

## **COUNTY CLERK'S OFFICE PROCEDURE DURING CLOSURE TO THE PUBLIC**

**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 during this time of the courthouse being closed to the public.

**Some of the solutions are only being offered during this time of closure.**

**The effective date of this document is March 19, 2020 until the courthouse is back open upon order of the court.**

### **BUSINESS REGISTRATION CERTIFICATE (DBA or Co-Partnership) – DO NOT SEND CASH**

Visit [www.tuscolacounty.org/clerk](http://www.tuscolacounty.org/clerk); Information; DBA.

Print and complete the Business Registration Certificate.

1. Mail form with signature notarized along with proper payment to:  
Tuscola County Clerk  
440 N State Street  
Caro MI 48723
2. Call 989-672-3780 to make an appointment at the walk-up window

### **COURT FILINGS –**

#### **CIRCUIT COURT, 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](http://www.michiganlegalhelp.org) for guidance in certain court topics.

Lakeshore Legal Aid is closed to the public, but individuals seeking legal advice or assistance can contact their Counsel and Advocacy Law Line at 888-783-8190.

**If you are filing an Infectious Disease case, please call 989-672-3720 prior to filing.**

### **COURT FILINGS – DO NOT SEND CASH**

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

Options to file pleadings with Circuit Court:

1. Fax your pleading to 989-672-4266. Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify fax a fee waiver request.  
Visit Patriot Party Mart across from the courthouse located at 517 N State Street for the ability to fax documents.

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*Appointments may be made at the walk-up window of the County Clerk's Office. Please call 989-672-3780.*

**COURT FILINGS – continued – DO NOT SEND CASH**

2. Email your pleading to [54circuitcourt@tuscolacounty.org](mailto:54circuitcourt@tuscolacounty.org).  
Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify email a fee waiver request.
3. Mail your pleading and filing fee in the form of a money order or if you qualify fee waiver request, if required, to:  
Tuscola County Clerk  
440 N State Street  
Caro MI 48723
  - a. Call 989-672-3780 to schedule an appointment to drop off court filings at the walk-up window.

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 or you can visit Patriot Party Mart across from the courthouse located at 517 N State Street.

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

**DIVORCE CASE TO BE FILED WITH OUT AN ATTORNEY**

-Visit [www.michiganlegalhelp.org](http://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 or fax or from the website you can email the documents directly to [54circuitcourt@tuscolacounty.org](mailto:54circuitcourt@tuscolacounty.org).

-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.

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

1. Fax your pleading to 989-672-4266. Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify submit a fee waiver request.  
Visit Patriot Party Mart across from the courthouse located at 517 N State Street for the ability to fax documents.
2. Email your pleading to [54circuitcourt@tuscolacounty.org](mailto:54circuitcourt@tuscolacounty.org).  
Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify submit a fee waiver request.

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[Appointments may be made at the walk-up window of the County Clerk' Office. Please call 989-672-3780.](mailto:54circuitcourt@tuscolacounty.org)*

3. Mail your pleading and filing fee in the form of a money order or if you qualify fee waiver request, if required, to:  
Tuscola County Clerk  
440 N State Street  
Caro MI 48723
  - a. Call 989-672-3780 to schedule an appointment at the County Clerk’s walk-up window to file the paperwork in person.

-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.

### **CONCEALED PISTOL LICENSING (CPL)**

The CPL Application can be found at [www.tuscolacounty.org/clerk](http://www.tuscolacounty.org/clerk); Information; CPL.

*Renewal Applicants* – Complete the application and submit any required information.

1. Apply online at [www.michigan.gov/cplrenewal](http://www.michigan.gov/cplrenewal)
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. Call 989-672-3780 to make an appointment at the County Clerk’s walk-up window.

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

1. Call 989-672-3780 to make an appointment at the County Clerk’s walk-up window.

### **ELECTIONS**

#### **CANDIDATES – DO NOT SEND CASH**

*File to run as a write-in candidate:*

\*If filing form is needed, please call 989-672-3780 to have a form e-mailed or mailed to you.

\*Once paperwork has been completed, submit completed and notarized documents

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.

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\*Campaign Finance paperwork 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.

## **VOTERS**

*To Register to Vote*

\*Visit [www.michigan.gov/vote](http://www.michigan.gov/vote) to register online.

\*Visit [www.tuscolacounty.org/clerk](http://www.tuscolacounty.org/clerk); Information; Elections to print a voter registration form. Once completed:

1. Fax to 989-672-4266
2. Call 989-672-3780 to schedule an appointment at the walk-up window to drop off.
3. Mail to:  
Tuscola County Clerk  
440 N State Street  
Caro MI 48723

## **JURY TRIALS**

Jury Trials are being scheduled through the end of 2020.

If you are called as a juror and have questions, please call 989-672-3781.

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 at this time by appointment. DO NOT mail or fax. Please call 989-672-3780 for an appointment.

## **PAYMENTS –**

### **TO MAKE A PAYMENT ON A CIRCUIT COURT, FAMILY COURT, JUVENILE COURT OR NEGLECT AND ABUSE COURT CASE – DO NOT SEND CASH**

1. If you do not know your case number, please call 989-672-3780 for assistance.
2. To pay by credit or debit card, call 989-672-3780.
3. To make a payment in person, please call 989-672-3780 to schedule an appointment at the County Clerk's walk up window.
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 Bonnie at 989-672-3787.

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## **VETERANS DISCHARGE**

Please visit [www.tuscolacounty.org/clerk](http://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](mailto:clerk@tuscolacounty.org).
2. Call 989-672-3780 to schedule an appointment at the County Clerk’s walk-up window.
3. Mail to:

Tuscola County Clerk  
440 N State Street  
Caro MI 48723.

## **WALK-UP WINDOW – by appointment only**

The County Clerk’s office does have a walk-up window available to handle various transactions within our office. Please call 989-672-3780 to schedule an appointment.

## **VITAL RECORDS**

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

Visit [www.tuscolacounty.org/clerk](http://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. Emailed to [54CircuitCourt@tuscolacounty.org](mailto:54CircuitCourt@tuscolacounty.org) with calling 989-672-3780 to provide debit or credit card payment over the phone.
2. Faxed to 989-672-4266 with calling 989-672-3780 to provide debit or credit card payment over the phone.
3. Mailed with a money order with a phone number listed to:

Tuscola County Clerk  
440 State Street  
Caro MI 48723

4. Call 989-672-3780 to schedule an appointment to bring the required documentation in person.

### *TO APPLY FOR A MARRIAGE LICENSE*

Applications for a marriage license can only be issued at this time by appointment. Please call 989-672-3780 to set up an appointment. The application can be printed and completed ahead of time. It can be found at [www.tuscolacounty.org/forms](http://www.tuscolacounty.org/forms).

### *TO APPLY FOR A NEW BIRTH CERTIFICATE*

Birth Certificates can only be issued at this time by appointment. Please call 989-672-3780 to set up an appointment.

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