

# 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 or \$3.00 whichever is greater.
- Wayne County Probate Court utilizes a third party vendor (FivePoint) to process ePayments. The court fee will appear on your statement as **Wayne County Probate Court** and the convenience fee will appear as **Equivant Service 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 <b>Website:</b> <a href="https://www.michigan.gov/mhc">https://www.michigan.gov/mhc</a>
Copies of Name Change Order (1918-1998)	<b>Email:</b> <a href="mailto:filedept@wcpc.us">filedept@wcpc.us</a>
Copies of Name Change Order (after-1998)	Wayne County Clerk <b>Phone:</b> 313-224-5510
Inventory Payment	<b>Email:</b> <a href="mailto:probateservice@wcpc.us">probateservice@wcpc.us</a>
Updated Letters of Authority	<b>Email:</b> <a href="mailto:probateservice@wcpc.us">probateservice@wcpc.us</a>
Copies of Petitions, Motions, Orders or any other documents	<b>Email Judge of Record:</b> Judge Burton: <a href="mailto:FGBstaff@wcpc.us">FGBstaff@wcpc.us</a> Judge Braxton: <a href="mailto:DBstaff@wcpc.us">DBstaff@wcpc.us</a> Judge Hartsfield: <a href="mailto:JAHstaff@wcpc.us">JAHstaff@wcpc.us</a> Judge Keith: <a href="mailto:TAKstaff@wcpc.us">TAKstaff@wcpc.us</a> Judge Paolucci: <a href="mailto:LJPstaff@wcpc.us">LJPstaff@wcpc.us</a> Judge Perkins: <a href="mailto:DAPstaff@wcpc.us">DAPstaff@wcpc.us</a>

1. Go to [www.wcpc.us](http://www.wcpc.us) – Case Access

2. Accept Terms and Conditions

**CourtVIEW**  
Wayne County Probate Court

Home Log on

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

**Wayne County Probate Court**  
**Important Notice about eAccess**

**Please be advised to allow pop-ups if you are not able to view images within the case.**

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.?

[Click here for ePayment Instructions](#)

This file is provided in Adobe Acrobat Format (\*.pdf), and must be viewed using Adobe Acrobat Reader. Adobe Acrobat Reader may be downloaded from <http://www.adobe.com>. Wayne County Probate Court utilizes a third party vendor (FivePoint.) to process ePayments. The court fee will appear on your statement as **Wayne County Probate Court** and the convenience fee will appear as **Equivant Service Fee**.

**Case Number Format (to search):**

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

**Limits to Searching:**

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

**What is not Available:**

- o Images of documents entered prior to 4/1/2022
- o Images of:
- o Confidential documents
- o Sealed cases
- o Settlement agreements
- o Death certificates entered separately from other filings
- o Letters of authority of all types entered after 8/1/2019
- o Addresses, social security numbers or phone numbers.
- o 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:

- o Summary (at top of page) - Case number, type, status, file date, judge and next event (hearing date)
- o 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.
- o Events - Any hearing scheduled for a case and the results of those hearing (Granted, Denied, Adjourned, etc)
- o Docket - Docket entries/activity for a case as well as corresponding image, if available
- o Linked Case - Any cases related to the case currently being viewed
- o Financial - All fees owed, paid, adjusted and outstanding
- o Receipt - All receipts, the receipt number, date, amount paid and payee
- o Disposition - Case status history

**Accept - Click Here** To search public records.

Search for the desired case by entering: Name or Case Number exactly as it appears



Home Search

## Search

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

Number of Results

25

Name Case Number

Last Name \*

First Name \*

Middle Name

Suffix

Choose One

Or Search by Business Name

Company Name \*

Case Type

All Cases  
AT-Appeals to Probate  
BX-Safe Deposit Box  
CA-Conservators, Adult  
CY-Conservators, Minor  
CZ - Civil  
DA-Dec Estate-Supervised  
DD-Developmentally Disabled

Case Status

All Statuses  
\*Do not use  
\*Do not use  
Closed  
N/A  
Open  
Reopened

Party Type

All Party Types  
\*Adm Will Annexed  
\*Administrator  
\*Escheats  
\*Executor  
\*Guardian Mentally Retarded  
\*Ind Pers Rep Intestate  
\*Ind Pers Rep Testate

Date of Birth Search Range:  
Begin

MM/dd/yyyy

End

MM/dd/yyyy

Date of Death Search Range:  
Begin

MM/dd/yyyy

End

MM/dd/yyyy

File Date Search Range:  
Begin

MM/dd/yyyy

End








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
	<a href="#">2018-832868-DE</a>	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Ann	Interested Person		Open	Undisposed
	<a href="#">2018-832868-DE</a>	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Bob	Interested Person		Open	Undisposed
	<a href="#">2018-832868-DE</a>	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, John	Decedent		Open	Undisposed
	<a href="#">2018-832868-DE</a>	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Personal Representative		Open	Undisposed
	<a href="#">2018-832868-DE</a>	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Petitioner		Open	Undisposed
	<a href="#">2018-832868-DE</a>	DE-Dec Estate Non-Supervised	03/08/2018	Testate Formal	Doe, Mary	Interested Person		Open	Undisposed
	<a href="#">2018-832868-DE</a>	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

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	<input type="text" value="\$12.00"/>

10. Review Total Payment Amount
11. Note: 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

Payment Amount \*

Convenience Fee

Total Payment Amount

You will be directed to FivePoint

13. Enter your Debit or Credit Card information
14. Wayne County Probate Court utilizes a third party vendor (FivePoint) to process ePayments. The court fee will appear on your statement as **Wayne County Probate C** and the convenience fee will appear as **Equivant Service Fee**.
15. Once payment has been processed you will be redirected back to Wayne County Probate Court's website.
16. A payment receipt will be sent to the email provided.



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