How to File Pleadings in Wayne County in the Electronic World

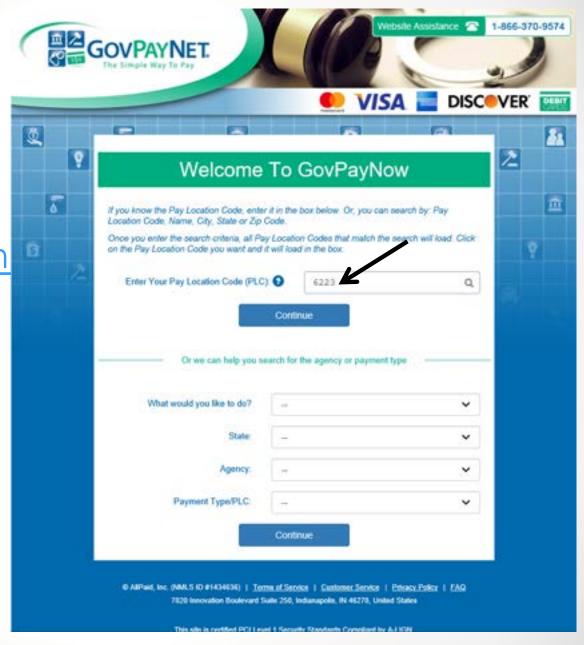
Hon. Kathleen M. McCarthy
Presiding Judge Family Division
Erin Lincoln- Wayne County Friend of the Court
Julia Perkins- Varnum Law

Payment of Filing

· Go to

www.govpaynow.com

 Enter <u>6223</u> as the Pay Location Code (PLC)





ABOUT US CONTACT US







Search our Site





Home / Forms / Family Domestic

FORMS

- · Budget & Finance
- Civil
- Criminal
- Family Domestic
- · Family Juvenile
- · Friend of the Court
- Human Resources

ESSENTIAL LINKS

Family Domestic

Important Updates Effective Monday, April 20, 2020, the Family Division-Domestic Relations Section location at Coleman A. Young Municipal Center will be closed to the public until further notice. See the following links for updates on operations during this time:

- Family Domestic/FOC Filing Instructions
- · Personal Protection Order Filing Instructions
- · Family Domestic and FOC ePraecipe
- · Family Domestic/FOC Zoom Hearing Information

You MUST do the following or else your filing will be rejected or delayed:

- All emailed pleadings filed MUST be in PDF format.
- When filing a Motion, the Motion, Brief, Notice of Hearing and Proof of Service can be filed as one single document. All other documents MUST be filed as separate PDFs. This includes:
 - Fee Waiver
 - Receipt
 - Proposed Order (each order MUST be its own PDF)
 - Complaints, and include each of the following as their own PDF:
 - Verified Complaint
 - Confidential Case Inventory
 - Certificate on Behalf of Plaintiff
 - UCCJEA Affidavit
 - Verified Statement (MUST also send to FOCCOpies@3rdcc.org)
 - Application for IV-D Services (MUST also send to FOCCOpies@3rdcc.org)
 - Copy of Paid Filing Receipt
- If you are faxing in your pleadings, do NOT attach a cover sheet or letter.
- If your filings are rejected, you MUST resubmit ALL filings, not just the rejected portion.
- Your filings must comply with all statutes and court rules, just as if you were filing in person. For example, the Uniform Child Custody Jurisdiction Enforcement Act Affidavit must be attached with new filings and verified pleadings must be signed by the party.

Personal Protection Order Filings

If you are filing a Petition for a Personal Protection Order, please find the instructions here.

Filing Fees

- Fees for Filings must be paid prior to emailing or faxing the filing.
 - Parties can pay filing fees at www govpaynow com and use the code 6223.
 - A copy of the GovPay receipt must be included with the filing.
 - If filing a new case, use the Plaintiff's last name for the case number on GovPay.
- If a party is requesting a Fee Waiver, the party must submit the fee waiver form first. The party must wait for a reply from the Clerk before submitting the Filing. A copy of the approved fee waiver must accompany the Filing.

