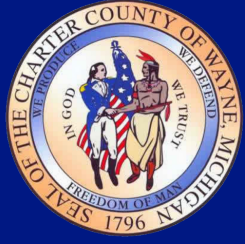


CATHY M. GARRETT, WAYNE COUNTY CLERK



CLERK ALERT



A MESSAGE FROM

CATHY M. GARRETT, WAYNE COUNTY CLERK

This year is off to an exciting start for the Office of the Wayne County Clerk! As we embrace the beginning months of 2024, I am thrilled to share that the Vital Statistics Division has completed its move to 400 Monroe St. centrally located in Greektown within Downtown Detroit.

- **Note: Vital Statistics Records is by appointment only** (Marriage Licenses, Birth/Death Certificates, Assumed Names, Notary Oath, and Concealed Pistol Licenses – CPL). To schedule an appointment, please visit our website: www.waynecounty.com/clerk, call (313) 967-6938, or email clerkhelp@waynecounty.com for assistance.

Special Election

Special Election Alert: Governor Gretchen Whitmer has called a Special Election to fill two seats in the Michigan House of Representatives, Districts 13 and 25.

State House District 13, located on the east side of Detroit, covering 17 voter precincts, mainly covering neighborhoods around Osborn High School and portions of Warren, MI.

State House District 25, entirely within Wayne County, includes the Cities of Westland, Wayne, and a portion of Canton.

Special Election Dates: Primary Election on Tuesday, January 30, 2024; General Election on Tuesday, April 16, 2024.

Presidential Primary Election

2024 is a Presidential Election year. Please take note, Michigan's Presidential Primary Election will be held on Tuesday, February 27, 2024. Election polling sites hours are from 7am-8pm. The Wayne County Clerk's Office website has more detailed information on the Election Information page. Please contact your local clerk or our Elections Division if you have any questions. (313) 224-5525 or visit our website: <https://www.waynecounty.com/elected>

KEY THINGS TO KNOW

- **Special Primary Elections in House Districts 13 and 25 on Tuesday, January 30, 2024**
- **Wedding Contest, 3 lucky couples will win a free wedding!**
- **Schedule appointments online**
- **Vital Statistics Division has moved to 400 Monroe St.**
- **2024 Presidential Primary will be held February 27, 2024**
- **We're hiring! Check our website for job postings.**

CATHY M. GARRETT, WAYNE COUNTY CLERK



CLERK ALERT

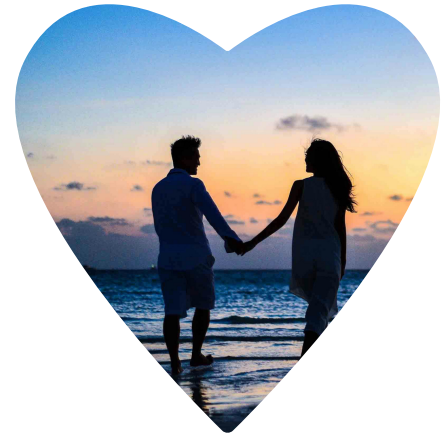


VALENTINES DAY WEDDING CONTEST

February 14th is Valentine's Day, and we are thrilled to announce that we are hosting a wedding contest that will take place within the elegant wedding chapel located at 400 Monroe St, Detroit, MI, Suite 610. Three lucky couples will be randomly selected to win a free private wedding ceremony and prizes. Accommodations to include:

- The wedding chapel can seat up to 22 guests
- The wedding will be officiated by Cathy M. Garrett, Wayne County Clerk
- Gift card awarded to contest winners
- A commemorative marriage photo and certificate
- Wedding Day: February 14, 2024

APPLY NOW



KEY THINGS TO KNOW

- **Special Primary Elections in House Districts 13 and 25 on Tuesday, January 30, 2024.**
- **Wedding Contest, 3 lucky couples will win a free wedding!**
- **Schedule appointments online**
- **Vital Statistics Division has moved to 400 Monroe St.**
- **2024 Presidential Primary will be held February 27th, 2024**
- **We're hiring! Check our website for job postings.**

We're Hiring!

