

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.

Judges' Offices
courtroomfile@wcpc.us
Probate Counter - Service Clerks
probateservice@wcpc.us
Records
filedept@wcpc.us
CDPR/Court Attorney
chiefdepre@wcpc.us
BHU/Mental Health/Dev. Disabled
mentalhealth@wcpc.us

Packets: Where to submit the following pleadings (including all related attachments):

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			

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				
Request for Emergency Hearing, Adjournment, or Withdrawal (wcpc88)	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			

Contact Information**Please FAX or email to:**

When contacting the Wayne County Probate Court, please provide your name, email address, telephone number, and any other relevant information along with your filings.			FAX #	Email
Probate Counter - Service Clerks - Case Initiation	(313)967-4030			probateservice@wcpc.us
Records Department	(313)967-4041			filedept@wcpc.us
BHU/Mental Health/Developmentally Disabled	(313)967-4013			mentalhealth@wcpc.us
Chief Deputy Probate Register/Court Attorney	(313)967-4042			chiefdepre@wcpc.us
Judges' Office filings				courtroomfile@wcpc.us

Judges' Offices**Fax #**

(Determine which Judge is assigned to your case by looking on your paperwork or utilizing the Public Access link)

Honorable Freddie G. Burton, Jr.	(313)967-4045
Honorable David A. Perkins	(313)967-4010
Honorable Judy A. Hartsfield	(313)967-4039
Honorable Terrance A. Keith	(313)967-4023
Honorable David Braxton	(313)967-4014
Honorable Lawrence J. Paolucci	(313)967-4020