

# **The Process at the Wayne County Probate Court:**

## **Who and What Attorneys Need to Know to Practice Effectively**

### **Location**

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The main offices of the Wayne County Probate Court are located on the 13<sup>th</sup> floor of the Coleman A. Young Municipal Center. Courtrooms are on the 12<sup>th</sup> and 13<sup>th</sup> floors. The main address is:

Wayne County Probate Court  
1305 CAYMC  
Two Woodward Ave.  
Detroit, Michigan 48226

### **Court Hours**

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8:00 am to 12:30 pm and 1:30 pm to 4:30 pm Monday through Friday, except holidays.

### **Holidays**

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The current year's Holiday Schedule is available on the Court's website, [www.wcpc.us](http://www.wcpc.us) under Hours.

### **Key Contacts in the Probate Court**

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Title	Name	Email	Room	Phone	Fax
General Information		<a href="mailto:info@wcpc.us">info@wcpc.us</a>			
Probate Register/Director of Information Services	April K. Maycock	<a href="mailto:amaycock@wcpc.us">amaycock@wcpc.us</a>	1305	224-2722	967-4027
Chief Deputy Probate Register	Michael J. McClory	<a href="mailto:mmcclory@wcpc.us">mmcclory@wcpc.us</a>	1305	224-5685	967-4034
Court Attorney	Andrele St Val	<a href="mailto:astval@@wcpc.us">astval@@wcpc.us</a>	1305	224-5602	967-4052
Chief Deputy Court Administrator	Janet Witte	<a href="mailto:jwitte@wcpc.us">jwitte@wcpc.us</a>	1307	224-5714	967-4025
Probate Counter Supervisor	Asia Curry	<a href="mailto:acurry@wcpc.us">acurry@wcpc.us</a>	1307	224-6431	967-4028 967-4030
Budget and Management	Kim Zawora	<a href="mailto:kzawora@wcpc.us">kzawora@wcpc.us</a>	1307	224-8227	967-4055
Records Supervisor	Tenisha Wardford	<a href="mailto:twardford@wcpc.us">twardford@wcpc.us</a>	1307	224-7306	967-4047
Guardianship/Estates Ombudsman	Ward Wilson	<a href="mailto:wwilson@wcpc.us">wwilson@wcpc.us</a>	1305	224-0589	967-4037

## The Probate Court Bench and Courtroom Staff

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Judge		Room	Phone	Fax
<b>Hon. Freddie G. Burton, Jr. Chief Judge</b>		1269	224-5686	967-4045
	Courtroom Coordinator	1269	224-5686	967-4045
	Court Clerk II	1211	224-5687	967-4045
	Court Clerk I	1211	967-6662	967-4045
<b>Hon. June E. Blackwell-Hatcher</b>		1399	224-5676	967-4010
	Courtroom Coordinator	1399	224-5676	967-4010
	Court Clerk II	1319	224-5676	967-4010
	Court Clerk I	1319	224-6884	967-4010
<b>Hon. Terrance A. Keith</b>		1203	224-5668	967-4023
	Courtroom Coordinator	1203	224-5668	967-4023
	Court Clerk II	1201	224-6905	967-4023
	Court Clerk I	1201	224-0239	967-4023
<b>Hon. Judy A. Hartsfield</b>		1379	224-6279	967-4039
	Courtroom Coordinator	1379	224-6279	967-4039
	Court Clerk II	1309	967-6608	967-4039
	Court Clerk I	1309	224-5671	967-4039
<b>Hon. David Braxton</b>		1303	224-5681	967-4014
	Courtroom Coordinator	1303	224-5681	967-4014
	Court Clerk II	1301	224-5681	967-4014
	Court Clerk I	1301	224-6901	967-4014
<b>Hon. Lawrence J. Paolucci</b>		1219	224-5672	967-4020
	Courtroom Coordinator	1219	224-5672	967-4020
	Court Clerk II	1221	224-5672	967-4020
	Court Clerk I	1221	224-5672	967-4020

### Processing Cases at Wayne County Probate Court

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- Proceedings are initiated by filing a petition, application or summons and complaint in Room 1307 at the Probate Counter. There are two attorney lines permanently assigned to the counter area in the back adjacent to the public access viewing area. There are no limits on the amount of items that can be filed at one time so there may still be a waiting period before you are served. If you cannot wait, leave your items in the Attorney Drop Box next to the attorney lines; they will be processed within 2-3 business days. Do not have your paperwork started to be processed by the attorney clerks and then leave the court, as this is unfair to the lawyers behind you in line who are waiting in person to have their filings processed.
- Attorneys can sign all pleadings or forms filed with the Court on behalf of their client except inventories, accounts, acceptance of appointments, bonds, closing statements and receipts. MCR 5.114(A)(3).
- Filing fees can be accepted in check form by the service clerk that waits on you at the counter. To expedite the processing of your paperwork, please let the attorney clerk know how you will be paying (cash, check, MasterCard or Discover). For cash or credit cards the cashier located in Room 1305 will be able to assist you. Fees are payable by cash or check made payable to Wayne County Probate Court. Fees are payable in person by MasterCard or Discover. The bank will charge a convenience fee. See Michigan Supreme Court Administrative Order 2004-8 and the Probate Fee Schedule found at [www.courts.michigan.gov](http://www.courts.michigan.gov).

- You can calculate an Inventory fee at [www.wcpcc.us](http://www.wcpcc.us) on the Fees page. For decedents with a date of death **on or after** March 28, 2013, and before January 1, 2018, a deduction is allowed for any lien on real estate. No parcel can have a value of less than zero, and there is no carryover to the other estate assets. For decedents with a date of death before March 28, 2013, the inventory fee is based on the gross estate. 2012 PA 596; *Estate of Sandra Wolfe-Hadad v. Oakland County and Oakland County Probate Court*, 272 Mich App 323; 725 NW 2d 80 (2006). Please note that liens can only be deducted from real property.
- A hearing date and time is established when a petition has been paid for at the cashier or with the service clerk. This date is usually 4-6 weeks after the petition is filed.

### **Process for Obtaining Assignments**

- Attend Attorney Training Program
- Complete Attorney Profile Sheet
- Submit facesheet from malpractice insurance (\$250,000 aggregate)

### **Getting Paid**

- See Court Appointed Attorney Fee Schedule
- See Judge's Courtroom Coordinator after the hearing
- See Probate Register's Administrative Coordinator, if it is a guardianship review.

### **Frequently Accessed Information on the Court's Website**

- Request to Review Files
- Case Access
- Pleadings to be processed in the Judges' Offices after payment of applicable filing fees
- Pleadings to be processed by Service Clerks in Room 1307
- Pleadings that may be dropped off in the Attorney Drop Box located next to the Attorney Clerks in Room 1307
- Probate Fees
- Attorney Profile Sheet
- Court Appointed Attorney Fee Schedule