The County Clerk's Office is excited to announce job openings for individuals passionate about public service. We're looking for administrative assistants, clerks, legal professionals, and election support staff. These roles are vital for our office's operations, handling everything from vital records to election management. We're seeking candidates who are organized, collaborative, and dedicated to serving the community.

Joining our team offers more than a job; it's an opportunity to impact the community. Our office provides a supportive work environment, comprehensive benefits, and a focus on work-life balance. Whether you're just starting your career or bringing your expertise to a new challenge, consider joining our dynamic team.

To apply: <https://www.waynecounty.com/departments/phr/job-postings.aspx>

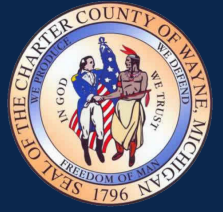
Yours In Good Government,

Cathy M. Garrett
Wayne County Clerk





CATHY M. GARRETT, WAYNE COUNTY CLERK



PRESIDENTIAL PRIMARY ELECTION

Tuesday,
February 27, 2024

**POLLING LOCATION
HOURS: 7AM-8PM**

✓ You should know:

- Check with your local clerk for early voting details
- Early voting ends February 25, 2024
- No ID- No problem! Sign an Affidavit of identity.

YOUR VOTE COUNTS!

For more information: www.waynecounty.com/clerk/elections



**Cathy M. Garrett,
Wayne County Clerk**

Precinct Delegate 2024

Role of a Precinct Delegate

- Help register voters
- Represent your precinct at party conventions
- Vote on motions made at party conventions
- Elect State Party Officers
- Support Candidates by participating in campaigns

File to be a Precinct Delegate

Applications are now available for individuals interested in becoming a Precinct Delegate. To qualify, you must be at least 18 years old and a resident of your voting precinct. If you are passionate about participating in the political process and representing your community, take this first step by filing your application at the Wayne County Elections Division (2 Woodward Ave, Coleman A. Young Municipal Center, Suite 502, Detroit, MI 48226).

Key Dates:

- **Application Deadline:** May 7, 2024
 - This is the last day to submit your application to become a Precinct Delegate. Make sure to complete your application before this date to ensure your eligibility.
- **Withdrawal Deadline:** May 10, 2024



**Affidavit of
Identity**



**Submit it to
Clerk's office**



**Application Deadline
May 7, 2024**



SIGN UP NOW



CATHY M. GARRETT, WAYNE COUNTY CLERK

2024 PRECINCT DELEGATE HANDBOOK

WAYNE COUNTY ELECTIONS DIVISION

2 WOODWARD AVE.

COLEMAN A YOUNG MUNICIPAL CENTER

SUITE 502

DETROIT, MI 48226

313-224-5525

WCELECTIONS@WAYNECOUNTY.COM

WWW.WAYNECOUNTY.COM/CLERK

What is a Precinct Delegate?



Delegate to County Convention

Michigan election law provides for the office of “Delegate to the County Convention.” These delegates are generally referred to as the “Precinct Delegate.” In Wayne County, the term “county convention” applies to the Congressional District Convention. As specified in the law, the delegates to the county convention make up the main electorate for conducting political party business through county, district, and state conventions; based on each political party. Delegate to the county convention is a political party position.

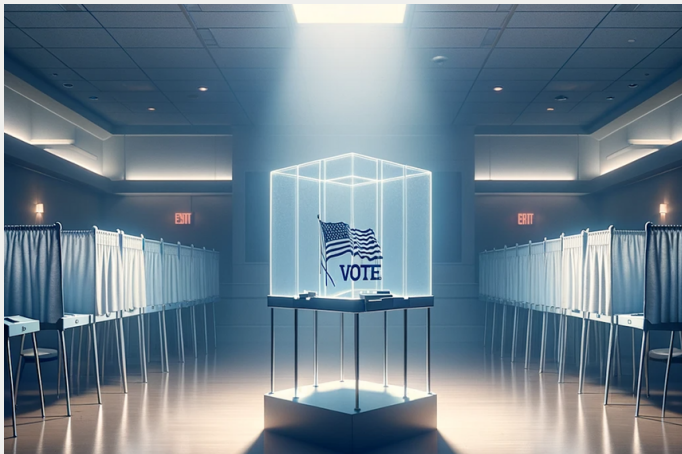
Precinct Worker

By established practice, the political parties in Michigan call upon the elected Precinct Delegates to carry the burden of conducting the party’s political work in their precincts—that is, of carrying the party’s campaign to the voters in each of their precincts.

