

## 7th Judicial Circuit Court and Genesee County Probate Court

### Emergency Filing Procedures /4.1.2020

#### CIRCUIT COURT

**Regular Mail:** Any filing may be sent to the court clerk via regular mail: Genesee County Clerk, Legal Division, 900 S. Saginaw Street, Flint MI 48502. If a filing fee is required, send a check or money order made payable to Genesee County Clerk. The court will return copies via regular or return mail.

**Email Filing (NEW):** Any filing may be sent to: [courtfilings@7thcircuitcourt.com](mailto:courtfilings@7thcircuitcourt.com). If a [filing fee](#) is required, it can be paid by credit card. Go to the [G2G link](#) and follow these [instructions](#). The G2G link can also be found by visiting [7thcircuitcourt.com](http://7thcircuitcourt.com), clicking the [Payment](#) tab and concluding with clicking the [Make a Payment](#) button. Once the payment is confirmed, the court clerk will process the documents.

**Personal Protection Orders** (domestic relationship): The *YWCA of Greater Flint*, is currently assisting the community and court as the central point of information and filing. Click [HERE](#) for instructions.

**Juvenile Division Hearings** for detained youth and hearings on other emergency petitions will be conducted weekdays via zoom conferencing between the court, attorneys, parents and youth.

Service of petitions and court orders relative to preliminary hearings will be done by email to the professional email address, listed with the State Bar of Michigan, for each of the attorneys of record. Counsel for parents or youth will provide a hard copy to their clients.

After hours child abuse and neglect petitions can be filed at [oncall@7thcircuitcourt.com](mailto:oncall@7thcircuitcourt.com).

During regular business hours, emergency child abuse and neglect petitions can be emailed to [geneseecourtreports@7thcircuitcourt.com](mailto:geneseecourtreports@7thcircuitcourt.com).

Non-emergency child abuse and neglect petitions can be emailed to [courtfilings@7thcircuitcourt.com](mailto:courtfilings@7thcircuitcourt.com).

#### PROBATE COURT

The following filing operations should be observed at this time:

- A filing that requires a filing fee must be sent via regular mail to the Probate Court, 900S. Saginaw Street, Room 502, Flint MI 48502.
- A document that does not requires a filing fee (e.g. proof of service, guardianship/conservatorship inventory, GAL report, etc.) may be sent to the Probate Court via regular mail, fax 810.257.3234 or email ([probatecourt@co.genesee.mi.us](mailto:probatecourt@co.genesee.mi.us)), or staff email address.
- The Court will return copies via regular or return mail.

