



# WAYNE COUNTY PROBATE COURT

Administrative and Procedural Updates

April K. Maycock, Probate Register

# A REMOTELY ACCESSIBLE COURT

- ▶ Zoom Hearings:
  - ▶ Over the last 6 months, over 15,000 hearings were conducted via ZOOM
  - ▶ Less than 15 hearings were requested or required to be conducted onsite
- ▶ Hybrid Work for Staff:
  - ▶ Many of the staff have remote work opportunities available resulting in a hybrid work schedule onsite/remote
- ▶ Email Filings:
  - ▶ Filings are to be sent via email (preferred during filing hours), fax, dropbox or mail

\*Original wills must be submitted to the court (either by drop-box or mail) within 14 days of filing

# ONLY FIVE EMAILS TO USE FOR FILE SUBMISSION

Department	Email Address
Judges' Offices/Courtroom	courtroomfile@wcpc.us
Probate Counter	probateservice@wcpc.us
Records	filedept@wcpc.us
CDPR/Court Attorney	<a href="mailto:chiefdepreg@wcpc.us">chiefdepreg@wcpc.us</a>
BHU/Mental Health	mentalhealth@wcpc.us

Since we don't have an efilings system, it is critical that you send your filing to the correct email address.

(This helps the Court tremendously!!!)

# COURT SUPPORT CLERKS

Email: [courtroomfile@wcpc.us](mailto:courtroomfile@wcpc.us)

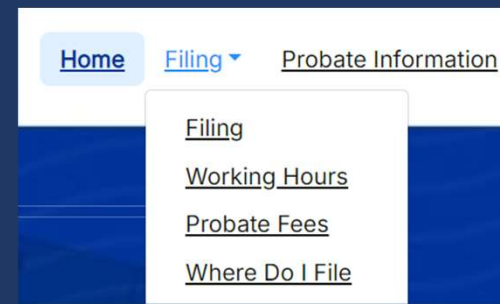
- ▶ All filings sent to the courtroom are now be processed by dedicated court support clerk staff BEFORE the courtroom reviews it
- ▶ All presented orders are now entered and identified on the case history/register of actions
- ▶ BE SURE to submit your items for a court hearing at least 3 business days prior to the hearing. The staff needs time to process and enter the items before the Judge will see it.
- ▶ Judges will not be able to review any documents not entered/not served (no ex-parte communication)



# EMAILED SUBMISSIONS

- ▶ Do not send your item to more than one email address (causes confusion, slows down processing)
- ▶ Do not send your item to individual staff emails
- ▶ Send all related documents to the filing in one PDF in one email
- ▶ Email during filing hours

# UNSURE WHERE TO SUBMIT YOUR DOCUMENT?



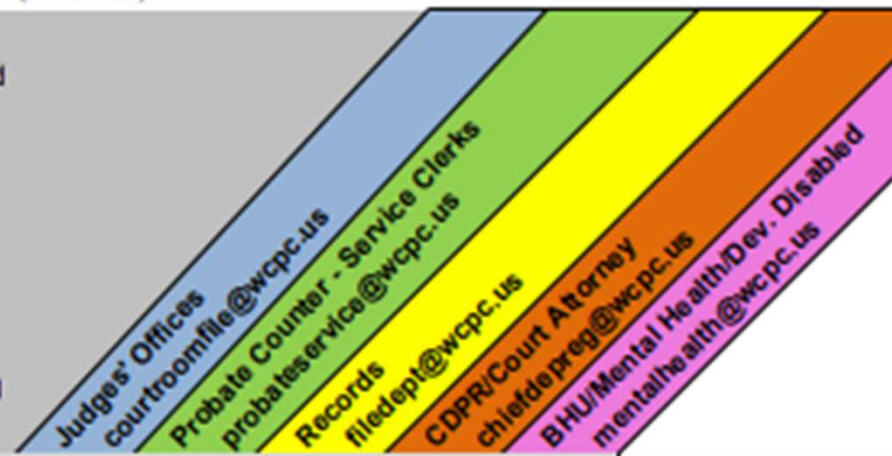
## Where Do I File?

Documents should be submitted to the appropriate department as designated within this chart.

When submitting multiple documents related to one matter, please refer to the packet section near the top of this chart.

Individual documents are to be submitted according to the individual documents section of this chart.

To file the following documents via email or fax, submit the documents during the court's Filing Hours to the department indicated in this chart.