Emergency Filings

- Emergency filings MUST be marked as Emergency on the first page of the filing.
- Emergency filings MUST have the Emergency Filing Fee Cover Sheet attached.
- Once the fee is paid or the fee waiver form is approved, submit the pleadings via email to emergency@3rdcc.org.
- The pleadings will be filed with the County Clerk and forwarded to the Emergency Judge for review.
- If there are problems or deficiencies with the pleadings, you will be contacted.
- · Upon the Assigned Judge's review, you will be provided a copy of the Order that is entered.

Non-Emergency Filings

- All Non-Emergency Filings shall be emailed to <u>filings@3rdcc.org</u>.
- Once the document is filed and loaded into Odyssey, a copy will not be sent back to the filing party.

New Case Filings · For new cases, once the case has been started, you will receive an email from the clerk. Once you have received that, you

- must produce your own summons:
 - Go to eSummons on www.3rdcc.org
 - · Follow prompts
 - · The summons will be available to be created and printed after the filing has been accepted by the County Clerk. The summons shall be served in accordance with court rules.



Attorney Quick Links

- Pequest for Accommodations
- · eFiling
- . Annual Reports
- · Attorney Transcripts
- . Friend of the Court
- + Judges
- · Schedule of Attorney Fee Payments
- House Coursel Family Division -Domestic, Requirements and Application for 2021 - 2024 List



Videos & Documents

- Waiver/Suspension of Fees and Costs Form
- Toward Excellence in Caseflow Management
- Video Conferencing for Assigned Appellate Counsel
- > Videos on Filing for Divorce
- Self-Represented Litigants



Quick Links

- · Parking
- Asbestos Master Documents & Orders
- . Business Court
- · Contractual Opportunities
- . Wayne County CASA.
- > Keeping Kids in School (KKIS)
- * Job Postings
- > Jury Services



External Links

- > Bus Routes & Maps
- > Courts
- Mediation Tribunal Association
- > Michigan State Disbursement Unit
- · MiChildSupport Calculator
- . State Bar of Mi (Member Directory)
- . State of Michigan
- Michigan Legal Help Self-Help of Wayne County

Home / eFiling

EFILING

eFiling Guidelines

- MiFile
- ePr
- ePraecipe
 - eSummons

Motion Hearing Dates

If you are filing a Motion, whether to be heard by the Judge or by the Friend of the Court Referee, you will need to monitor the case on https://www.3rdcc.org/odyssey-public-access-(opa) to determine when the Motion has been filed.

Once the Motion has been filed, you will need to fill out either a Family Domestic Praecipe (used when Motion will be heard by the Judge) or Friend of the Court Praecipe (used when Motion will be heard by the Referee) to ensure your Motion is scheduled.

If you need assistance determining which ePraecipe to use, please review the Domestic Relations Docket Directive to determine if your Motion shall be heard by the Judge or Referee.

Once you have completed the ePraecipe, you will receive a completed copy back with your hearing date on it. Please note that the final hearing date may be different from what was requested on the ePraecipe, due to Court availability.

Judge's Copies

You **MUST** email the Judge's Copy of any filing to the Assigned Judge's email listed on the Family Division-Domestic tab of www.3rdcc.org/zoom.

Home / sFiling / ePraecipe

eFiling Guidelines

- MiFile
- ePraecipe
- eSummons

ESSENTIAL LINKS

- About Third Circuit
- *Agency Resources
- *Court Holidays
- *Court Reminder Service
- *Friend of the Court
- Jury Services
- *Parent Education
- *Locations
- · Office Hours
- Prohibited Items
- *Request for Accommodations
- *Search Court Cases
- Staff Resources
- 3CC EEOP Utilization Report

ePraecipe

		and the second	Marin State of State of State of	No. of Concession,	THE RESERVE AND ADDRESS.	000		
Title: Smith, John v.	Smith, Jane							
Case Number:	-DM	Judge	Kathleen M. M.	Cartt	hy			
Attorney:				Email	Address:			
☐FOC Praecipe	"Note: 0	Check if t	he praecipe is f	or he	arings be	fore a R	efere	e.
Motion Date*:	a		ġ	Motion	Time*:			(G)
*Note: If no hearing is	required enter the ne	vt huelnae	e day as the Moti	on Da	to and a M	otion Tie	on of	MA 00-0
	required enter use ne	At Dusaires	s day as the mou	uii Da	ie alių a w	ouon im	ne or	3.00 AM
Motion Title:								
Moving Party:				Phone	Number.			
					-	7-[
ertify that I have had p	ersonal contact with			on			(3)	regarding concurrence in the relie
aught in this motion an	d that concurrence h	as been o	lenied or that I ha	ive m	ade respo	nsible ar	nd di	ligent attempts to contact counsel
questing concurrence								
Adjournment Reques	1							
			2000		- Charles			
			Back		Next			

