

### INFORMATION FOR TRANSFERRING CASES

**CHANGE OF VENUE**

1. Venue Originally Proper  
 [MCR 2.222(A); MCR 2.222(C)]

2. Venue Originally Improper  
 [MCR 2.223; MCR 2.225]

FILING FEES	PAID BY	JURY FEES	PAID BY	DUTIES OF CLERKS	OTHER EXPENSES	OTHER CONDITIONS
Paid to receiving court  Note: The original filing fee is not refunded or transferred	Moving party			Clerk of the receiving court shall refuse to accept the transfer and shall prepare a notice of refusal and return the case to the transferring court within seven business days if change of venue or transfer order is not prepared as required and lacks the information necessary to determine under which rule the transfer was ordered.	Charged to transferring court MCL 600.1655	Case will be transferred back to transferring court after 28 days if fees and costs are not paid to the receiving court.
Paid to receiving court	Plaintiff	Paid to receiving court	Clerk of transferring court		Chargeable to plaintiff as ordered	Case dismissed by receiving court 28 days after transfer if fees and costs not paid

**TRANSFER OF JURISDICTION**

1. District to Circuit  
 [MCR 4.002]

2. Originally Improper  
 [MCR 2.227]

FILING FEES	PAID BY	JURY FEES	PAID BY	DUTIES OF CLERKS	OTHER EXPENSES	OTHER CONDITIONS
Paid to circuit court	Moving party	Paid to circuit court	Clerk of transferring court will transfer any jury fees already paid and moving party will pay the difference, if any.	Clerk must present papers to district court judge to initiate transfer. Clerk of the receiving court shall refuse to accept the transfer and shall prepare a notice of refusal and return the case to the transferring court within seven business days if change of venue or transfer order is not prepared as required and lacks the information necessary to determine under which rule the transfer was ordered.	By moving party as ordered	Counter-claim or cross-claim dismissed by circuit court or case transferred back to district court if fees and costs not paid in 28 days.
Paid to receiving court	Plaintiff	Forwarded by transferring court if paid  If unpaid to transferring court, paid to receiving court	Clerk of transferring court  OR  Party		By plaintiff as ordered	Case dismissed by receiving court if fees and costs not paid in 28 days.