

## **20<sup>th</sup> Circuit Court Amended Facsimile Transmission of Documents Policy**

Pursuant to Michigan Court Rule (MCR) 2.406, the 20<sup>th</sup> 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 provided by the Ottawa County Clerk's Office must accompany every transmission. The following information must be included on This sheet: case name case number (not applicable for new filings), document title, and name and telephone number of sender.
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.
6. Paper. All filings must be on 8-1/2 x 11-inch paper, and the print must be 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 8-1/2 x 11 inches, if practical.
7. Hours. Documents may be transmitted via facsimile communication 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 file don 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 purposed of MCR 2.114, a signature includes a signature transmitted by facsimile communication equipment.
10. The Ottawa County Clerk's Office will establish a designated telephone number exclusively for Circuit Court fax filings. The current designated telephone number for Circuit Court facsimile filings at the Grand Haven location is 616-846-8147. The current designated telephone number for facsimile filings at the Circuit Court Family Division, Fillmore Complex is 616 786-4154. Only documents sent to the designated numbers will be considered properly filed. The Clerk's office will notify attorneys and litigants of any additional facsimile filing requirements.

April 15, 2004  
Effective Date

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Calvin L. Bosman, Chief Judge Pro Tempore