

TUSCOLA COUNTY PROBATE COURT POLICY

Facsimile Transmission of Documents

Pursuant to Michigan Supreme Court Administrative Order 2002-54, the Tuscola County Probate Court adopts the following policy governing facsimile transmission of documents.

1. The filing of documents by facsimile equipment is governed by MCR 2.406.
2. Items which may be filed via Facsimile. The following documents may be filed via facsimile in the Tuscola County Probate Court:
 - Guardian ad litem reports.
 - Case evaluation acceptance\rejections.
 - Proofs of service.
3. Cover Sheet. A coversheet provided by the Court must accompany every transmission. The following information must be included on this sheet: case name, case number, document title, and name and telephone number of sender.
4. No pleadings requiring a fee will be accepted for filing.
5. Fees. No fee will be charged for facsimile transmission of documents.
6. Number of Pages. No document will be accepted which is in excess of 10 pages, excluding the cover sheet.
7. Paper. All filings must be on 8½- by 11-inch paper, and the print must be no smaller than 12-point type (MCR 1.109). These requirements do not apply to attachments and exhibits, but parties are encouraged to reduce or enlarge such documents to 8½ by 11 inches, if practical.
8. Hours. Documents received during regular business hours of the court will be deemed filed on that business day. Documents received after regular business hours and on weekends or designated court holidays will be deemed filed on the next business day.
9. Originals. Documents filed by facsimile communication equipment are not considered original documents. The filing party must mail the original documents that were transmitted by facsimile communication equipment as well as the facsimile confirmation sheet.
10. Signature. For purposes of MCR 2.114, a signature includes a signature transmitted by facsimile communication equipment.