43rd Circuit Court
Cass County
FILING REFERENCE GUIDE

FILINGS IN GENERAL:

- All filings must meet filing standards per the Michigan Court Rules. (MCR 1.109)
  - *Rejection Authority*: MCR 8.119(C) allows the clerk to reject documents that do not meet the minimum filing standards.
- Any filings received after 5 pm will be processed the next business day.
  - If the filing fee is not paid at the time the document is received, then it will not be process until the filing fee is paid.
  - We will reach out to the Petitioner for payment and if not paid within 1 business day, the documents will be returned to the Petitioner and can be resubmitted with the filing fee.

FILINGS BY EMAIL:

- Documents can be filed by email by sending documents to ccfileroom@cassco.org
  - If filing by email, DO NOT SEND COPIES THROUGH THE MAIL TOO
- Documents need to be submitted in PDF format
- If there are attachments, please submit the attachments as part of the document they are attached to as one PDF document, so the attachments stay with the proper document
- If you are filing multiple documents, please attach each document as a separate PDF to the email (for example, if you have a motion, notice of hearing, and proof of service, you'd attach each document to the email – don't simply scan all three items together as one attachment)
- Filing fees are paid by credit card or debit card when filings are done via email
  - Please pay the filing fees BEFORE sending documents to be filed by email and include copy of proof of payment – you can pay the filing fees at: https://www.govpaynow.com/gps/user/plc/6467
    - If paying by debit card or credit card, there is a processing fee (currently 3.5%)
- Copies of the filed documents will be returned via e-mail unless a raised seal is required
  - If a raised seal is required, then we will mail the appropriate copies back to you

FILINGS BY MAIL or IN PERSON:

- Documents can be filed in person or by mail by bringing or sending documents to:
  - Circuit Court File Room, 60296 M-62, Suite 10, Cassopolis, MI, 49031
- Include Original documents only. Extra copies are not needed and will not be processed.
- If return copies are requested, provide a prepaid, self-addressed stamped envelope large enough for copies of the documents to be returned to you.
  - Please note that if you are providing a UPS or FedEx envelope you must arrange pickup
- Filing fees are paid by:
  - IF filing by mail: Check or Money Order
    - Make checks payable to: 43rd Circuit Court
    - If are paying by check, please do not file documents by email

- If filing in person:
  - Cash, Check, or Charge
    - Make checks payable to 43rd Circuit Court
    - There is a processing fee if paying by Credit Card

HEARINGS:

- Please file any motions prior to contacting Judicial Staff or the FOC for a hearing date. Once the motion is filed and a hearing dated provided please file a Notice of Hearing (with Zoom instructions supplied by the Court if the hearing is via Zoom) and Proof of Service.
  - Hearing dates are given by Judicial Staff or the Friend of the Court Scheduler
  - See Contact information below
- In family cases, by local administrative order, all preliminary matters are heard by the Attorney Referee and parties must submit to an evidentiary hearing in front of the Attorney Referee before a trial is held.
- Exhibits for hearings in front of the Judges or Referee should be submitted per the court rule

FILING FEES:

• New Divorce with Children	$255.00
• New Divorce without Children	$175.00
• Temporary motions that include Custody, Parenting Time, or Support in an OPEN divorce case, which means before the divorce is finalized	$20.00
• Motion Regarding Child Support	$60.00
• Motion Regarding Custody	$100.00
• Motion Regarding Parenting Time	$100.00
• General Motions that do **NOT** include Custody, Parenting Time, or Support	$20.00
• Motion to Show Cause	$20.00
• New Civil Case	$175.00
• Jury Demand Fee	$85.00
• All filings in Criminal Cases	$0
• All filings in Personal Protection Order cases	$0

CONTACT INFORMATION:

- Circuit Court File Room, 269-445-4416 / CCFileroom@cassco.org
- Judge Bealor's Judicial Staff, 269-445-4452, ProbateCourt@cassco.org
- Judge Herman's Judicial Staff, 269-445-4412, CircuitCourt@cassco.org
- Friend of the Court, 269-445-4436 / FOC@cassco.org

Updates, Court case lookup, live court feeds, docket feeds, forms, and other information may be found on the Cass County Courts' website 24/7 at https://casscourtsmi.org.