

**STATE OF MICHIGAN
PROBATE COURT
COUNTY OF WAYNE**
COPY REQUEST

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

Email Address: _____

Mailing Address: _____

Attention Records Staff:

Customer to Complete					
Case Number	Document Name	Document Filed Date	No of Copies	Certified Copy	Standard 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)

Attention Courtroom Staff:
☐ I am requesting a copy of the **entire file** of Case # _____

Attention Probate Counter Staff:
☐ I am requesting an exemplified copy of the **following document(s) to send out of state:**

Case Number	Document Name	Document Filed Date

Fee Calculation (Staff to Complete):

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

Process:

1. For copies of individual documents, email top portion of completed Copy Request form to filedept@wcpc.us for the calculation of the copy fee.
2. For copies of an entire file, email completed Copy Request form to the Judge of Record's courtroom staff (check website Contact Us information for email address) for the calculation of the fee.
3. For exemplified copies of documents to be sent out of state, email completed Copy Request form to probateservice@wcpc.us for the calculation of the certified fee.
4. 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.
5. 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.
6. 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 and select "Case Access", then ePayment Instructions for details.
7. 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
8. 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.