

ePayment Instructions

General Information regarding ePayment:

- ePayment is a web service which allows for the online payment of existing court fees and costs via credit card.
- ePayment has a 3.5% convenience fee.
- Wayne County probate Court utilizes a third party vendor (CourtView Justice Solutions Inc.) to process ePayments. This transaction will appear on your statement as **PAYPAL*COURTVIEW**.
- ePayment can be made from any device connected to the internet, but cannot be processed by Probate Court staff (including the cashiers or service clerks).
- ePayment is not associated with eFiling. Documents cannot be filed using ePayment.

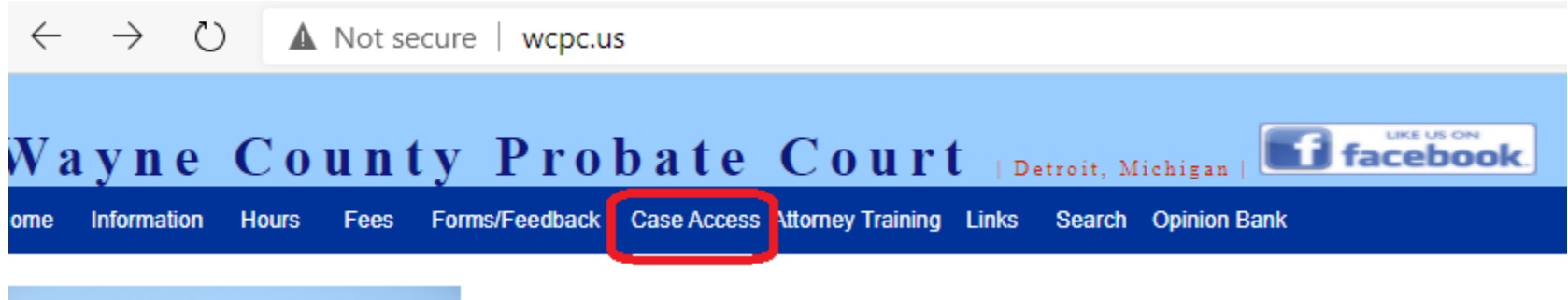
This option will not change the current filing practices. Documents will not be accepted for filing at the court without the appropriate filing fee. Documents may not be dropped off at the Probate Counter with the intent of paying for the filing fee using ePayment. The payment must accompany the filing. All other fees and costs, however, may be paid for using ePayment (i.e. inventory fees, court costs, copy fees, certified fees, etc.).

If the fee that you want to pay does not appear after following the instructions in this document:

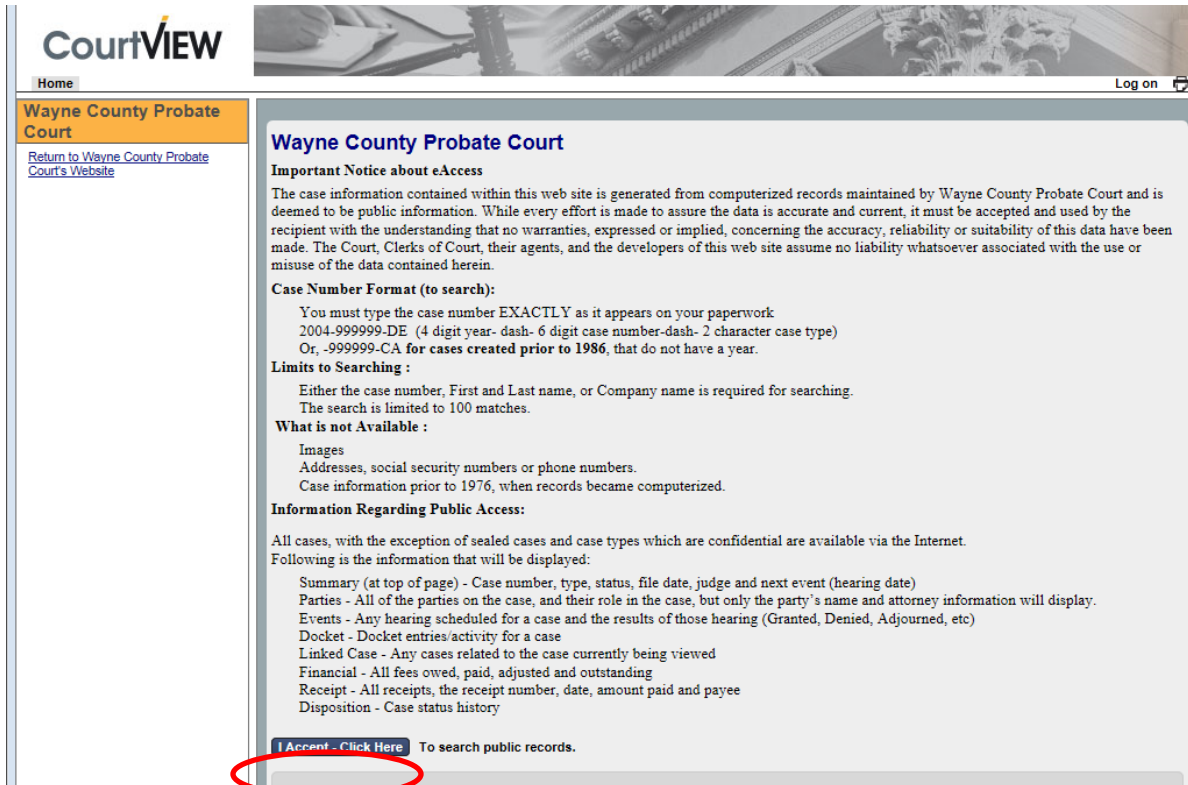
1. Contact the court for the fees to be calculated and entered.
2. If you are requesting copies or orders and need documents mailed or emailed to you, be sure to contact the Court again **after** the payment is made.

