

October 13, 2020

Circuit Court Records (CCR) Process for returning signed Orders:

- 1) If the Order is filed via mail, a self-addressed stamped envelope must be included, along with an extra copy of the Order. Once the Order is signed and processed by CCR, the signed Order will be returned in the envelope provided to CCR by the attorney.
- 2) If the Order is filed utilizing the CCR e-mail address ([CCR.Filings.co.muskegon.mi.us](mailto:CCR.Filings.co.muskegon.mi.us)), once the Order is signed and processed, the Order will be e-mailed back to the attorney who submitted the Order. If it's a Stipulation and Order signed by both attorneys, both attorneys will receive a copy of the Order.

It is helpful if the attorneys include their e-mail address on the Order being filed so it is easily accessible. If the attorneys e-mail address is not included on the document, CCR clerks will utilize the MCBA Members e-mail contact list.

Please note that Friend of the Court Orders are processed by the Friend of the Court clerks and the FOC clerks will mail those orders out.