

COUNTY CLERK'S OFFICE PROCEDURE DURING CLOSURE TO THE PUBLIC

clerk@tuscolacounty.org
www.tuscolacounty.org/clerk
989-672-3780

For transactions that need to be completed at the County Clerk's Office, below are alternative options available to you during this time of the courthouse being closed to the public.

Some of the solutions are only being offered during this time of closure.

The effective date of this document is March 19, 2020 until the courthouse is back open upon order of the court.

ATTORNEY MAILBOXES

Paperwork located within your courthouse mailbox will be mailed to you directly on a daily basis.

BUSINESS REGISTRATION CERTIFICATE (DBA or Co-Partnership) – DO NOT SEND CASH

Visit www.tuscolacounty.org/clerk; Information; DBA.

Print and complete the Business Registration Certificate.

1. Mail with proper payment to:

Tuscola County Clerk
440 N State Street
Caro MI 48723

COURT FILINGS –

CIRCUIT COURT, FAMILY COURT, JUVENILE COURT AND NEGLECT AND ABUSE COURT CASES

If you do not know your case number, please call 989-672-3780 for assistance.

Michigan Legal Help - Visit www.michiganlegalhelp.org for guidance in certain court topics.

Lakeshore Legal Aid is closed to the public, but individuals seeking legal advice or assistance can contact their Counsel and Advocacy Law Line at 888-783-8190.

**If you are filing an Infectious Disease case,
please call 989-672-3720 prior to filing.**

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COURT FILINGS – continued – DO NOT SEND CASH

With your filing, please include your contact information, phone or email, in case staff has any questions.

Options to file pleadings with Circuit Court:

1. Fax your pleading to 989-672-4266. Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify fax a fee waiver request.
Visit Patriot Party Mart across from the courthouse located at 517 N State Street for the ability to fax documents. The court will be covering this cost.
2. Email your pleading to 54circuitcourt@tuscolacounty.org.
Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify email a fee waiver request.
3. Mail your pleading and filing fee in the form of a money order or if you qualify fee waiver request, if required, to:
Tuscola County Clerk
440 N State Street
Caro MI 48723

It is your responsibility to make copies of documents being filed in order to retain a copy for yourself and to have a copy to serve on the other party.

Visit Patriot Party Mart across from the courthouse located at 517 N State Street for the ability to copy documents.

Once service has been completed, file a proof of service with the court in one of the above mentioned manners.

DIVORCE CASE TO BE FILED WITH OUT AN ATTORNEY

-Visit www.michiganlegalhelp.org to complete the necessary forms. This can be completed from a computer or from your smart phone. You can either print the documents to mail or fax or from the website you can email the documents directly to 54circuitcourt@tuscolacounty.org.

-Please include your contact information, phone or email, in case staff has any questions.

-Submit the filing fee as required, \$175.00 for a divorce without children and \$255.00 for a divorce with children or if you qualify submit a fee waiver request.

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Options to file a divorce case with the County Clerk's Office are:

1. Fax your pleading to 989-672-4266. Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify submit a fee waiver request. Visit Patriot Party Mart across from the courthouse located at 517 N State Street for the ability to fax documents. The court will be covering this cost.
2. Email your pleading to 54circuitcourt@tuscolacounty.org. Call 989-672-3780 to pay a filing fee, if required, by credit or debit card or if you qualify submit a fee waiver request.
3. Mail your pleading and filing fee in the form of a money order or if you qualify fee waiver request, if required, to:
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440 N State Street
Caro MI 48723

-If you do not have internet access, to prepare the necessary forms using michiganlegalhelp.org, please call 989-672-3780.

-Once the case has been opened, a case number has been assigned and paperwork has been processed, County Clerk staff will return two copies of the documents filed along with one additional copy of the summons and complaint to use for proof of service to the address that you have provided.

CONCEALED PISTOL LICENSING (CPL)

The CPL Application can be found at www.tuscolacounty.org/clerk; Information; CPL.