STEP 3: Enter the Motion Information





Courtroom	Zoom	YouTube Channel	Courtroom Email
Hon. Kathleen M. McCarthy	Join Meeting	Live Stream	JudgeMcCarthy-Court@3rdcc.org
Hon. Eric W. Cholack	Join Meeting	Live Stream	JudgeCholack-Court@3rdcc.org
Hon. Melissa A. Cox	Join Meeting	Live Stream	JudgeMACox-Court@3rdcc.org
Hon. Charlene M. Elder	Join Meeting	Live Stream	JudgeElder-Court@3rdcc.org
Hon. Helal A. Farhat	Join Meeting	Live Stream	JudgeFarhat-Court@3rdcc.org
Hon. Alexis A. Glendening	Join Meeting	Live Stream	JudgeGlendening-Court@3rdcc.org
Hon. Adel A. Harb	Join Meeting	Live Stream	JudgeHarb-Court@3rdcc.org
Hon. Charles S. Hegarty	Join Meeting	Live Stream	JudgeHegarty-Court@3rdcc.org
Hon. Lisa M. Neilson	Join Meeting	Live Stream	JudgeNeilson-Court@3rdcc.org
Hon. Lynne A. Pierce	Join Meeting	Live Stream	JudgePierce-Court@3rdcc.org
Hon. Carla G. Testani	Join Meeting	Live Stream	JudgeTestani-Court@3rdcc.org
PPO Courtroom	Join Meeting		PPO-Court@3rdcc.org



ABOUT US CONTACT US







Search our Site





Home / Forms / Family Domestic

FORMS

- Budget & Finance
- Civil
- Criminal
- Family Domestic
- · Family Juvenile
- · Friend of the Court
- Human Resources

ESSENTIAL LINKS

Family Domestic

Important Updates

Effective Monday, April 20, 2020, the Family Division-Domestic Relations Section location at Coleman A. Young Municipal Center will be closed to the public until further notice. See the following links for updates on operations during this time:

- Family Domestic/FOC Filing Instructions
- Personal Protection Order Filing Instructions
- Family Domestic and FOC ePraecipe
- · Family Domestic/FOC Zoom Hearing Information

DIVISIONS

Civil

Criminal

Family Domestic

- Forms
- Family Domestic/FOC Filing Instructions
- Personal Protection Order Filing Instructions

Family Domestic / FOC

Family Juvenile

ESSENTIAL LINKS

- About Third Circuit
- Agency Resources
- Court Holidays
- Court Reminder Service

Personal Protection Order Filing Instructions

Due to the State of Emergency as a result of the COVID-19 health crisis, all filings for Personal Protection Orders (PPO) will be done via email at this time. Due to limited staffing, please know that your paperwork will be processed as soon as possible, in the order in which it is received. If you are in an emergency situation, dial 911 or contact your local police department. If you need assistance completing these forms, contact First Step Advocate at (734) 756-0508 or their 24 Hour Helpline of (734) 722-6800, Domestic Violence Advocacy Project- Americorps at (313) 334-7922, Lakeshore Legal Aid at (888) 783-8190 or William Booth Legal Aid Clinic at 313-361-6340 or visit www.wblac.org.

PLEASE NOTE THAT THE EMAIL ADDRESS YOU USE TO SUBMIT YOUR PETITION FILING WILL BE USED FOR COMMUNICATION WITH THE COURT. IF YOU HAVE SAFETY CONCERNS, PLEASE ENSURE YOU ARE USING A SECURE EMAIL ADDRESS.

