

1 **Wayne County Probate Court**

Administrative and Procedural Updates
April K. Maycock, Probate Register

2 **A Modernized, Remotely Accessible Court**

3 **Access the WCPC from Anywhere**

Attorneys and the Public

- Attend Hearings by Zoom - Hearings will be conducted by Zoom unless otherwise directed by Judge
 - Submit filings by email (or fax, mail and onsite dropbox)*
 - Pay filing fees and court costs online (much more efficient than mailing a check!)
 - Check the status of a case using Case Access
- *Original wills must be submitted to the court (either by drop-box or mail) within 14 days of filing

4 **Electronic Filing**

- MiFILE Update
 - Wayne County Probate Court is not yet on the implementation schedule for SCAO's MiFILE statewide efilings implementation
- Filing Hours
 - The Wayne County Probate Court will only accept pleadings and documents for filing Monday through Friday, 8:00 AM to 4:00 PM (the filing hours). Your email or fax must be received by the Court between these filing hours.
 - Filings will NOT be accepted in the evenings, on weekends, or on Court holidays.

5 **Improvements**

Recent and Future

6 **Formal Orders**

- As of July 25, 2023, WCPC is using formal orders (no more worksheets/dispositions sheets!)
 1. After a matter is adjudicated at a court hearing, the clerk will create a formal SCAO or WCPC Order form.
 2. The order is viewable on the Court's website under Case Access, displayed as the following designations/codes:
 - a. DSP Disposition/Order
 - b. DSPF Disposition/Order with Certified Copy Fee (s)
 3. If a certified copy is needed, simply pay the fee on the DSPF entry. The Records Department will issue the certified copy once payment is made.
 4. If a certified copy is needed for a document that does not contain a fee to pay, submit a Copy Request to the Records Dept at filedept@wcpc.us.
- There is no need to submit an attorney drafted order in these situations.

7 **Presented Orders**

- Examples:
 - Stipulations

- Seven-Day Orders
- Complex and lengthy orders as indicated by the Judge
- Presented orders are viewable on Case Access as one of the following codes:
 - STP Stipulated/Entered Order
 - EXOF Presented/Entered Order with Certified Fee
 - SDO Order Submitted under 7 Day Rule with Certified Fee

8 **Letters of Authority/Guardianship**

- 1 Letters After Judicial Appointment
- 2
 1. Submit Acceptance of Appointment (and bond) to courtroom of Judge of Record
 2. Courtroom staff will generate letter with payment due
 3. After payment, Records Department will send the certified copy to the Attorney of Record
- 3 Updated Letters of Authority

9 **But wait,**

there's more improvements to come

- Filings are "current", although many cleanup projects are in place to address pending cases
- Improved workflow with additional Court Support staff
- Enhanced Search/Chatbot on Website
- Onsite Visitor Management Software for in pro per filers to easily check-in for service when filing emergency pleadings
- Additional YouTube videos to be added
- Additional Website content continuously added

10 **WCPC Website**

www.wcpc.us

11 **WCPC Website - Homepage**

12 **WCPC - Probate Information** **How to Start a Case**

Step-by-Step Instructions for each type of file:

13 **Refer to These Website Pages**

- 1 [wheredoifile.pdf \(wcpc.us\)](#)
Where Do I File?
- 2 [WCPC – Filing](#)
Timing Goals and Expectations

14 **WCPC YouTube Channel**

- 1 The Court's YouTube channel can be found at www.youtube.com/@wayneprobate
- 2
 - Step by step video instructions for Probate Court forms can be accessed through the Wayne County Probate Court YouTube channel.
 - Please subscribe to the channel to become aware of new content.

- There are currently 50 instructional videos available.

15 **Thank You!**