



37th Judicial Circuit Court

Memo Regarding Filing with the Circuit Court

January 20, 2021

After reviewing the email filing procedure put in place for emergency filings last March, the Circuit Court Clerk's Office has determined that the procedures need to be changed to ensure that pleadings are properly filed with the Circuit Court. Please review the following and note the differences between pleading types.

The procedure changes DO NOT affect the Probate Court or District Court. Please check with the respective Clerks offices for their filing procedures.

New Cases must be filed in person or by mail with the appropriate filing fees and copies.

Proposed Orders and Orders submitted under the 7-day rule must be filed in person or by mail with the appropriate copies.

Other motions, reports and filings may still be filed using the email address at

37thcircuitcourt@calhouncountymi.gov

To make an appointment with the Clerk's office, please call **269-969-6518** to schedule. Appointments are available Monday – Friday from 9:00 am – 11:00 and 1:00 – 3:00.

Filings may be mailed to: **Circuit Court Clerk's Office, 161 E. Michigan Ave., Battle Creek, MI 49014**

For information on or to schedule an appointment regarding **Personal Protection Orders**, please call 269-969-6518.