



# MUSKEGON COUNTY CIRCUIT/FAMILY/PROBATE COURT

## Policy

**Subject: PROHIBITING SUBMISSION OF STAND ALONE SIGNATURE PAGES**

**Effective Date: 12/15/2020**

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**General Rule:** To avoid the ability for parties, attorneys, and court employees to use a signature page with a document it was not intended for, submission of stand-alone signature pages to accompany court documents is prohibited.

### Policy:

1. Signature pages for Judges, Referees, FOC Approval, Attorneys, and/or Parties accompanying any court document may not be stand alone, and, minimally, shall include the following:
  - a. Case Number
  - b. Case Name
  - c. Page Number
  - d. Provide Designated Labeled Lines for Signatures
  - e. Provide Designated Lines Labeled for Date(s) of Signatures
  
2. It is strongly encouraged, but not required, that a notation such as “page \_\_ of \_\_ pages” be noted on each page of the court document.

Hon. Gregory Pittman  
Presiding Family Division Judge

12/15/20

Date

Hon. Timothy G. Hicks  
Chief Judge 14th Circuit Court

12/16/2020

Date