

**CIRCUIT COURT / FILE ROOM**

File Room document request form .....	5000
Fax filing cover sheet .....	5005
Sixteenth Judicial Circuit (Macomb) Court Rules.....	5200
Macomb County Circuit Court Fees.....	5215
Miscellaneous Order .....	5220
Confidential Asset Disclosure Sheet .....	5225
How to get a Personal Protection Order (PPO) .....	5230
Motion and Order to Show Cause for violating a PPO .....	5240
Personal Protection Order packet (domestic relationship) .....	5250
Petition for PPO against minor (domestic relationship) .....	5251
Petition for PPO against stalking (non-domestic) .....	5252
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Legal Name Change packet .....	5260
Motion to Modify, Extend or Terminate a PPO .....	5270
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Proof of Service .....	5290
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Motion and Order for Alternate Service.....	5310
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Default Request, Affidavit and Entry .....	5350
Default Request, Affidavit, Entry, & Judgment (Sum Certain) ..	5360
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Subpoena .....	5400
Claim of Appeal .....	5410
Drug Court Eligibility Screening.....	5420
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Request and Order to Seize Property .....	5440
Order Regarding Installment Payments.....	5450
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Garnishee Disclosure .....	5510
Final Statement on Garnishment of Periodic Payments.....	5520
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Dismissal.....	5550
Macomb Circuit Court Case Evaluator Application.....	5560

**CIVIL SERVICE COMMISSION**

Application packet.....	2700
Application for Appointment to Commission.....	4000

**CONCEALED PISTOL LICENSE**

Concealed Pistol License Application .....	2500
Application Requirements.....	2510
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**ELECTIONS**

Absent Voter Ballot Application .....	6020
Michigan Voter Registration Application .....	6590
Campaign Finance Fee Payment Fax Sheet .....	6720

**~ Campaign Statement Forms ~**

Statement of Organization Form for Candidate Committee ....	6450
Candidate Committee / Cover Page .....	6460
Candidate Committee / Schedule 1A .....	6470
Candidate Committee / Schedule 1A-1 .....	6490
Candidate Committee / Schedule 1-1K .....	6500
Candidate Committee / Schedule 1B.....	6510
Candidate Committee / Schedule 1C.....	6530
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Candidate Committee / Summary Page .....	6580

**VITAL RECORDS****~ Macomb County Forms ~**

Request form for certified copies (birth, death, marriage, business, military discharges).....	3010
Certificate of Dissolution Co-Partnership/Sole Proprietorship.	3160
Co-partnership Certificate with instructions .....	3155
Sole proprietorship Certificate with instructions .....	3150
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**~ State of Michigan Forms ~**

Affidavit for License to Marry.....	3120
Application for Birth Record .....	3100
Application for Senior Citizen Birth Record .....	3105
Application for Authenticated Birth Record .....	3020
Request for Verification of Birth Record.....	3025
Application for Certificate of Stillbirth.....	3040
Application for Affidavit of Parentage .....	3050
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Application for Authenticated Marriage Record.....	3060
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Application to Correct or Change a Birth Record .....	3080
Application for Divorce or Annulment Record.....	3085
Application for Authenticated Divorce Record .....	3090
Request for verification of Divorce Record.....	3095
Application for Michigan Notary Public Commission .....	3140

**REGISTER OF DEEDS**

Copy and Search Information.....	7010
Real Estate Transfer Tax Laws .....	7020
Uniform Commercial Code Fees.....	7030
Transfer Tax Schedule .....	7040
Recording Requirements .....	7050
Units of Land Measure .....	7060
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Real Estate Search Form .....	7090
Application for State Real Estate Transfer Tax (SRETT) Refund.	7100
Mortgage Foreclosure Information .....	7110

**Macomb County Clerk/Register of Deeds, Carmella Sabaugh's office provides prompt, friendly, convenient services including:**

**Court:** Allows fax requests and fax filing of documents, e-filing in some cases, offers a PPO Assistance Office with the help of Turning Point, Inc., a Court case index online and wireless Internet access in the Court building.

**Elections:** Offers campaign finance reports online and reports on those who have failed to pay, and offers students a chance to "learn and earn" with student election inspectors.

**Jury Room:** Reduces jury service to one day for most with the One-Day One-Trial system, offers free library books to be waiting in the Jury Room on the day of service when requested online in advance, provides free wireless Internet service to jurors, partners with SMART to provide free bus tickets for rides to and from the Courthouse, and distributes pagers allowing jurors to roam the downtown area while waiting to be called to a courtroom.

**Register of Deeds:** Combats real estate fraud with the state's first electronic entry book, improves the process of recording real estate records with electronic filing and computerized scanning and indexing and increased search capability with the new SuperIndex.

**Vital Records:** Prevents fraud with a birth record verification system developed for use with the Social Security Administration, allows 24/7 access online to: CCW status tracking, the business registration index, and the death record index, digital records allows for quick customer service and the office stays open late on Wednesday nights.

Other services offered are a 24/7 fax-on-demand system, next day delivery option, online videos for extra help, live Internet chat, a mobile office that travels to different communities throughout the year, the ability to pay with credit cards and the option to schedule a FastPass appointment and avoid waiting in line.

The Clerk's Office is located in the Court Building and Register of Deeds is located in the County building, both in downtown Mount Clemens:



Enlarged map of downtown Mount Clemens:



## Carmella Sabaugh

Macomb County  
Clerk/Register of Deeds

### Fax-on-Demand Document Directory

**(800) 514-0451**

Call this number from your fax machine. Follow the prompts, using the enclosed list for document number. Documents are faxed immediately. This system is available 24/7 for free.

*Macomb County Clerk's Office*

40 North Main, 1st Floor, Mount Clemens, MI 48043

Vital Records: (586) 469-5205; Fax: (877) 443-9505

Court Section: (586) 469-5351; Fax: (866) 522-9961

Email: [clerksoffice@macombgov.org](mailto:clerksoffice@macombgov.org)

*Macomb County Register of Deeds*

32 Market Street, Mount Clemens, MI 48043

Phone: (586) 469-7953; Fax: (586) 469-5130

Email: [registerofdeeds@macombgov.org](mailto:registerofdeeds@macombgov.org)

