

STATE OF MICHIGAN  
IN THE DISTRICT COURT FOR THE 16TH JUDICIAL DISTRICT  
ADMINISTRATIVE ORDER NO. 2443 2019-1

At a session of said Court held in  
the courthouse in the City of  
Livonia, Wayne County, Michigan, on  
the 10th day of July, 2019.

PRESENT: HON. KATHLEEN J. MCCANN  
HON. SEAN P. KAVANAGH

The purpose of this order is to establish a policy allowing the filing of Court documents via facsimile. This order becomes effective July 25, 2019.

Pursuant to Michigan Supreme Court Administrative Order 2002-54, the 16th District Court adopts the following policy governing facsimile transmission of documents.

**IT IS ORDERED:**

1. The filing of documents by facsimile equipment is governed by MCR.2.406.
2. Cover sheet. A cover sheet must accompany every transmission. The following information must be included on this sheet: case name, case number (not applicable for new filings), document title, name and telephone number of sender.
3. Number of Pages. No document will be accepted which is in excess of 20 pages.
4. Paper. All filings must be on 8 1/2 x 11 paper and the print must be no smaller than 2-point type (MCR 1.109). These requirements do not apply to attachments and exhibits, but parties are encouraged to reduce or enlarge such documents to 8 1/2 x 11 inches, if practical.
5. Hours. Documents received during regular business hours of the court will be deemed filed on that business day. Documents received after regular business hours and on weekends or designated court holidays will be deemed filed on the next business day.
6. Originals. Documents filed by facsimile communication

equipment are considered original documents. The filing party shall retain the documents that were transmitted by facsimile communication equipment as well as the facsimile confirmation sheet.

7. Signature. For purposes of MCR 2.114, a signature includes a signature transmitted by facsimile communication equipment.



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KATHLEEN J. MCCANN, District Judge



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SEAN P. KAVANAGH, District Judge

Original: Hon. Kathleen J. McCann  
cc: Hon. Kathleen J. McCann  
Hon. Sean P. Kavanagh  
Nadezda Stojcevska