

# Ingham County 30th Judicial Circuit Court

P.O. Box 40771  
Lansing, MI 48901-7971  
Telephone: 517 • 483 • 6500

**RICHARD J. GARCIA**  
Chief Circuit and Probate Judge

**SHAUNA DUNNINGS**  
Chief Circuit Judge Pro Tempore

**JOYCE DRAGANCHUK**  
Presiding Judge of General Trial Division



**GEORGE M. STRANDER**  
Circuit Court Administrator

**HELEN WALKER**  
Deputy Court Administrator /  
Friend of the Court

**JANICE M. DOOLEY**  
Deputy Court Administrator /  
General Trial Division

**SCOTT LEROY**  
Deputy Court Administrator /  
Juvenile Division

IN THE MATTER OF: Emergency Electronic Filing and Service.

30<sup>th</sup> Judicial Circuit Court Local Administrative Over 2020-03  
Ingham County Probate Court Administrative Order 2020-01

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## IT IS ORDERED:

To protect the health and safety of the public and employees electronic filing and service by email or fax is allowed until the end of business April 3, 2020 as permitted by the Michigan Supreme Court's Administrative Order No. 2020-1.

The Circuit Court Clerk may receive filings via the following methods:

- Email to [CircuitCourtRecords@ingham.org](mailto:CircuitCourtRecords@ingham.org)
- Fax to (517) 483-6401 or (517) 483-6501

The Probate Court may receive filings via

- E-mail to [ProbateCourtRecords@ingham.org](mailto:ProbateCourtRecords@ingham.org)
- Fax to (517) 483-6150

The filing may be rejected if it does not meet the minimum filing requirements of MCR 8.119(C) and MCR 5.113.

Filing fees for matters that are emailed or faxed, if due, shall be mailed. The Court has discretion to dismiss matters or cases if payment is not made within a reasonable amount of time.

This order shall remain in effect until end of business April 3, 2020.

Effective: March 16, 2020



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Hon. Richard J. Garcia (P38996)  
Chief Circuit and Probate Judge