

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.
- 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. Accept Terms and Conditions

The screenshot shows the Wayne County Probate Court website. At the top left is the 'CourtVIEW' logo. Below it is a 'Home' link. The main header area contains 'Wayne County Probate Court' and a 'Log on' link. A sidebar on the left has a 'Return to Wayne County Probate Court's Website' link. The main content area is titled 'Wayne County Probate Court' and contains an 'Important Notice about eAccess'. The notice explains that case information is generated from computerized records and is public information. It provides instructions on the 'Case Number Format (to search):' and lists 'Limits to Searching' and 'What is not Available'. At the bottom of the notice, there is a list of information available for public access, including Summary, Parties, Events, Docket, Linked Case, Financial, Receipt, and Disposition. A button labeled 'Accept - Click Here' is circled in red, and it is followed by the text 'to search public records.'

CourtVIEW

Home

Wayne County Probate Court

Log on

[Return to Wayne County Probate Court's Website](#)

Wayne County Probate Court

Important Notice about eAccess

The case information contained within this web site is generated from computerized records maintained by Wayne County Probate Court and is deemed to be public information. While every effort is made to assure the data is accurate and current, it must be accepted and used by the recipient with the understanding that no warranties, expressed or implied, concerning the accuracy, reliability or suitability of this data have been made. The Court, Clerks of Court, their agents, and the developers of this web site assume no liability whatsoever associated with the use or misuse of the data contained herein.

Case Number Format (to search):

You must type the case number EXACTLY as it appears on your paperwork
2004-999999-DE (4 digit year- dash- 6 digit case number-dash- 2 character case type)
Or, -999999-CA for cases created prior to 1986, that do not have a year.

Limits to Searching :

Either the case number, First and Last name, or Company name is required for searching.
The search is limited to 100 matches.

What is not Available :

Images
Addresses, social security numbers or phone numbers.
Case information prior to 1976, when records became computerized.

Information Regarding Public Access:

All cases, with the exception of sealed cases and case types which are confidential are available via the Internet.
Following is the information that will be displayed:

- Summary (at top of page) - Case number, type, status, file date, judge and next event (hearing date)
- Parties - All of the parties on the case, and their role in the case, but only the party's name and attorney information will display.
- Events - Any hearing scheduled for a case and the results of those hearing (Granted, Denied, Adjourned, etc)
- Docket - Docket entries/activity for a case
- Linked Case - Any cases related to the case currently being viewed
- Financial - All fees owed, paid, adjusted and outstanding
- Receipt - All receipts, the receipt number, date, amount paid and payee
- Disposition - Case status history

Accept - Click Here to search public records.

2. 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 *

Search

OR

Search

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

Number of Results ▼

Name **Case Number** **Attorney**

Last Name *

First Name *

Middle Name

Suffix ▼

Or Search by Business Name

Company Name *

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 Birth Search Range:

Begin Date MM/dd/yyyy

End Date MM/dd/yyyy

Date of Death 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

3. Select the **Pay** 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
Pay	☆ 2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Ann	Interested Person		Open	Undisposed
Pay	☆ 2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Bob	Interested Person		Open	Undisposed
Pay	☆ 2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, John	Decedent		Open	Undisposed
Pay	☆ 2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Personal Representative		Open	Undisposed
Pay	☆ 2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Petitioner		Open	Undisposed
Pay	☆ 2018-832868-DE	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Interested Person		Open	Undisposed
Pay	☆ 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

Select costs and fines

Pay Now

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

Cancel Make Payment

Pay Date Now	Description	Amount Due	Payment Amount
<input type="checkbox"/> 03/08/2018	INVF Inventory Fee (inf)	\$5.00	
<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

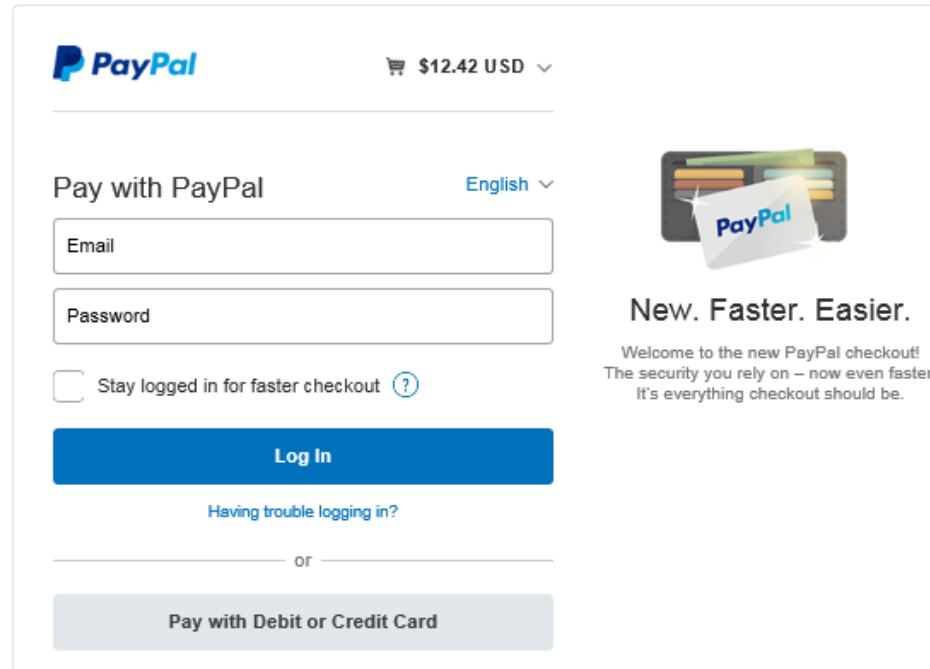
Balance Due \$17.00
 Payment Amount * 12.00
 Convenience Fee \$0.42
 Total Payment Amount \$12.42

Select costs and fines
Pay Now

You will be directed to PayPal

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

J Works's Test Store



PayPal \$12.42 USD

Pay with PayPal English

Email

Password

Stay logged in for faster checkout [?](#)

[Log In](#)

[Having trouble logging in?](#)

or

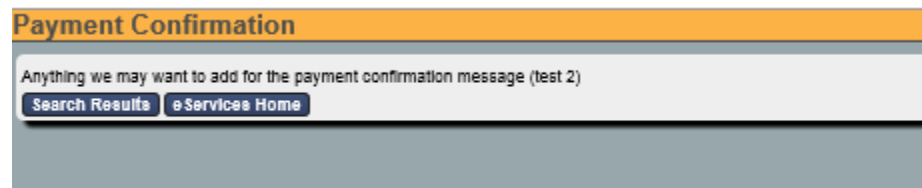
[Pay with Debit or Credit Card](#)

New. Faster. Easier.

Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.

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

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



Payment Confirmation

Anything we may want to add for the payment confirmation message (test 2)

[Search Results](#) [eServices Home](#)

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