# WHERE TO SUBMIT YOUR FILING PACKET (MULTIPLE RELATED DOCUMENTS) ?

**Courtroom**   **Counter**   **CDPR**   **BHU**

<b>Packets: Where to submit the following pleadings (including all related attachments):</b>					
Answers / Briefs / Responses / Replies	X				
Case initiating packets (containing multiple forms)		X			
Civil Actions - Subsequent Pleadings	X				
Commission to take Foreign Oath / Testimony				X	
Developmental Disability, Guardianship of the Person filings (unless otherwise listed on this chart)					X
Ex Parte Petitions or Ex Parte Motions	X				
Mental Health filings (unless otherwise listed on this chart)					X
Motion for Rehearing and/or Consideration	X				
Motion for Summary Disposition/Judgment	X				
Objections	X				
Petition / Motion for Show Cause	X				
Petition for Appointment of Guardian- Developmental Disability					X
Petition for Mental Health Treatment including Examination and Transport					X
All other Probate filings, petitions and motions with attachments not listed		X			



# WHERE TO SUBMIT YOUR INDIVIDUAL FILING?

Courtroom

Counter

Records

CDPR

BHU

Individual Documents: Where to submit the following documents (as a stand alone document)				
Acceptance of Appointment	X			
Affidavit of Publication		X		
Annual Report of Guardian on Condition of Legally Incapacitated Individual		X		
Annual Report of Guardian on Condition of Minor		X		
Appeals and Appeal Bonds			X	
Appearances		X		
Bond of Fiduciary	X			
Change in Contact Information for Service		X		
Copy Requests (including Name Change copies)		X		
Death Certificate		X		
Declaration of Intent to Give Notice		X		
Default Request and Entry	X			
Guardian Ad Litem Reports - with or w/out Hearing	X			
Jury Demand		X		
Letters of Authority - Update Request (All except Guardianships)		X		
Letters of Authority - Update Request (Guardianships Only)			X	
Mediation Status Report				X
Notice of Appointment and Duties of Personal Representative			X	
Notice of Bankruptcy				X
Notice of Continued Administration		X		
Notice of Disallowance of Claim			X	
Notice of Hearing	X			
Notice of Judgement Lein	X			
Notice of Unpaid Administrative Expense			X	
Notice of Withdrawal from Limited Appearance			X	
Notice Regarding Attorney Fees			X	
Notice to Known Creditors			X	
Notice to Prior Court of Adoption Proceedings				X
Notice to Spouse of Rights of Election and Allowances Proof of Service Election			X	
Personal Representative Notice to the Friend of the Court			X	
Petition to Terminate/Modify - Developmental Disability				X
Proof of Restricted Account Verification of Restricted Funds			X	
Proof of Service - Summons & Complaint				X
Proof of service (*except for filing in an Informal Decedent Estate)	X			
Proof of service in an Informal Decedent Estate case		X		
Proposed Orders, including stipulations and presented under 7-day rule	X			
Receipt of Distributive Share/ Receipt of Property/All Receipts	X			
Report on Condition of Individual with Developmental Disability				X
Request and Order for Interpreter	X			
Request and Writ for Garnishment, and/or seizure of property	X			
Satisfaction of Claim			X	
Selection of Homestead Allowance and Exempt Property			X	
Statement & Proof of Claim			X	
Stipulated Order for Withdrawal of Attorney	X			
Subpoenas				X
Substitution of Attorney	X			
Termination of Appearance on Behalf of Personal Representative		X		
Transcripts				X
Waiver and Consent	X			
All other individual Probate filings, petitions and motions not listed		X		



# PAPERLESS COURT

- Over 579,000 files previously held in paper-form have been scanned and the electronic version of the file is the “official file”
- There are no paper files or documents at WCPC
- Documents submitted via mail or drop-box are retained for 60 days
- All public filings dated 4/1/22 and after are available via Case Access on the Court's website
- Onsite electronic file review for public images
  - viewed and printed in the WCPBA Attorney Lounge
  - Viewed at Public Access PC's on 13th Floor (copy fees apply)

Retain Until	Case Type	Transfer or Destroy
10 years from closed date	AT, BX, JA, MI, ML	Destroy
30 years from closed date	CA, CY, DD, GA, GL, GM, LG, PO	Destroy
30 years from file date	CZ	Transfer
50 years from closed date	DA, DE, DH, PE, TT, TV TR	Transfer Destroy
100 years from file date	BR, MS, AK NC, WSD	Destroy Transfer

## RECORDS RETENTION

The court must follow the 2017 Records Retention Disposal Schedule #14.

Once the retention period has been met, the file **MUST** either be transferred to the Archives of Michigan or destroyed in its entirety – including computer records.





