

Macomb County Clerk Fred Miller Circuit Court File By Fax Request Form

E-mail to: faxfiling@macombgov.org or Fax to: 586-469-5353

PLEASE NOTE:

- 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. If the first page is received after 4:30 p.m., the pleadings will be deemed filed on the next regular county business day.
- Pursuant to MCR 2.406, the faxed document is considered an original document: **DO NOT 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.
- ALL FILERS WILL BE CHARGED A FAX FILING FEE (up to 30 pages = \$10.00, 31 – 50 pages = \$15.00 – **maximum 50 pages allowed**)

REQUESTOR'S INFORMATION

PRINT LEGIBLY

Name: _____ E-mail address: _____

Mailing Address: _____ City, State, Zip: _____

Daytime phone number: _____ Fax number: _____

CASE INFORMATION

Case Number: _____ - _____ - _____ or New Case: How many sealed copies of the summons would you like mailed back to you? _____
 To get case number, go to: macombgov.org/pa

Parties Involved: Plaintiff: _____ v Defendant _____

Including cover sheet, how many pages are being faxed _____

COPIES

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Would you like date-stamped copy of first page of each pleading mailed back to you?
(Subsequent pages are already in your possession.)
If so, circle U.S. Mail or provide your email address: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Would you like a copy of your filing forwarded to the Judge? |
| <input type="checkbox"/> | <input type="checkbox"/> | If your case involves minor children, would you like a copy forwarded to Friend of the Court? |

FEES

(check all that apply)

- Civil or Domestic Case Filing Fee.....\$175
- Jury Demand Fee\$85
- Motion Fee.....\$20
- Writ of Garnishment/Execution/Judgment Debtor's Exam Subpoena.....\$15
- Appeals to Circuit Court.....\$175
- Appeal from Circuit Court.....\$25
- Reinstatement Fee.....\$15
- 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)

 Cardholder name (PRINT)

 Cardholder signature (REQUIRED)

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.)

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