Renewal Applicants – Complete the application and submit any required information online at www.michigan.gov/cplrenewal or by mail with a check or money order made payable to “State of Michigan” to:

Michigan State Police
Attn: Concealed Pistol License Unit
PO BOX 30634
Lansing MI 48909

New Applicants – Applications for new CPLs cannot be accepted at this time.

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ELECTIONS

CANDIDATES – DO NOT SEND CASH

File to run for County Office, School Board Member or Precinct Delegate:

*If a filing packet is needed, please call 989-672-3780 to have a packet mailed to you.

*Once paperwork has been completed, submit completed and notarized documents (including Affidavit of Identity, petition sheet(s) or filing fee as appropriate):

1. Mail to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
2. Call 989-672-3780 to set up an appointment to file the paperwork.

*Campaign Finance paperwork can be submitted:

1. Mail to:
Tuscola County Clerk
440 N State Street
Caro MI 48723
2. Call 989-672-3780 to set up an appointment to file the paperwork.

**To File for Township, City or Village Office, a filing packet can be obtained from the County Clerk's office but the appropriate paperwork will need to be filed with the Township, City or Village Clerk.*

Please call 989-672-3780 with questions.

VOTERS

To Register to Vote

*Visit www.michigan.gov/vote to register online.

*Visit www.tuscolacounty.org/clerk; Information; Elections to print a voter registration form. Once completed:

1. Fax to 989-672-4266
2. Mail to:
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JURY TRIALS

The Jury Trials for the months of May and June 2020 have been adjourned.

Please call 989-672-3770 for updated jury trial information.

NOTARY PUBLIC

Applications for new and renewal Notary Public commission can only be accepted at this time by appointment. DO NOT mail or fax. Please call 989-672-3780 for an appointment.

PAYMENTS –

TO MAKE A PAYMENT ON A CIRCUIT COURT, FAMILY COURT, JUVENILE COURT OR NEGLECT AND ABUSE COURT CASE – DO NOT SEND CASH

1. If you do not know your case number, please call 989-672-3780 for assistance.
2. To pay by credit or debit card, call 989-672-3780.
3. Mail a money order with a phone number and the applicable case number listed to:
Tuscola County Clerk
440 N State Street
Caro MI 48723.
4. To set up payment arrangements, call Bonnie at 989-672-3787.

VETERANS DISCHARGE

Please visit www.tuscolacounty.org/clerk; Information; Forms
Complete the Military Discharge – DD214 Request form and have the form notarized.
Included the requested documents if required.

1. Email to clerk@tuscolacounty.org.
2. Mail to:
Tuscola County Clerk
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WALK-UP WINDOW – by appointment only

The County Clerk's office does have a walk-up window available to handle various transactions within our office. Please call 989-672-3780 to schedule an appointment.

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VITAL RECORDS

TO OBTAIN COPIES OF BIRTH CERTIFICATES, DEATH CERTIFICATES AND MARRIAGE LICENSES

Visit www.tuscolacounty.org/clerk; Forms; Vital Record Request Form to print off Vital Record Request Form. Complete the form and attach the required documents. The form and documentation can be:

1. Emailed to 54CircuitCourt@tuscolacounty.org with calling 989-672-3780 to provide debit or credit card payment over the phone.
2. Faxed to 989-672-4266 with calling 989-672-3780 to provide debit or credit card payment over the phone.
3. Mailed with a money order with a phone number listed to:
Tuscola County Clerk
440 State Street
Caro MI 48723.

FUNERAL HOMES – Your request will be received through the EDRS program. All Death Certificates will be mailed back to you at no charge during this time period on a daily basis.

TO APPLY FOR A MARRIAGE LICENSE

Applications for a marriage license can only be issued at this time by appointment. Please call 989-672-3780 to set up an appointment.

TO APPLY FOR A BIRTH CERTIFICATE

Birth Certificates cannot be issued at this time. If you feel you qualify for emergency consideration, please call 989-672-3780.

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