

## MEMORANDUM NO. 2

**TO:** Macomb County Probate Bar, Probate Practitioners, General Public

**FROM:** Robert Szalka, Director of Legal Services, MCPC

**DATE:** December 7, 2020

**RE:** Procedural requirements during this Health Care Emergency

**In an effort to further work on the backlog of new filings received in the Probate Court we will not be accepting new filings from December 28, 2020 through January 3, 2021.** During that time period the court will be open for phone calls and only accept emergency matters. Currently the Probate Court has an email address for emergency use only [probatevirtualdesk@gmail.com](mailto:probatevirtualdesk@gmail.com). Currently the Court is only accepting new filings by mail or by individuals placing the filing in an envelope in the drop box located on the first floor of the Court building. Fax filings are strongly discouraged.

The above steps will assist our staff in processing the backlog in filings and to serve you more efficiently.

This health care crisis has certainly been challenging for all and we at the Court will continue to persevere. However we need your help.

Further memos from the Court will be sent as we go through further stages of this Covid-19 health care crisis.