STATE OF MICHIGAN
MICHAEL E. KOBZA HALL OF JUSTICE
14TH JUDICIAL CIRCUIT COURT
990 TERRACE STREET
MUSKEGON, MICHIGAN 49442

WILLIAM C. MARIETTI
CHIEF CIRCUIT JUDGE

TELEPHONE (231) 724-3493
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January 29, 2018

TO ALL MUSKEGON COUNTY BAR ASSOCIATION MEMBERS AND THEIR STAFF:

On January 8, 2018, all of the 14th Circuit Court, Probate Court, and Circuit Court Records went paperless.

Please note the following items that impact you as a result of this transition. These changes go into effect Monday, February 5th.

1. When filing a new case, please bring only the original summons and complaint to the Circuit Court Records Office. They will process the case and give you one copy of the summons and one copy of the first page of the complaint which will include the case number and judge's name.

2. Please email to RefereeOrders@co.muskegon.mi.us at the FOC all Orders and Judgments, including 7-day Orders, involving minor children, for approval prior to filing with CCR.

3. All documents requiring a Judge's signature shall be dropped off at CCR and NOT at the Judge's Office. CCR will doc code and scan the documents into OnBase for the Judge's signature.

4. Please continue to provide a hard Judge's Copy of briefs and motions, but you do NOT need to provide hard copies of any documents to the FOC.

    a. If you have a last minute filing, please bring hard copies to the hearing as there is no guarantee that it will be available for viewing in the system.

5. If you would like a conformed copy of an Order or Judgment, submit one hard copy to CCR at the time you file the original for scanning to the Judge for signature. If there are too many electronic changes made to the original Order or Judgment, CCR will print one copy to ensure that all corrections are as the judge wrote.

a. Additional conformed copies of Orders and Judgments can be printed for you by CCR at $1 per page, or $1 per page plus $10 for each certified copy.

Please be patient and understanding as we work through this transition. We apologize in advance for any inconveniences this transition may cause you!

Additionally, we would like to share with you that Muskegon County Courts have been selected as a pilot for the statewide implementation of E-filing. There is no firm date yet from the state for when this will occur, but it will likely be the end of 2018 or early 2019. The entire state is eventually being mandated to transition to E-filing. We are fortunate that the vendor the state has selected for the statewide project is the same vendor that we use for our paperless system. We will provide you with more information as we learn more.

We will continue to provide you with updates as we progress.

Thank you.

Nancy A. Waters
Muskegon County Clerk

Hon. William C. Marietti
Chief Judge, 14th Circuit Court