

COUNTY CLERK'S OFFICE – HOW TO ACCESS SERVICES

clerk@tuscolacounty.org
www.tuscolacounty.org/clerk
989-672-3780

For transactions that need to be completed at the County Clerk's Office, below are alternative options available to you. You can complete transactions by either coming into the office, at the walk-up window to the left of the front door of the courthouse, or in the alternative method listed below the topic.

BUSINESS REGISTRATION CERTIFICATE (DBA or Co-Partnership) –

DO NOT SEND CASH IN THE MAIL

Visit www.tuscolacounty.org/clerk; Information; DBA.

Print and complete the Business Registration Certificate.

1. Mail form with signature notarized along with proper payment and a Self-Addressed Stamped Envelope to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
2. Call 989-672-3780 or use the hotlink on the Clerk webpage to make an appointment, if that works best for your schedule. An appointment is not required.

COURT FILINGS –

CIRCUIT COURT FELONY CASES

-Must be filed by mail or in person to:

Tuscola County Clerk
440 N State Street
Caro MI 48723

If you do not know your case number, please call 989-672-3780 for assistance.

Michigan Legal Help - Visit www.michiganlegalhelp.org for guidance in certain court topics.

The effective date of this document is July 3, 2023.

If preferred, appointments may be made at the County Clerk's Office. Please call 989-672-3780.

Payments made via a card will be subject to a processing fee from the credit card company.

CIRCUIT COURT CIVIL (Non-Felony), FAMILY COURT, JUVENILE COURT AND NEGLECT AND ABUSE COURT CASES

If you do not know your case number, please call 989-672-3780 for assistance.

Michigan Legal Help - Visit www.michiganlegalhelp.org for guidance in certain court topics.

Lakeshore Legal Aid can assist certain individuals, to see if you qualify, contact the Counsel and Advocacy Law Line at 888-783-8190.

CIRCUIT CIVIL AND FAMILY COURT FILINGS –

DO NOT SEND CASH IN THE MAIL

With your filing, please include your contact information, phone or email, in case staff has any questions.

Options to file pleadings with Circuit Court For Non-Felony Cases:

1. Fax the pleading to 989-672-4266. Call 989-672-3780 or visit allpaid.com using location code 1031 to pay a filing fee, if required, by credit or debit card or if you qualify, submit the fee waiver request form.
2. Email the pleading to 54circuitcourt@tuscolacounty.org. Call 989-672-3780 or visit allpaid.com using location code 1031 to pay a filing fee, if required, by credit or debit card or if you qualify, submit the fee waiver request form.
3. Mail the pleading and filing fee in the form of a money order or if you qualify, fee waiver request form, if required, to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
4. Bring the pleading and filing fee, if required, to the County Clerk's Office.

It is your responsibility to make copies of documents being filed in order to retain a copy for yourself and to have a copy to serve on the other party.

If copies are needed, the Clerk's Office can make copies for \$1.00 per page.

Once service has been completed, file a proof of service with the court in one of the above-mentioned manners.

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DIVORCE CASE TO BE FILED WITHOUT AN ATTORNEY

-Visit www.michiganlegalhelp.org to complete the necessary forms. This can be completed from a computer or from your smart phone. You can either print the documents to mail, fax or bring into the office or from the website, you can email the documents directly to 54circuitcourt@tuscolacounty.org.

-If submitting electronically, please include your contact information, phone or email, in case staff has any questions.

-Submit the filing fee as required, \$175.00 for a divorce without children and \$255.00 for a divorce with children or if you qualify submit a fee waiver request form.

Options to file a divorce case with the County Clerk's Office are:

1. Fax the pleading to 989-672-4266. Call 989-672-3780 or visit allpaid.com using location code 1031 to pay a filing fee, if required, by credit or debit card or if you qualify, submit the fee waiver request form.
2. Email the pleading to 54circuitcourt@tuscolacounty.org.
Call 989-672-3780 or visit allpaid.com using location code 1031 to pay a filing fee, if required, by credit or debit card or if you qualify, submit the fee waiver request form.
3. Mail the pleading, self-addressed stamped envelope and filing fee in the form of a money order, or if you qualify, fee waiver request form, if required, to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
4. Bring the pleading and filing fee, if required, to the County Clerk's Office.

-Once the case has been opened, a case number has been assigned and paperwork has been processed, County Clerk staff will contact you on options to obtain two copies of the documents filed along with one additional copy of the summons and complaint to use for proof of service if the pleadings were filed electronically. If filed in person, please bring two copies with you.

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CONCEALED PISTOL LICENSING (CPL)

The CPL Application can be found at www.tuscolacounty.org/clerk; Information; CPL. If you qualify for an exemption, please provide also provide qualifying proof.

