

**QUICK REFERENCE GUIDE TO THE
INGHAM COUNTY CIRCUIT COURT
CLERK'S OFFICE**

Prepared by the Ingham County Circuit Court Clerk's Office

30th CIRCUIT COURT

Judges

There are five circuit judges assigned to the civil / criminal / court of claims section, two circuit judges and two probate judges assigned to the family division of the Circuit Court, for a total of 9 judges acting in Ingham County Circuit Court.

CLERK OF THE COURT

Pleadings are filed with the Circuit Court Clerk's office located at the following address

**Veterans Memorial Courthouse
313 W. Kalamazoo Street
P.O. Box 40771
Lansing, Michigan 48901-7971.**

Documents may be filed with the court by mail or in person at the Circuit Court Clerk's Office. Front counter office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. New cases are initiated at the Veterans Memorial Courthouse location only.

Documents may also be presented for filing utilizing the drop box located in the Circuit Court Clerk's Office. The drop box may only be used for documents containing an original signature and do not require a filing fee. Documents such as proposed orders, correspondence for a judge, payment information, or payments should not be placed in this box. Documents placed in the box prior to 4:30 p.m. will be filed the same business day. Documents placed in the box after 4:30 p.m. will be filed the following business day. Documents placed in the drop box that do not conform to requirements to be accepted for filing will be rejected.

Effective February 11, 2008, 30th Circuit Court Clerk's Office will accept faxed pleadings entitled "Objections" along with any accompanying related proofs of service and/or notices of hearing. Fees for filing by fax are: \$3.00 for the first page and \$1.00 per page for each page thereafter. The fee for filing by fax must be paid in advance by credit card. The number to call for a credit card payment is 1-888-604-7888, (Government Payment Services - "GPS"). A case number and the pay code of 1921, are required. Once a transaction has been approved, GPS will provide the party filing the Objection with a confirmation number. This number will also be provided to the Court by way of e-mail notification to our bookkeeper. GPS will charge a service fee for the total transaction. Faxed Objections **must** be received by 4:30 p.m. to be considered filed on that day. No other pleading will be accepted for filing by facsimile.

Pleadings for cases assigned to the Honorable William E. Collette may be filed in the Mason Circuit Court Clerk's office located in the Mason Courthouse, Mason, Michigan 48854

Public terminals are available for public use in searching the records of the 30th Circuit Court from 1985 to present. Public terminals are located in the lobby of the Circuit Court Clerk's office in the Veterans Memorial and Mason Courthouse. A search of the records by clerk staff may be requested at a cost of \$8.00 per name searched. (There is no charge for a search of the records prior to 1985.)

Online Court Services may be used to make payments (does not include payment of filing fees), search court records and schedules and check the daily court schedule. Online Court Services may be accessed using the Ingham County Home Page at www.ingham.org. (Convenience fees may apply.)

CHIEF & PRESIDING JUDGES 2008

Honorable William E. Collette, Chief Judge.
Honorable Laura Baird, Chief Judge Pro Tempore.
Honorable Janelle Lawless, Presiding Judge of the Family Division.

MOTION DAY SCHEDULE – Wednesdays

Unless otherwise scheduled by a Judge's office

THE GENERAL TRIAL DIVISION OF THE CIRCUIT COURT

Civil/Court of Claims and Criminal cases are assigned to Judges Aquilina, Collette, Draganchuk, Giddings and Manderfield.

A function of the 30th Circuit Court is the Court of Claims. Cases filed in the Court of Claims are governed by MCL 600.6404-600.6475. An original and one copy of each paper must be provided to the Circuit Court Clerk's office at the time of filing pursuant to MCL 600.6434. Documents that do not conform to this statute will not be accepted for filing.

THE FAMILY DIVISION OF THE CIRCUIT COURT

The Family Division of the Circuit Court was implemented on January 1, 1998, pursuant to statute. Probate Judges Economy and Garcia and Circuit Judges Baird and Lawless are permanently assigned to the Family Division.

Due to the commitment of the Family Court to the principle of "One Family, One Judge", it is particularly important to indicate on any new family division filing whether or not there has been a previous case involving the family, or previous assignment to a specific Judge.

A family is identified in Ingham County Circuit Court using Mom as the stem identity. Ingham County Circuit Court requests a party information form be completed to assist the Clerk's office in compliance with the "One Family, One Judge" principle.

MOTIONS

Notice

- For notice requirements, *see* MCR 2.119(C).
- For notice requirements regarding summary disposition motions, *see* MCR 2.116(G).
- For rehearing/reconsideration motions, *see* MCR 2.119(F).

Please notify the judge's office of any adjourned or cancelled hearings and file in the Clerk's Office the re-notice of hearing (with a copy of the notice for the judge and FOC, if applicable).

ORDERS

At the time of the hearing, please bring a sufficient number of copies of the order to be presented to the judge for signing.

If there are no copies, none will be returned to the attorney for appropriate distribution or service. You must include a self-addressed stamped envelope for the return of copies.

Pursuant to MCR 2.602(A)(3), each judgment must state, immediately preceding the judge's signature, if it resolves the last pending claim and closes the case. This language must also appear on any *order* which disposes of the last pending claim and closes the case.

MISCELLANEOUS

Summons

- The Clerk will fill in the issued and summons expiration date.
- Only use SCAO summons form dated after 3/08.

Pleadings

- Must comply with MCR 1.109 and 2.113. For example, they must include the complete case number with year and case code, the judge's name, the plaintiff and defendant's full name, address and telephone numbers, and the title of the pleading.
- Objections and accompanying documents are the only documents accepted by facsimile.
- Documents presented for filing must contain an original signature to be accepted for filing. Electronic signatures, copies of signatures or a signature stamp are not considered original signatures and will not be accepted for filing.
- Copies and a self addressed stamped envelope must be provided for return of requested documents.
- Motions and briefs – the original pleading must be presented to the Clerk's Office. If you wish to provide a copy for the Judge the copy must be marked "Judge's Copy" on the right side of the case caption.