- **Step 1:** Complete the necessary forms. You will find the forms at www.3rdcc.org or you can click on the links below. Please fill out all forms completely.
- **Step 2:** The County Clerk will process and file the Petition and forward it to the PPO Director for review. If any additional information is needed, you will be notified at the email and/or phone number you provided.
- **Step 3:** The PPO Director will forward the Petition to the Judge for approval or denial. Once the Judge approves or denies the Petition, you will receive a copy of the Order approving or denying the Petition from the Clerk.
- Step 4: If the Petition is granted, the Court will transmit the Petition to the Michigan State Police for entry into the LEIN system.
- **Step 5:** If the Petition is granted, you will need to serve the Petition and Signed Order on the Respondent and file a Proof of Service with the Court. See instructions here on how to serve your PPO.

- Jury Services
- Parent Education
- Locations
- *Office Hours
- Prohibited Items
- Request for Accommodations
- Search Court Cases
- Staff Resources
- 3CC EEOP Utilization Report

Petition for Personal Protection Order (Domestic Relationship)



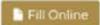
- . Use this form if:
 - You want an order to restrain another person over the age of 18
 - · AND
 - · You are married to the person you want restrained; OR
 - You are not married to the person you want restrained but you live with or have lived with him or her and he or she is not your unemancipated minor child; OR
 - If you and the person you want restrained have a child in common even if you were never married to one another or never lived together, OR
 - If you and the person you want restrained have or had a dating relationship.

Petition for Personal Protection Order (Nondomestic)



- · Use this form if:
 - . You want an order to restrain another person over the age of 18
 - AND you do not have a domestic relationship to this person (ie, neighbor, co-worker, friend, etc).

Motion To Modify, Extend, or Terminate Personal Protection Order



 If you are filing a Motion to Extend or Terminate the PPO or any other filing, other than a petition, please email your pleadings to DebPPO@3rdcc.org. Instructions on how to serve your motion can be found here.



Additional Petitions Available:

Petition for Personal Protection Order (Nondomestic Sexual Assault)

Fill Online

Petition for Personal Protection Order Against a Minor (Domestic Relationship)

🕒 Fill Online

Petition for Personal Protection Order Against a Minor (Nondomestic)

Fill Online

Petition for Personal Protection Order Against a Minor (Nondomestic Sexual Assault)

🔓 Fill Online



ABOUT US CONTACT US







Search our Site





Home / Forms / Family Domestic

FORMS

- · Budget & Finance
- Civil
- Criminal
- Family Domestic
- · Family Juvenile
- · Friend of the Court
- Human Resources

ESSENTIAL LINKS

Family Domestic

Important Updates

Effective Monday, April 20, 2020, the Family Division-Domestic Relations Section location at Coleman A. Young Municipal Center will be closed to the public until further notice. See the following links for updates on operations during this time:

- Family Domestic/FOC Filing Instructions
- Personal Protection Order Filing Instructions
- Family Domestic and FOC ePraecipe
- . Family Domestic/FOC Zoom Hearing Information

Home / eFiling / ePraecipe

eFiling Guidelines • MiFile • ePraecipe • eSummons

- About Third Circuit
- Agency Resources
- *Court Holidays
- *Court Reminder Service
- *Friend of the Court
- Jury Services
- Parent Education
- Locations
- *Office Hours
- · Prohibited Items
- Request for Accommodations
- Search Court Cases
- Staff Resources
- *3CC EEOP Utilization Report

ePraecipe

		SIEP	3: Enter the Mot	on interma	ibon	
Title: Smith, John v.	Smith, Jane					
Case Number:	-DM	Judge:	Kathleen M. Mc	Carthy		
Attorney:			E	mall Address	s:	
☐FOC Praecipe	"Note: 0	heck if th	ne praecipe is fo	r hearings	before a Refe	ree.
Motion Date*:	(B)		1/	lotion Time*.		0
"Note: If no hearing is	required enter the ne	xt busines:	s day as the Motio	n Date and a	Motion Time	of 9:00 AM
Motion Title:						
Moving Party:			P	hone Numbe	M.	
					1.1	
certify that I have had pe	ersonal contact with			on	É	regarding concurrence in the relief
ought in this motion an equesting concurrence		as been d	enied or that I ha	ve made res	sponsible and	diligent attempts to contact counsel
Adjournment Reques	ε					
			Back	Next		
			LIGHT	IVEAL		