Renewal Applicants – Complete the application and submit any required information in one of the following three ways:

1. Apply online at www.michigan.gov/cplrenewal. The CPL PIN number will be required from the renewal letter mailed to you. Payment via debit or credit card will be required.
2. Apply by mail with a check or money order made payable to “State of Michigan” to:
Michigan State Police
Attn: Concealed Pistol License Unit
PO BOX 30634
Lansing MI 48909
3. Bring the application, renewal fee of \$115.00, current CPL card and Driver’s License to the County Clerk’s Office.

New Applicants – This must be completed in-person. Please complete the application and be prepared to submit any required information.

1. Bring the application, application fee of \$100.00, original training certificate and Driver’s License to the County Clerk’s Office.

Replacement CPL Card – This must be completed in-person. The cost for a replacement CPL Card is \$15.00.

ELECTIONS

The Tuscola County Clerk’s Office can notarize filing documents at no cost. Once paperwork has been completed and notarized, submit documents to:

1. Mail to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
2. Call 989-672-3780 to set up an appointment to file the paperwork in person.

*Campaign Finance Statement of Organization can be submitted:

1. Mail to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
2. Call 989-672-3780 to set up an appointment to file the paperwork in person.

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VOTERS

To Register to Vote

*Visit www.michigan.gov/vote to register online.

*Visit www.tuscolacounty.org/clerk; Information; Elections to print a voter registration form. Once completed:

1. Fax to 989-672-4266
2. Bring the registration to the County Clerk's Office or deliver to your Township or City Clerk.
3. Mail to:
Tuscola County Clerk
440 N State Street
Caro MI 48723

JURY TRIALS

Jury Trials are being scheduled. If you are called as a juror and have questions, please call 989-672-3782.

If you need to submit a request to be excused, please visit tuscolacounty.org/clerk; Information; Jury Information; Application to be Excused.

If you are a juror and need to know your reporting schedule, please call 989-672-3770 for updated jury trial information.

NOTARY PUBLIC

Applications for new and renewal Notary Public commission can only be accepted in person.

1. Call 989-672-3780 or use the hotlink on the Clerk webpage, to make an appointment, if that works best for your schedule. An appointment is not required.
2. For more information, visit tuscolacounty.org/clerk; Information; Notary Public.

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PAYMENTS –

TO MAKE A PAYMENT ON A CIRCUIT COURT, FAMILY COURT, JUVENILE COURT OR NEGLECT AND ABUSE COURT CASE –

DO NOT SEND CASH IN THE MAIL

1. If you do not know your case number, please call 989-672-3780 for assistance.
2. To pay by credit or with debit card, call 989-672-3780 or visit allpaid.com using location code 1031.
3. To make a payment in person, come into the County Clerk's Office or come up to the walk-up window to the left of the front door of the courthouse.
4. Mail a money order with a phone number and the applicable case number listed to:
Tuscola County Clerk
440 N State Street
Caro MI 48723.
5. To set up payment arrangements, call 989-672-3787.

VETERANS DISCHARGE

Please visit www.tuscolacounty.org/clerk; Information; Forms
Complete the Military Discharge – DD214 Request form and have the form notarized.
Included the requested documents if required.

1. Email to clerk@tuscolacounty.org.
2. Come into the County Clerk's Office or at the walk-up window to the left of the front door of the courthouse.
3. Mail to:
Tuscola County Clerk
440 N State Street
Caro MI 48723.

VITAL RECORDS

TO OBTAIN COPIES OF BIRTH CERTIFICATES, DEATH CERTIFICATES AND MARRIAGE LICENSES

Visit www.tuscolacounty.org/clerk; Forms; Vital Record Request Form to print off Vital Record Request Form. Complete the form and attach the required documents. The form and documentation can be:

1. Email to 54CircuitCourt@tuscolacounty.org with calling 989-672-3780 to provide debit or credit card payment over the phone or visit allpaid.com using location code 1031. Your signature MUST be notarized.
2. Fax to 989-672-4266 with calling 989-672-3780 to provide debit or credit card payment over the phone or visit allpaid.com using location code 1031.

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If preferred, appointments may be made at the County Clerk's Office. Please call 989-672-3780.

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VITAL RECORDS - continued

3. Mail with a money order and self-addressed stamped envelope with a phone number listed to:
Tuscola County Clerk
440 State Street
Caro MI 48723
4. Come into the County Clerk's Office or at the walk-up window to the left of the front door of the courthouse.

TO APPLY FOR A MARRIAGE LICENSE

1. Applications for a marriage license can only be accepted in person. Please come into the County Clerk's Office or at the walk-up window to the left of the front door of the courthouse.

The application can be printed and completed ahead of time. It can be found at www.tuscolacounty.org/forms.

TO APPLY FOR A BIRTH CERTIFICATE

1. Birth Certificates can only be accepted in person. Please call the Clerk's Office at 989-672-3780 for instructions.

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