



DEPUTY CLERK
NICOLE PEREZ

VANESSA GUERRA
COUNTY CLERK

CHIEF DEPUTY CLERK
KYLE A. BOSTWICK

January 25, 2022

Greetings members of the SCBA,

In an ongoing effort to modernize and better serve attorneys and the public, the Saginaw County Circuit Court Records Office will begin accepting filings via email on Wednesday, January 26th. We appreciate your patience and welcome feedback as we seek to make circuit court filings more convenient. Below you will find the requirements for filing via email. If you have any questions or concerns, please contact me at vguerra@saginawcounty.com or (989)790-5244.

Filing by email:

- The email address for filing document(s) with the 10th Circuit Court is: circuitcourtreCORDSfiling@saginawcounty.com
- Attach your document(s) in PDF format **ONLY**. Pictures or other formats of document(s) are not supported by our system and will not be accepted.
- In the subject line of the email please reference the case number. If filing a new case, reference "New Case" in the subject line.
- If a filing fee is required, a clerk will contact you for your payment information. There is a county service charge for using a credit card based on the amount of the transaction.
- If filing a Fee Waiver Request form, please include the completed form with your filing.
- Please ensure all document(s) are signed, dated, and notarized (if required).
- If filed copies are requested, they will be returned via e-mail to the originating e-mail address.
- Please limit email filings to 25 pages. If the filing will exceed the limit, you will need to file in-person, by drop-box or via postal mail.
- Filings received after 5:00 pm will be considered filed the following business day.

PLEASE DO NOT SEND FILINGS VIA E-MAIL AND MAIL. THIS CREATES DUPLICATE FILINGS

Thank you for your time,