PPOs are the only cases which are e-filed at case initiation.**

## REQUESTOR'S INFORMATION

PRINT LEGIBLY

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Email (**MANDATORY** for Zoom Hearing Notices)  
Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Daytime phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

## CASE INFORMATION

Case Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ To get case number, go to: [macombgov.org/pa](http://macombgov.org/pa)  
Parties Involved: Plaintiff: \_\_\_\_\_ v Defendant: \_\_\_\_\_  
How many pages are being emailed/faxed: \_\_\_\_\_ Date & Time submitted: \_\_\_\_\_

## COPIES

Yes No

Would you like a date-stamped copy of each pleading emailed back to you?

If so, provide your email address:

\_\_\_\_\_

### Please Note:

It is the responsibility of the filer to provide copies to FOC and the judge.

## FEES

(check all that apply)

- Civil, Domestic, Appeals Case Filing Fee.....\$175
- Jury Demand Fee .....\$85
- Motion Fee.....\$20
- Writ of Garnishment/Execution/Judgment Debtor's Exam Subpoena.....\$15
- Appeal from Circuit Court.....\$25
- Drivers License Restoration Fee.....\$45
- Judgment and Order Entry Fee – Support.....\$40
- Judgment and Order Entry Fee – Custody and/or parenting time.....\$80

## PAYMENT INFORMATION

COSTS (from above): \$ \_\_\_\_\_

Fax filing fee: \$ \_\_\_\_\_

50 page limit Up to 30 pages: \$10.00  
31 – 50 pages: \$15.00

TOTAL COST: \$ \_\_\_\_\_

Credit Card Type:

       Exp. Date: \_\_\_\_\_ - \_\_\_\_\_

Credit Card Number:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

CVV: \_\_\_\_\_  
(3 digit code on the back of the card)

I authorize the Macomb County Clerk's Office to charge me the amount indicated above for the items I have selected and the fax filing fee. (If additional funds are required, you will be contacted before being charged.)

Cardholder Name (PRINT)

X

Cardholder Signature (**REQUIRED**)

For help completing this form call: (586) 469-5351

To complete online, go to <https://clerk.macombgov.org/sites/default/files/content/government/clerk/pdfs/CircuitCourtFaxFilingCoverSheet.pdf>

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