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|--|---------------------|--|
| <b>STATE OF MICHIGAN<br/>PROBATE COURT<br/>COUNTY OF WAYNE</b> | <b>COPY REQUEST</b> |  |
|--|---------------------|--|

Requester's Name: \_\_\_\_\_  I have been appointed Special Fiduciary/GAL/Attorney by the Court

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Attention Records Staff: (filedept@wcpc.us)**

| Customer to Complete      |  |                        |              |                          |                          |
|---------------------------|--|------------------------|--------------|--------------------------|--------------------------|
| Case Number/<br>Case Name | Document Name<br>(indicate specific document or "entire file") | Document<br>Filed Date | No of Copies | Certified<br>Copy        | Standard<br>Copy         |
|                           |  |                        |              | <input type="checkbox"/> | <input type="checkbox"/> |
|                           |  |                        |              | <input type="checkbox"/> | <input type="checkbox"/> |
|                           |  |                        |              | <input type="checkbox"/> | <input type="checkbox"/> |
|                           |  |                        |              | <input type="checkbox"/> | <input type="checkbox"/> |

I am requesting a copy of the **Register of Actions** on Case # \_\_\_\_\_ \$5.00

All requests for copies of filed Court documents or a Register of Actions, require the following fee:

- Certified Copy (FEECERT) - \$11.00 for the first page and \$1.00 for each subsequent page per document, or
- Standard Copy (FEECOPY) - \$2.00 per page
- Register of Actions (FEEREG) - \$5.00
- Special Fiduciary (FEESP) - Suspended, Guardian Ad Litem, Court Appointed Attorney (No Fee)

**Exemplified (triple-cert) Copy**

I am requesting an exemplified copy of the **following document(s) to send out of Michigan:**

| Case Number/Case Name | Document Name | Document Filed Date | <b>To be received by</b>                                  |
|-----------------------|---------------|---------------------|---|
|                       |               |                     | <input type="checkbox"/> state: (identify state below)    |
|                       |               |                     |   |
|                       |               |                     |   |
|                       |               |                     | <input type="checkbox"/> country: (identify county below) |
|                       |               |                     |   |

**Fee Calculation (Staff to Complete):**

|                         | Register of Actions<br>(Case History)<br>\$5.00 ea | Exemplified Copy<br>\$11.00 + \$1.00 pg | Certified Copy<br>\$11.00 + \$1.00 pg | Standard Copy<br>\$2.00 pg | Calculated Fee |
|-------------------------|--|---|---------------------------------------|----------------------------|----------------|
| <b>No of pages/qty:</b> |  |   |                                       |                            | \$             |

**Process:**

1. Email the completed Copy Request form to [filedept@wcpc.us](mailto:filedept@wcpc.us) for the calculation of the copy fee.
2. For inquiries regarding requests to be sent out of the country that may involve the Office of the Great Seal, please contact [ChiefDepReg@wcpc.us](mailto:ChiefDepReg@wcpc.us).
3. For exemplified copies of documents needed for a court or entity located in the United States but outside of Michigan, please contact [ChiefDepReg@wcpc.us](mailto:ChiefDepReg@wcpc.us) as the documents may be able to be sent directly to that court or entity by the Chief Deputy Probate Register's or Court Attorney's office.
4. A staff member will email you with the total amount calculated based on your request. This amount will be entered into the case management system for ease of payment.
5. Pay for your copies either online or by mail. Wayne County Probate Court accepts online payments of existing court fees and costs via ePayment. Please go to [www.wcpc.us](http://www.wcpc.us) and select "Case Access", then ePayment Instructions for details.
6. You may mail this completed form, along with a Check (*no out of state checks*) or Money Order made payable to the Wayne County Probate Court, to:

Wayne County Probate Court  
Room 1305 CAYMC  
2 Woodward Ave.  
Detroit, MI 48226

7. A staff member will email your copies as a .PDF or multiple .PDF's to the email address listed above once payment has been received.
8. **Wayne County Probate Court certifies its documents by affixing the court's electronic seal, and the document certified will have electronic signatures. All official records of the Wayne County Probate Court are electronic (no paper files). Standard copies, certified copies, or exemplified copies will be issued in electronic form.**