



**Ottawa County**  
Clerk | Register of Deeds

Justin F. Roebuck  
County Clerk | Register of Deeds

Sherri A. Sayles  
Chief Deputy County Clerk

Rachel A. Sanchez  
Chief Deputy Register of Deeds

**Circuit Court Records Office:** 616-846-8315 (Grand Haven)  
Fax Number: 616-846-8147 (County Building)

**Fillmore Complex Office:** 616-786-4108 (West Olive)  
Fax Number: 616-738-4638 (Fillmore Complex (Juvenile, Adoptions, Neglect, Name Changes))

**FAX COVER SHEET FOR DOCUMENTS THAT DO NOT REQUIRE A FEE  
(MAXIMUM 20 PAGES INCLUDING COVER SHEET)**

CASE NUMBER \_\_\_\_\_

CASE NAME \_\_\_\_\_

DOCUMENT TITLE \_\_\_\_\_

NAME AND TELEPHONE NUMBER OF SENDER \_\_\_\_\_

- Circuit Court Records**  
414 Washington Avenue Room 320  
Grand Haven, MI 49417  
616-846-8315
- CCR - Family Division**  
12120 Fillmore Street  
West Olive, MI 49460  
616-786-4108
- Elections Division**  
12220 Fillmore Street Room 130  
West Olive, MI 49460  
616-994-4535
- Register of Deeds**  
12220 Fillmore Street Room 146  
West Olive, MI 49460  
616-994-4510
- Vital Records**  
12220 Fillmore Street Room 130  
West Olive, MI 49460  
616-994-4531