

20TH CIRCUIT COURT FACSIMILE TRANSMISSION OF DOCUMENTS POLICY – 4TH AMENDED

Pursuant to Michigan Court Rules (MCR) 2.406, the 20th Circuit 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. Cover Sheet. A cover sheet must accompany every transmission. The following information must be included on the cover sheet: Case name, Case number, document title, name, telephone number and email address of sender. Do not attach extra copies of a filing. Indicate if you are requesting a signed copy of an Order on the cover page and one will be sent to the email address provided.
3. No pleadings requiring a fee will be accepted for filing.
4. Fees. No fee will be charged for facsimile transmission of documents.
5. Number of pages. No document will be accepted which is in excess of 20 pages, including the cover sheet, without prior authorization from the 20th Circuit Court staff (616-846-8320).
6. Paper. All filings must be on 8.5 x 11-inch paper with print 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 8.5 x 11 inches, if practical.
7. Hours. Documents may be transmitted via facsimile communications equipment 24 hours a day. 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.
8. Originals. Documents filed by facsimile communication equipment are considered original documents. The filing party shall retain the documents that were transmitted by facsimile communication equipment as well as the facsimile confirmation sheet. Subsequently received copies of faxed documents will be discarded.
9. Signature. For purposes of MCR 2.114, a signature includes a signature transmitted by facsimile communication equipment.
10. The 20th Circuit Court and the Ottawa County Clerk's Office have established a designated telephone numbers for Circuit Court facsimile filings. Those numbers are as follows:

For Grand Haven (Trial Division and Clerk's Office): 616 846-8147

For West Olive (Family Division and Clerk's Office): 616 786-4638

Only documents sent to the designated numbers, following the above listed requirements, will be considered properly filed.

March 14, 2016

Effective Date



Hon. Edward R. Post, Chief Judge