



CIRCUIT COURT RECORDS-FAMILY DIVISION  
GRAND TRAVERSE COUNTY CLERK  
*LINDA COBURN*  
CLERK OF THE CIRCUIT COURT  
400 BOARDMAN AVENUE  
TRAVERSE CITY, MI 49684-2577  
(231) 922-4679

\*\*\*\*\* FAMILY COURT RECORDS IS MOVING \*\*\*\*\*

The Robert P. Griffin Hall of Justice, which will house the District and Family/Probate Courts, is almost complete and our office will be moving soon. The new facility will combine the activities and staff of the 86th District Court, Probate/Family Court, Probation Departments and Probate Court Volunteers into one connected structure.

In regards to the Family Court Records Office, we will be moving from the Governmental Center to the new facility on approximately November 15, 2006. Please update all staff with our new mailing address:

Grand Traverse Family Court Records  
280 Washington Street, Suite 206  
Traverse City, MI 49684  
(231) 922-4679

Our 13th Circuit Court Records office located on the 3<sup>rd</sup> floor of the Courthouse will not be part of the new facility. As a reminder regarding what types of documents get filed with which Records Office, below is an abbreviated list of Family Division case types in relation to the office that holds the case file. Please feel free to contact either records office with questions you may have prior to filing documents. Documents filed with the incorrect records office will result in a delay while they are sent inter-office mail to the correct building.

File with the **Grand Traverse Family Court Records Office, 280 Washington Street, Suite 206** any pleadings in any of the following type case codes (when the file number begins with the year 2001 to present):

DM	PP	PJ
DP	PH	
DS	NC	
DC	EM	

File with the **Grand Traverse Circuit Court Records Office, 328 Washington St., Suite 400** any pleadings in any of the following type case codes (when the file number begins with the year 2000 or prior):

DM  
DP  
DS  
DC

Also file with the **Grand Traverse Circuit Court Records Office, 328 Washington St., Suite 400** any pleadings in the following case type code no matter what the year:

DO  
All other Circuit Court case types not otherwise designated above.

Please contact the appropriate Court Administrator's office regarding their correct mailing address and procedures.