Home / eFiling / ePraecipe

EFILING eFiling Guidelines MiFile. ePraecipe eSummons ESSENTIAL LINKS *About Third Circuit Agency Resources *Court Holidays *Court Reminder Service *Friend of the Court Jury Services Parent Education Locations *Office Hours · Prohibited Items Request for Accommodations

ePraecipe

		STEP	3: Enter the Motion	Informatio	on .	
Title: Smith, John v.	Smith, Jane					
Case Number:	-DM	Judge:	Kathleen M. McCar	thy		
Attorney:			Ema	I Address:		
FOC Praecipe	"Note: Cl	heck if th	he praecipe is for h	earings be	fore a Refer	ree.
Motion Date*.	G		Motiv	on Time*:		0
"Note: If no hearing is Motion Title:	required enter the nex	t busines:	s day as the Motion D	ate and a M	lotion Time o	f 9:00 AM
Moving Party:			Phor	e Number:		
certify that I have had p	ersonal contact with		on		6	regarding concurrence in the relief
ought in this motion an equesting concurrence		s been d	enied or that I have r	nade respo	insible and o	filigent attempts to contact counsel
Adjournment Reques	ŧ					
			Back	Next		



*Search Court Cases

*Staff Resources

*3CC EEOP Utilization Report



ABOUT US CONTACT US







Search our Site





Home / Forms / Family Domestic

FORMS

- Budget & Finance
- Civil
- Criminal
- Family Domestic
- · Family Juvenile
- · Friend of the Court
- Human Resources

ESSENTIAL LINKS

Family Domestic

Important Updates

Effective Monday, April 20, 2020, the Family Division-Domestic Relations Section location at Coleman A. Young Municipal Center will be closed to the public until further notice. See the following links for updates on operations during this time:

- Family Domestic/FOC Filing Instructions
- Personal Protection Order Filing Instructions
- Family Domestic and FOC ePraecipe

· Family Domestic/FOC - Zoom Hearing Information





Search our Site

Q



Home / Zoom Virtual Meetings

ZOOM VIRTUAL MEETINGS

- Civil
- Criminal
- Family Division Domestic
- Family Division FOC
- Family Division Juvenile

Zoom Virtual Meetings

- · Civil
- Criminal
- · Family Division Domestic
- · Family Division FOC
- · Family Division Juvenile



Courtroom	Zoom	YouTube Channel	Courtroom Email
Hon. Kathleen M. McCarthy	Join Meeting	Live Stream	JudgeMcCarthy-Court@3rdcc.org
Hon. Eric W. Cholack	Join Meeting	Live Stream	JudgeCholack-Court@3rdcc.org
Hon. Melissa A. Cox	Join Meeting	Live Stream	JudgeMACox-Court@3rdcc.org
Hon. Charlene M. Elder	Join Meeting	Live Stream	JudgeElder-Court@3rdcc.org
Hon. Helal A. Farhat	Join Meeting	Live Stream	JudgeFarhat-Court@3rdcc.org
Hon. Alexis A. Glendening	Join Meeting	Live Stream	JudgeGlendening-Court@3rdcc.org
Hon. Adel A. Harb	Join Meeting	Live Stream	JudgeHarb-Court@3rdcc.org
Hon. Charles S. Hegarty	Join Meeting	Live Stream	JudgeHegarty-Court@3rdcc.org
Hon. Lisa M. Neilson	Join Meeting	Live Stream	JudgeNeilson-Court@3rdcc.org
Hon. Lynne A. Pierce	Join Meeting	Live Stream	JudgePierce-Court@3rdcc.org
Hon. Carla G. Testani	Join Meeting	Live Stream	JudgeTestani-Court@3rdcc.org
PPO Courtroom	Join Meeting		PPO-Court@3rdcc.org

