



General Information

**Hours: 9 a.m. - 3:30 p.m.
Monday - Friday**

Phone: (248) 858-1585

Fax: (248) 338-9540

Billing: (248) 334-3400

Located at the Oakland County Courthouse in the OCBA's Lawyer's Conference Room, West Wing Annex

Fee Schedule:	
OCBA Member Fees:	
Documents	
First Page	\$5
Additional Pages	\$2
Case Evaluation Summaries	
First Page	\$5
Additional Pages up to 15	\$3
Additional Pages over 15	\$5
Faxing from Library	
Per Page	\$1
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Non-Member Fees:	
Documents	
First Page	\$8
Additional Pages	\$3
Case Evaluation Summaries	
First Page	\$8
Additional Pages up to 15	\$4
Additional Pages over 15	\$6
Faxing from Library	
Per Page	\$1
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Confirmation is available for a \$2 fee, and can be forwarded with the invoice. The OCBA Transmittal Letter is not part of the total page count.	

File by Fax Service

The Oakland County Bar Association's **File by Fax** service will file documents with the County Clerk, Caseflow Office (formerly Assignment Clerk), and Judge's Clerks as well as Circuit & District Court Case Evaluation (formerly Mediation). Documents include **Praecipes, Acceptance and Rejections, Motions, Briefs, Witness Lists, Summaries** and much more.

Before You Fax:

- Prior to transmitting to the OCBA's **File by Fax** service:
- Indicate the **CORRECT DESTINATION** (re-delivery fee is \$3)
 - All documents **MUST** be accompanied by the **OCBA Transmittal Form**
 - Documents **MUST** be sent on court-approved forms.
 - Do not send duplicate copies; the staff will make photocopies when necessary.

Additional Fees:

The OCBA's **File by Fax** service **WILL ACCEPT** documents requiring a **court filing fee**. Fees will be assessed by the County Clerk's Office. **In addition, there is an OCBA processing fee of \$5 for Motions and \$10 for other documents that require a court filing fee.** Credit card information must be provided on **OCBA Transmittal Form** for these court filing fees.



Transmittal Form

OAKLAND COUNTY BAR ASSOCIATION

1760 S. Telegraph • Suite 100 • Bloomfield Hills, MI • 48302-1081

THIS FORM MUST BE COMPLETED IN FULL

Transmitting Attorney Information

Name _____ P# _____

Firm _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

e-Mail Address _____

Contact Person _____

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Location of Delivery

Please Note Type of Document next to appropriate location

Caseflow Office — 2nd Floor _____
(f.k.a. Assignment Clerk's Office)

Circuit Court Case Evaluation (f.k.a. Mediation) ... _____
★ OCBA does not pay case evaluation fee

District Court Case Evaluation (f.k.a. Mediation) ... _____
★ OCBA does not pay case evaluation fee

County Clerk — Ground Floor _____

Judge's Name* _____

Attorney Pickup* _____

* You must indicate the name of the person who will receive this document

* A \$3 fee for re-delivery will be charged if an incorrect destination is indicated

Number of Pages _____ Case Number _____
(excluding this page)

Case Name _____

Fax confirmation requested (\$2 fee)

The OCBA accepts NO responsibility for documents that are considered delinquent at the time of transmitting.
The OCBA accepts NO responsibility for filing documents when document destination is incorrectly indicated.



Credit Card Form

OAKLAND COUNTY BAR ASSOCIATION

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THIS FORM MUST BE COMPLETED IN FULL

Transmitting Attorney Information

Name _____ P# _____

Case Number _____

Case Name _____

I authorize the court filing fee(s) and all OCBA processing fees be charged to my:
(required for filing motions and any other document with filing fees)

VISA

MasterCard

Discover

Name on Card _____

Account # _____

Expiration Date _____ CVV2/CVC2 (3-digit code) _____

Billing Street Address & Zip Code _____

Authorized Signature _____

Please bill me at the address on the Transmittal Form.
(credit card information must be provided for any document requiring a filing fee.)

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The OCBA accepts NO responsibility for filing documents when document destination is incorrectly indicated.