- All motions in cases involving minor children must be accompanied by a copy for the Friend of the Court.
- Each paper filed in the Court of Claims must be accompanied by a copy for the attorney general.
- Pleadings, Orders, Settlement Agreements, etc. containing confidential information can be sealed with an order – the clerk of the court does not have the authority to seal a document without an order of the court.

Filing fees

- A motion fee must be paid on the filing of any request for an order or hearing whether entitled “motion,” “petition,” “application” or otherwise, [see MCR 2.119(G)(1)]. Documents submitted without the required filing fee will not be accepted for filing and will be returned.
- Only one fee will be charged for any number of motions filed at the same time on the same case, [see MCR 2.119(G)(2)].
- Domestic Relations Fees are due at the time of initial filing of the case or at the time a motion or post judgment motion is filed: Domestic relation fees are: \$80 at case initiation for a case with children, \$40 due at case initiation for a case regarding support only, \$80 due at time of filing a motion regarding custody and/or parenting time, \$40 at time of filing a motion regarding support only. The filing fee and additional fee are both due at the time of filing.
- No fee is charged for criminal motions.
- Please Note: The \$20 motion fee is due for each motion filed whether or not a hearing will be held (i.e., *ex parte motions*) or whether argument on another motion has already been scheduled for the same day in the same case unless both motions are filed at the same time.

Copy and record search

- Ingham County Circuit Court charges a copy fee of \$1.00 a page for regular copies. The fee for certified copies is \$1.00 a page and \$10.00 for the certification.
- A search of the records by Circuit Court staff from 1985 to present will be performed upon request and payment of \$8.00 per name searched. No charge for a search of records prior to 1985.
- On line court services may be used. (Convenience fees may apply.)
- Delinquency proceedings and Child Protective proceedings in juvenile matters are not listed on the public terminals. No charge for a search of the records for juvenile matters.

30TH CIRCUIT COURT FORMS

PARTY INFORMATION REQUEST- Category I- Domestic Relations cases involving children.

PARTY INFORMATION REQUEST FORM-Category III -Family Division cases no children or family unit (DO and PH case types)

RECORD SEARCH REQUEST FORM

COPY REQUEST FORM

30th CIRCUIT COURT DEFINITIONS (Family division judicial assignment definitions.)

STEM IDENTITY

The stem identity in all family division cases for category I and II is the mother.

FAMILY UNIT

A family unit includes all natural and adopted children of the mother.

**PARTY INFORMATION REQUEST
FAMILY DIVISION (Category I and PJ Case Types)**

TO THE PARTY FILING THIS ACTION:

Please provide the Court with the following information:

Mother's Current Name: _____

a/k/a, if applicable: _____

Date of Birth: _____

Mother's Former Names [maiden, previous married name(s), name change]:

Number of Natural, Adopted or Step Children of this mother: _____

CHILD'S NAME	DATE OF BIRTH	RELATIONSHIP TO MOTHER (natural and/or adopted)	CURRENT/PREVIOUS INGHAM COUNTY CASE INVOLVING THIS CHILD (Provide Judge's name and/or case number, if known)

Office Use Only	Case Number: _____	
Cases Referenced for Judicial Review:		
Case Number	Judge Assigned	FID, if one assigned
<input type="checkbox"/> See attached list for additional cases.		

**PARTY INFORMATION REQUEST
FAMILY DIVISION (Category III)**

TO THE PARTY FILING THIS ACTION:

Please provide the Court with the following information:

Your Current Name: _____

Indicate a/k/a, maiden name, and/or name prior to name change, if applicable:

Your Date of Birth: _____

Name of Petitioner/Defendant: _____

Indicate a/k/a, maiden name, and/or name prior to name change, if applicable:

Petitioner/Defendant's Date of Birth (if known): _____

Has there been or is there currently an existing PPO or Divorce without Children case filed within Ingham County involving the same parties as indicated above?

_____ Yes _____ No

If you are filing multiple PPO petitions at this time, do all petitions arise from the same incident?

_____ Yes _____ No

Office Use Only	Case Number: _____	
Cases Referenced for Judicial Review:		
Case Number	Judge Assigned	FID, if one assigned
<input type="checkbox"/> See attached list for additional cases.		

**30th CIRCUIT COURT
INGHAM COUNTY, MICHIGAN
RECORD SEARCH REQUEST FORM**

Date of Request: _____

Requested by:

Name: _____

Address: _____

Please specify type of record search you are requesting:

- Criminal**
- Civil**
- Court of Claims**
- Domestic**

Please specify the name you are requesting the search be conducted for:

Please print clearly)

Please specify the beginning and ending year you are requesting the search be conducted for:

_____ **through** _____
(year beginning) (year ending)

Search Results:

A fee of \$8.00 is charged for a search of the records for each name or company name.

**30th CIRCUIT COURT
FILE/COPY REQUEST FORM**

Date of Request: _____

Requested by:

Name: _____

Address: _____

Telephone: Home: _____ Office: _____

Please specify the complete party name(s) and/or case number below:

Case Number: _____

Party Name(s): _____

Vs.

Nature of Request:

_____ Review File

_____ Obtain Copies

If copies are requested, list documents to be copied:

_____ Complete Case File (except for any non-public court records).

_____ Specific Documents (list-use additional page if necessary)

NOTE: Michigan law does not require that you place your name and address on this form. This information is required to facilitate the processing of your request.

For Court Use Only

No. of Copies _____ @ \$1.00 per page _____

Certified Copy fee _____

Total due _____