## MIFILE UPDATE

- ▶ Wayne County Probate Court is currently not on the implementation schedule for SCAO's MiFILE statewide eFiling implementation
- ▶ SCAO is currently only implementing courts using JIS case management systems (TCS, WEB-TCS).
- ▶ SCAO will not allow non-JIS courts to implement any other eFiling system

# IN PERSON CUSTOMER SERVICE RENOVATION

The customer service area on the 13<sup>th</sup> floor is being renovated. The new service area will be designed to service (mostly in pro per) customers on court procedure. The area is expected to be finished in early 2025 and will include:

- ▶ Welcoming design
- ▶ Information desks – staffed with knowledgeable personnel to assist visitors with inquiries and direct them to court services such as the drop box for filings
- ▶ Technology services – file viewing computers available to view court files
- ▶ Dedicated cashier services
- ▶ Waiting area – seating with adequate space



WELCOME TO —

# Wayne County Probate Court

A Remotely Accessible Court

An innovative court where there is complete confidence that all probate matters will be resolved with fairness & integrity.

## Upcoming Court Closures Affecting Filing Hours:

November 5 - Election Day

November 28 - Thanksgiving Day

November 29 - Day after Thanksgiving

See: [WCPC - Working Hours](#)



Filing your case

[Filing/Probate Fees/ePayment](#)

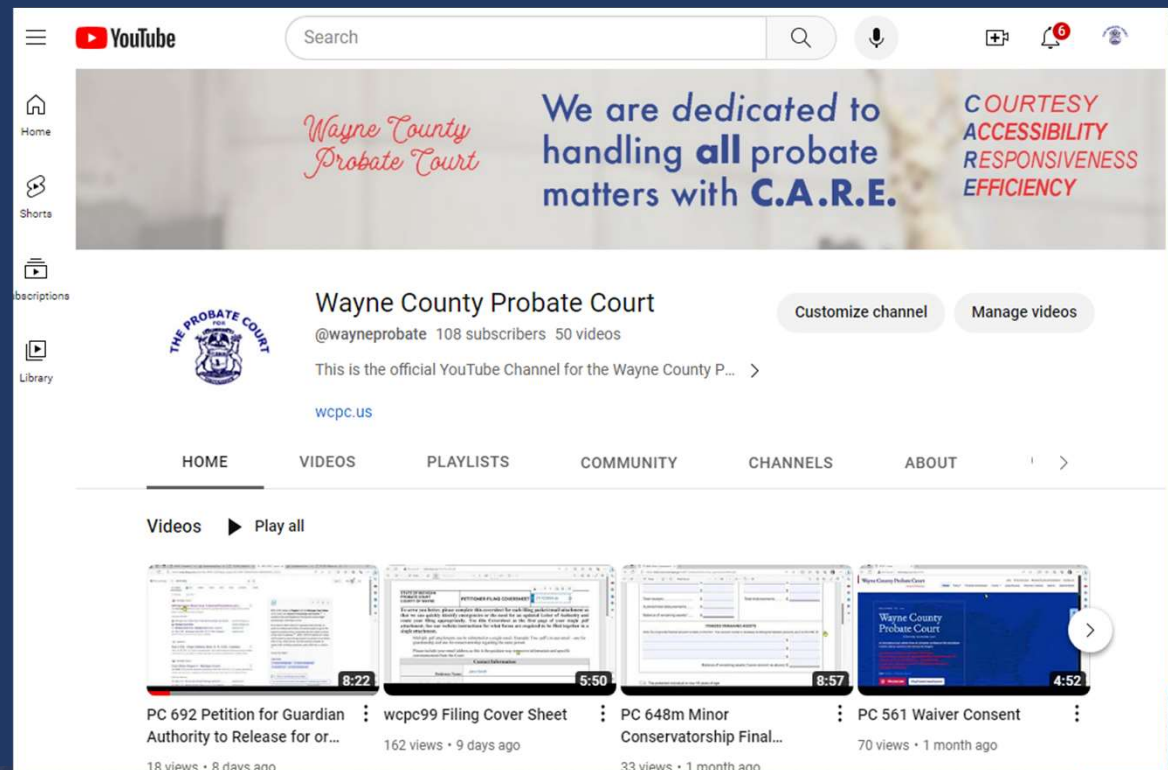
## WCPC WEBSITE - HOMEPAGE



# WCPC YOUTUBE CHANNEL

The Court's YouTube channel can be found at [www.youtube.com/@wayneprobate](https://www.youtube.com/@wayneprobate)

- Step by step video instructions for Probate Court forms can be accessed through the **Wayne County Probate Court YouTube channel**.







## ASK WAYNE

- Wayne is available on the lower right corner of the Court's website
- It is a Virtual Assistant that searches the WCPC website and provides links to information
- Wayne can address questions where the answer is available on the WCPC website
- Wayne can not give case-specific information
- Wayne can not answer questions that are available outside of the Court's website

Conversation with Wayne

Hi, I'm Wayne the virtual assistant. How can I assist you today?

how do i open a decedent case

Here I found some relevant information you might be looking for... If this does not help, then please rephrase your question.

Here are the details on how to open a case for a decedent.

Case Access





**THANK YOU!**