

**MACOMB COUNTY CIRCUIT COURT DROP OFF COVER SHEET**

Effective 2/9/10, the Clerk's Office Court Section will be closing to the public at 1:30pm on Tuesdays and Thursdays and at 4:15pm on Mondays, Wednesdays and Fridays due to budget constraints. A drop box is now available for your convenience.

Filer's Information	Case Information
Name: _____ Mailing Address: _____ City, State, Zip: _____ Day Phone Number: (    ) _____	To look up a case number, go to <a href="http://macombcountymi.gov/clerksoffice">http://macombcountymi.gov/clerksoffice</a> Case Number: _____ Plaintiff: _____ VS. _____ Defendant: _____
<p align="center"><b>Fee's</b> (check all that apply)</p> <input type="checkbox"/> Civil or Domestic Case Filing Fee.....\$150 <input type="checkbox"/> Jury Demand Fee.....\$85 <input type="checkbox"/> Motion Fee.....\$20 <input type="checkbox"/> Judgment/Order Entry Fee - Support.....\$40 <input type="checkbox"/> Judgment/Order Entry Fee - Custody/Parenting time... \$80 <input type="checkbox"/> Writ of Garnishment/Execution/Judgment Debtors Exam Subpoena.....\$15 <input type="checkbox"/> Appeal To Circuit Court.....\$150 <input type="checkbox"/> Appeal From Circuit Court.....\$25 <input type="checkbox"/> Reinstatement Fee.....\$15 <input type="checkbox"/> Drivers License Restoration Fee.....\$45	<p align="center"><b>Payment Information</b></p> <p align="center"><b>For immediate payment with CASH</b>                      Please call the Court Section at:  <b>586-469-5351</b></p> <input type="checkbox"/> CHECK/MONEY ORDER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
<p align="center"><b>COPIES</b></p> If you are filing a motion and/or a response to a motion, is there a copy <b>LABLED</b> for:  <p align="center"> <b>Judge:      Yes          No      (circle one)</b>   <b>Foc:          Yes          No      (circle one)</b> </p>	# _____  <b>Expiration Date:</b> _____  I authorize the Macomb County Clerks Office to charge me up to \$_____ for the items I have selected.
<p align="center">**** <b>Return copies (check one)</b> ****</p> <p><b>Copies held for pick up will be discarded after 1-week</b></p> <input type="checkbox"/> To be picked up next business day <input type="checkbox"/> To be mailed back in return envelope provided <input type="checkbox"/> Copies to be mailed back by the court- <b>under</b> 10 pages <input type="checkbox"/> *Copies to be mailed back by the court- <b>exceed</b> 10 pages <b>*additional \$2.00 fee required if exceeding 10 pages*</b>	<b>Cardholder name (Please Print)</b> _____  <b>Cardholder Signature (REQUIRED)</b> _____
<p><b>NOTE TO FILERS:</b>  <b>Any filings received in drop box after closing will be date stamped for the same business day and processed the next business day.</b></p>	<p><b>All filings must have an ORIGINAL signature. Copied, stamped and/or electronic signatures are not accepted.</b></p>