

## **7<sup>th</sup> Judicial Circuit Court and Genesee County Probate Court Emergency Filing Procedures**

### Civil and Domestic Cases

A civil or domestic new case filing that requires a filing fee must be sent via regular mail to the Genesee County Clerk, Legal Division, 900 S. Saginaw Street, Flint MI 48502.

A court filing that does not require a filing fee may be sent to the Genesee County Clerk, Legal Division (see above) or emailed to [courtfilings@7thcircuitcourt.com](mailto:courtfilings@7thcircuitcourt.com).

The court will return copies via regular mail.

Petitions seeking a personal protection order may be filed in person at the central access point (CAP) at the Courthouse between the hours of 8A.M.– 3P.M. The Beach Street entrance is open to the public for this limited purpose.

### Juvenile Hearings and Petitions

Preliminary 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 at [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, 900 S. Saginaw Street, Room 502, Flint MI 48502.
- A document that does not require 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.