



THIRD JUDICIAL CIRCUIT  
OF MICHIGAN

ROBERT J. COLOMBO, JR.  
CHIEF JUDGE

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DETROIT, MICHIGAN 48226-3413

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**DOCKET DIRECTIVE 2017 – 01**

**STATE OF MICHIGAN  
THIRD JUDICIAL CIRCUIT**

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**SUBJECT: The process for changing venue under MCR 2.222 and MCR 2.223**

This Docket Directive rescinds and replaces Docket Directive 2015-04.

This Docket Directive is issued pursuant to MCR 8.110 and MCR 8.111.

**EFFECTIVE DATE: January 17, 2017**

**IT IS ORDERED:**

This Docket Directive applies to the process to be used for orders granting motions for change of venue under either MCR 2.222 or MCR 2.223.

If the Motion for Change of Venue is granted pursuant to MCR 2.222, Change of Venue; Venue Proper, the following shall occur at or before the time the order changing venue is entered:

1. If the Court grants the Motion for a Change of Venue, the Courtroom Clerk directs the moving party to pay the applicable filing fee to the Change of Venue Clerk located at the Wayne County Clerk's Office-Court Services Department in Room 201.
2. Within 24 hours, the Courtroom Clerk notifies the Change of Venue Clerk by email to [wchangeofvenue@waynecounty.com](mailto:wchangeofvenue@waynecounty.com) that the Court has granted the Change of Venue Motion pursuant to MCR 2.222.

3. The moving party obtains a check or money order in the amount of the applicable filing fee and presents it to the Change of Venue Clerk.
4. The Change of Venue Clerk receives the fee, provides a receipt, and makes the entry on Odyssey indicating the applicable filing fee has been paid.
5. When the moving party presents the order for the change of venue, the Courtroom Clerk verifies payment of the applicable filing fee on Odyssey. If the fee has been paid, the order is presented to the judge.
6. The Change of Venue Clerk verifies that the jury fee has been paid. If a jury fee has been paid, the Change of Venue Clerk submits a certified request letter to the accounting department of the Clerk's office for a formal request to the Wayne County Treasurer's office. (The Treasurer's Office issues the check and delivers it to the Change of Venue Clerk. This process can take up to 4 weeks.) If no jury fee has been paid, the Change of Venue Clerk mails the file and filing fee within three (3) days of the submission of the filing fee. Only one jury demand fee should be paid on a case. In the event, a party submits a subsequent fee, the Clerk will return or refund it to the submitter.
7. Within three (3) days of receipt of the check from the Treasurer's Office, the Change of Venue Clerk mails the file, the filing fee, and jury fee payments to the receiving court.

When the Change of Venue order is granted by the Court, an attorney may contact the Change of Venue Clerk at 313-224-5516.

If the order is granted pursuant to MCR 2.223, Change of Venue; Venue Improper, the following shall occur after the order that changes venue has been entered:

1. The Courtroom Clerk sends the Change of Venue Order to the Change of Venue Clerk by email to [wcchangeofvenue@waynecounty.com](mailto:wcchangeofvenue@waynecounty.com).
2. Within 24 hours of receipt of the email, the Change of Venue Clerk issues a reminder notice to the plaintiff that the applicable fee must be paid within 56 days of the entry of the order.
3. Within 56 days, the plaintiff submits a check or money order payable to the receiving court in the amount of the applicable filing fee to the Change of Venue Clerk in the Wayne County Clerk's Office-Court Services Department located in Room 201.
4. When the Change of Venue Clerk receives the applicable filing fee, the Change of Venue Clerk determines if a jury fee has been paid. If a jury fee has been paid, the Change of Venue Clerk submits a certified request letter to the accounting department of the Clerk's office for a formal request to the Wayne County Treasurer's office. (The Treasurer's Office issues the check and delivers it to the Change of Venue

Clerk. This process can take up to 4 weeks.) If no jury fee has been paid, the Change of Venue Clerk mails the file and filing fee within three (3) days of the submission of the filing fee. Only one jury demand fee should be paid on a case. In the event, a party submits a subsequent fee, the Clerk will return or refund it to the submitter.

5. Within three (3) days of receipt of the check from the Treasurer's Office, the Change of Venue Clerk mails the file, the filing fee, and the jury fee payments to the receiving court.

If the plaintiff fails to pay the statutory filing fee in 56 days, the Change of Venue Clerk notifies the court to which the case was transferred; the transferee judge shall dismiss the action pursuant to MCR 2.223(B)(2).

When the Change of Venue order is entered by the court, attorneys may contact the Change of Venue Clerk at 313-224-5516.

The Wayne County Clerk, The Third Circuit Court Case Processing Department, and the Third Circuit Court Information Technology Systems Bureau are directed to take the steps necessary to accomplish this Directive.



Hon. Robert J. Colombo, Jr., Chief Judge  
Third Judicial Circuit Court of Michigan

**Dated: January 17, 2017**