

WAYNE COUNTY PROBATE COURT

Payment Correction Request Form

Use this form to ask the Court to correct a payment that was applied to the wrong case or docket entry (filing). Complete all sections that apply, sign and date the form, and return it to the Court using one of the submission methods listed on page 2. Attach a copy of your receipt if you have one — this will help the Court locate and correct the payment more quickly.

1. REQUESTER INFORMATION

Full Name	Date of Request
Phone Number	Email Address
Mailing Address	

2. PAYMENT TO BE REMOVED (the incorrect entry)

Case Number	Docket Entry Date	Payment Amount
Docket Description (as shown on your receipt or online case record)		
Receipt Number (if known)		

3. PAYMENT TO BE MOVED TO (the correct entry to apply payment)

Case Number (if different from above)	Docket Entry Date
Docket Description	

4. REASON FOR REQUEST / ADDITIONAL DETAILS

Please explain why this payment needs to be corrected:

By signing below, I certify that the information provided on this form is true and accurate to the best of my knowledge.

Signature	Date

WAYNE COUNTY PROBATE COURT

Payment Correction Request Form (continued)

HOW TO SUBMIT THIS FORM

Return the completed and signed form, along with any supporting documentation (such as a copy of your receipt), to the Wayne County Probate Court via email to probateservice@wcpc.us. You may also submit this form in person or deliver to the court at 2 Woodward Ave., Room 1305 CAYMC, Detroit, MI 48226.

WHAT HAPPENS NEXT

- Court staff will review your request against the case record and payment history.
- If additional information is needed, you will be contacted using the phone number or email you provided above.
- Once completed, the payment correction will appear in Case Access which can be viewed via the Court's website by searching under the applicable case number(s).

FOR COURT USE ONLY

Date Correction Completed

Receipt Number

Staff Initials