

## Filing Information at Bottom of Page

Documents regarding any of the following items are to be filed with the appropriate department at the bottom of the page. Filings submitted by email can only be accepted as a single document for each filing in PDF format.

**Where/How Do I File?** To file the following documents via email or fax, submit the documents during the court's Filing Hours to the department indicated below.

### TYPE OF PLEADING/QUESTION

	Judges' Offices	Probate Counter - Service Clerks	Records	CDPRI/Court Attorney	BHU/Mental Health/Dev. Disabled
Account/Petition to Allow Accounts		X			
Affidavit of Publication			X		
Annual Report on Condition of Ward			X		
Answers / Briefs / Responses	X				
Appeals and Appeal Bonds				X	
Appearances			X		
Briefs filed in Support of a Petition		X			
Case Initiation - Initial Petitions		X			
Civil Actions - Subsequent Pleadings	X				
Commission to take Foreign Oath / Testimony				X	
Copy Requests			X		
Delayed Registration of Birth - Not Foreign Birth		X			
Disclaimer		X			
Ex Parte Petitions or Ex Parte Motions		X			
Guardian Ad Litem Reports - with or w/out Hearing	X				
Hearing information	X				
Inventory		X			
Jury Demand		X			
Letters of Authority - Update Request (Guardianships Only)			X		
Letters of Authority - Update Request (All except Guardianships)		X			
Mental Health/DD Filings					X
Mental Health Pick-up/Transport Orders					X
Motion for Rehearing and/or Consideration	X				
Motion for Summary Disposition/Judgment - CZ case types	X				
Motion for Summary Disposition/Judgment - All other case types		X			
Name Change Copy Request			X		
Notice of Continued Administration		X			
Objections	X				
Opening a File/Case		X			
Order information - status of a requested order	X				
Petition / Motion for Show Cause - w/out Restraining Order		X			
Petition / Motion for Show Cause w/ Restraining Order	X				
Petition to Use Funds - CY Only		X			
Petition for Change of Venue		X			
Petition for Reinstatement - Guardian		X			
Petition for Withdrawal of Attorney		X			
Petition to Relocate Ward		X			
Petition to Terminate/Modify Guardian or Conservator		X			
Petition/Application to Reopen Estate		X			
Petitions -					
Any Petition or Application to Open a Case or Any Miscellaneous or Subsequent Petition		X			
Proof of Service			X		
Receipt of Distributive Share/ Receipt of Property	X				
Statement & Proof of Claim, Notice of Disallowance of Claim, Release/Satisfaction of Claim			X		
Stipulated Order for Withdrawal of Attorney	X				
Sworn Statement to Close Unsupervised Probate Administration		X			
Verification of Restricted Funds			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	<a href="mailto:probateservice@wcpc.us">probateservice@wcpc.us</a>
Records Department	(313)967-4041	<a href="mailto:filedept@wcpc.us">filedept@wcpc.us</a>
BHU/Mental Health/Developmentally Disabled	(313)967-4013	<a href="mailto:mentalhealth@wcpc.us">mentalhealth@wcpc.us</a>
Chief Deputy Probate Registrar/Court Attorney	(313)967-4042	<a href="mailto:chiefdepreg@wcpc.us">chiefdepreg@wcpc.us</a>

### Judges' Offices

Please email or 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.	<a href="mailto:FGBstaff@wcpc.us">FGBstaff@wcpc.us</a>	(313)967-4045
Honorable David A. Perkins	<a href="mailto:DAPstaff@wcpc.us">DAPstaff@wcpc.us</a>	(313)967-4010
Honorable Judy A. Hartsfield	<a href="mailto:JAHstaff@wcpc.us">JAHstaff@wcpc.us</a>	(313)967-4039
Honorable Terrance A. Keith	<a href="mailto:TAKstaff@wcpc.us">TAKstaff@wcpc.us</a>	(313)967-4023
Honorable David Braxton	<a href="mailto:DBstaff@wcpc.us">DBstaff@wcpc.us</a>	(313)967-4014
Honorable Lawrence J. Paolucci	<a href="mailto:LJPstaff@wcpc.us">LJPstaff@wcpc.us</a>	(313)967-4020