Courtroom	Zoom	YouTube Channel	Courtroom Email
Hon. Kathleen M. McCarthy	Join Meeting	Live Stream	JudgeMcCarthy-Court@3rdcc.org
Hon. Eric W. Cholack	Join Meeting	Live Stream	JudgeCholack-Court@3rdcc.org
Hon. Melissa A. Cox	Join Meeting	Live Stream	JudgeMACox-Court@3rdcc.org
Hon. Charlene M. Elder	Join Meeting	Live Stream	JudgeElder-Court@3rdcc.org
Hon. Helal A. Farhat	Join Meeting	Live Stream	JudgeFarhat-Court@3rdcc.org
Hon. Alexis A. Glendening	Join Meeting	Live Stream	JudgeGlendening-Court@3rdcc.org
Hon. Adel A. Harb	Join Meeting	Live Stream	JudgeHarb-Court@3rdcc.org
Hon. Charles S. Hegarty	Join Meeting	Live Stream	JudgeHegarty-Court@3rdcc.org
Hon. Lisa M. Neilson	Join Meeting	Live Stream	JudgeNeilson-Court@3rdcc.org
Hon. Lynne A. Pierce	Join Meeting	Live Stream	JudgePierce-Court@3rdcc.org
Hon. Carla G. Testani	Join Meeting	Live Stream	JudgeTestani-Court@3rdcc.org
PPO Courtroom	Join Meeting		PPO-Court@3rdcc.org





Search our Site

Q



Home / Zoom Virtual Meetings

ZOOM VIRTUAL MEETINGS

- Civil
- Criminal
- Family Division Domestic
- Family Division FOC
- Family Division Juvenile

Zoom Virtual Meetings

- · Civil
- Criminal
- Family Division Domesty
- · Family Division FOC
- · Family Division Juvenile

Courtroom	Zoom	YouTube Channel	Courtroom Email
Referee Stephanie Witucki	Join Meeting	Live Stream	RefereeWitucki-Court@3rdcc.org
Referee Lynn Ruhlman	Join Meeting	Live Stream	RefereeRuhlman-Court@3rdcc.org
Referee Viola King	Join Meeting	Live Stream	RefereeKing-Court@3rdcc.org
Referee Jessica Walker	Join Meeting	Live Stream	RefereeWalker-Court@3rdcc.org
Referee Michelle Letourneau-McAvoy	Join Meeting	Live Stream	RefereeLetourneau-Court@3rdcc.org
Referee Diane Biggar	Join Meeting	Live Stream	RefereeBiggar-Court@3rdcc.org
Referee Rosanne Hostnik	Join Meeting	Live Stream	RefereeHostnik-Court@3rdcc.org
Referee Lauren Wright Middleton	Join Meeting	Live Stream	RefereeMiddleton-Court@3rdcc.org
Referee Christine Rodriguez	Join Meeting	Live Stream	RefereeRodriguez-Court@3rdcc.org
Referee Eric Gloudemans	Join Meeting	Live Stream	RefereeGloudemans-Court@3rdcc.org
Referee Edrick Thompson	Join Meeting	Live Stream	RefereeThompson-Court@3rdcc.org
Referee Hulen Simpson	Join Meeting	Live Stream	RefereeSimpson-Court@3rdcc.org

Courtroom	Zoom	YouTube Channel	Courtroom Email
Referee Stephanie Witucki	Join Meeting	Live Stream	RefereeWitucki-Court@3rdcc.org
Referee Lynn Ruhlman	Join Meeting	Live Stream	RefereeRuhlman-Court@3rdcc.org
Referee Viola King	Join Meeting	Live Stream	RefereeKing-Court@3rdcc.org
Referee Jessica Walker	Join Meeting	Live Stream	RefereeWalker-Court@3rdcc.org
Referee Michelle Letourneau-McAvoy	Join Meeting	Live Stream	RefereeLetourneau-Court@3rdcc.org
Referee Diane Biggar	Join Meeting	Live Stream	RefereeBiggar-Court@3rdcc.org
Referee Rosanne Hostnik	Join Meeting	Live Stream	RefereeHostnik-Court@3rdcc.org
Referee Lauren Wright Middleton	Join Meeting	Live Stream	RefereeMiddleton-Court@3rdcc.org
Referee Christine Rodriguez	Join Meeting	Live Stream	RefereeRodriguez-Court@3rdcc.org
Referee Eric Gloudemans	Join Meeting	Live Stream	RefereeGloudemans-Court@3rdcc.org
Referee Edrick Thompson	Join Meeting	Live Stream	RefereeThompson-Court@3rdcc.org
Referee Hulen Simpson	Join Meeting	Live Stream	RefereeSimpson-Court@3rdcc.org

Questions?