<u>Request</u>	<u>Contact</u>
Copies of Name Change Order (pre-1918)	Archives of Michigan Website: https://www.michigan.gov/mhc
Copies of Name Change Order (1918-1998)	Email: filedept@wcpc.us
Copies of Name Change Order (after-1998)	Wayne County Clerk Phone: 313-224-5510
Inventory Payment	Email: probateservice@wcpc.us
Updated Letters of Authority	Email: probateservice@wcpc.us
Copies of Petitions, Motions, Orders or any other documents	Email Judge of Record: Judge Burton: FGBstaff@wcpc.us Judge Braxton: DBstaff@wcpc.us Judge Hartsfield: JAHstaff@wcpc.us Judge Keith: TAKstaff@wcpc.us Judge Paolucci: LJPstaff@wcpc.us Judge Perkins: DAPstaff@wcpc.us

1. Go to www.wcpc.us – Case Access



2. Accept Terms and Conditions



Search for the desired case by entering: Name or Case Number

Search

Select your search criteria below. Fields marked with * are required.

Number of Results 25 ▾

Name Case Number Attorney

Last Name *

First Name *

Middle Name

Suffix Choose One ▾

Or Search by Business Name

Company Name *

Search

Select your search criteria below. Fields marked with * are required.

Number of Results 25 ▾

Name **Case Number** Attorney

Case Number * 2018-832868-DE

Search

OR

Search

Select your search criteria below. Fields marked with * are required.

Number of Results: 25

Name Case Number Attorney

Last Name * Doe
First Name * John
Middle Name
Suffix Choose One
Or Search by Business Name
Company Name *

Date of Birth Search Range:
Begin Date MM/dd/yyyy
End Date MM/dd/yyyy

File Date Search Range:
Begin Date MM/dd/yyyy
End Date MM/dd/yyyy

Case Type: BX-Safe Deposit Box, CA-Conservators, Adult, CY-Conservators, Minor, CZ - CIVIL, DA-Dec Estate-Supervised, DD-Developmentally Disabled, DDT-Developmentally Disabled (Estate), DE-Dec Estate Non-Supervised

Case Status: All Statuses, *Do not use, *Do not use, Closed, N/A, Open, Reopened

Party Type: All Party Types, *Ind Pers Rep Intestate, *Ind Pers Rep Testate, Claimant, Conservator, Court Appointed Attorney, Decedent, Interested Person








Date of Death Search Range:
Begin Date MM/dd/yyyy
End Date MM/dd/yyyy

Search

3. Select the  button for the Case Name under the “Party/Company” column for which you wish to make a payment.

Search Results

Displaying all 7 matches.

	Case Number	Case Type	File Date	Initiating Action	Party/Company	Party Type	Date of Birth	Case Status	Disposition
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Ann	Interested Person		Open	Undisposed
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Bob	Interested Person		Open	Undisposed
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, John	Decedent		Open	Undisposed
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Personal Representative		Open	Undisposed
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Petitioner		Open	Undisposed
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Interested Person		Open	Undisposed
	2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Smith, Janee	Interested Person		Open	Undisposed

4. Skip the *Step 1* section.
5. Complete Payer Information in the *Step 2* section
6. Do not change “Payment Amount” (you will be able to review/change payment amount on next screen)
7. Select costs and fines

Payment Information

Case Information

Case: 2018-832868-DE Decedent: Doe, John Open FGB

Step 1

On Behalf of * Doe, John

Step 2

Payer Information

Payer Last Name * Doe

Payer First Name * Mary

Email * marydoe@gmail.com


Confirm Email * marydoe@gmail.com


Balance Due \$17.00

Payment Amount * 17.00

Convenience Fee \$0.60

Total Payment Amount \$17.60





8. Unselect the "Pay Now" box(s) on any fee(s) you are **not** paying. Please Note, if the fee that you want to pay does not appear, please contact the court (see page 1). For example, if you are expecting to pay for a copy of a name change, the court will need to add the fee to the system prior to you paying for it.
9. Make Payment

ePayment Costs and Fines Selection

2018-832868-DE Decedent: Doe, John Open FGB

Sort Order Priority Docket Date Docket Amount

Select All

Total Payment \$12.00

Pay Now	Date	Description	Amount Due	Payment Amount
<input type="checkbox"/>	03/08/2018	INVF Inventory Fee (inf)	\$5.00	<input type="text"/>
<input checked="" type="checkbox"/>	03/08/2018	LETDC Letters of Authority for Personal Representative (pc572d) (s)	\$12.00	\$12.00

10. Review Total Payment Amount
11. Note: 3.5% Convenience Fee has been included.
12. Pay Now

Payment Information

Case Information
Case: 2018-832868-DE Decedent: Doe, John Open FGB

Step 1
On Behalf of * Doe, John

Step 2

Payer Information

Payer Last Name * Doe
Payer First Name * Mary
Email * marydoe@gmail.com
Confirm Email * marydoe@gmail.com

Balance Due \$17.00

Payment Amount * 12.00

Convenience Fee \$0.42

Total Payment Amount \$12.42

You will be directed to PayPal

13. Enter your PayPal information or Pay with Debit or Credit Card

14. Wayne County Probate Court utilizes a third party vendor (CourtView Justice Solutions Inc.) to process ePayments. This transaction will appear on your statement as **PAYPAL*COURTVIEW**.

J Works's Test Store

15. Once payment has been processed you will be redirected back to Wayne County Probate Court's website.

16. A payment confirmation will be sent to the email provided.

17. Select on "eServices Home" if you wish to make another payment otherwise close your browser.