Legal Eligibility

- Michigan Election Law MCL 168.624(2) in pertinent part states that, “A candidate for delegate to the county or district conventions of a political party shall be a qualified and registered elector residing within, as well as having his or her actual bona fide residence within, the election precinct for which he or she desires to become a candidate on the filing deadline.”
- A candidate shall file an affidavit of identity with the county clerk of the county in which the candidate resides.
- A clerk shall receive affidavits of identity up to 4 p.m. on the thirteenth Tuesday (May 7, 2024) preceding the time designated for holding a primary election in the county.
- MCL 168.737a(3) in pertinent part states that, “A write-in candidate for precinct delegate shall file a declaration of intent to be a write-in candidate with the county clerk for that precinct on or before 4 p.m. on the Friday immediately before the election or with the board of election inspectors in the appropriate precinct before the close of the polls on election day.”

Precinct Delegates



Qualifications: All candidates for Precinct Delegate shall be qualified and registered voters. A qualified and registered voter must be a citizen of the United States; not less than 18 years of age; a resident of the state and city or township for not less than 30 days; and live within the election precinct.

WHERE TO OBTAIN AND FILE AFFIDAVITS FOR WAYNE COUNTY:

- Affidavits may be obtained and filed with the Wayne County Clerk's Office Elections Division located at 2 Woodward Avenue, Coleman A. Young Municipal Center, Ste.502, Detroit, MI 48226.
- Affidavit of Identity and Receipt of Filing Forms are available at the Wayne County Clerk's website, www.waynecounty.com/clerk, or www.michigan.gov.
- Affidavits must be notarized.

Affidavits Filing Deadlines

Last Day to File Affidavits: Tuesday, May 7, 2024, by 4:00 p.m. (The thirteenth Tuesday preceding the Primary Election.)

Withdrawal Deadline: Friday, May 10, 2024, by 4:00 p.m.

Precinct Delegates' Functions and Duties

Rights and responsibilities of delegates to the district and party convention in Michigan is based upon decisions made at the party's district conventions; the voting delegates, party members, and in most cases, a much smaller number of elected party officials or nominees. The delegates to the district and party conventions meet to determine:

1. Election of Party Officers
 - Delegates and party members elect officers and the executive board for the district.
2. Election of Delegates to Attend the State Convention
 - Precinct Delegates can and do act on many matters of county party business and on matters that will come before state conventions.

Be A Part Of The Solution - Become A Precinct Delegate!

Why should I become a Precinct Delegate?

A precinct delegate is the conduit between their community and their political party. Since the precinct is the smallest political unit in the country, you can get to know the people and the issues that concern them. You would in turn represent your precinct at party conventions and meetings.

What are my Responsibilities as a Precinct Delegate?

- Help register voters.
- Help carry information from the political party to your community.
- Bring information, needs and concerns from your community to the attention of the political party.
- Represent your precinct at party conventions.
- Vote on motions made at party conventions.
- Elect state party officers.
- Nominate candidates for state-wide public offices.
- Support candidates by participating in campaigns.

How do Precinct Delegates get Elected?

Precinct Delegates are elected by members of their own political party in the August Primary Election in even-numbered years.

Precinct delegate candidates file a notarized Affidavit of Identity to get on the ballot. A precinct delegate candidate can file with the clerk of their county, city, or township of residence. The filing deadline is no later than 4:00 pm. on the thirteenth Tuesday prior to the August primary.

How the Wayne County Clerk's Office Can Help

Our office provides precinct delegate listings, election results, and candidate lists. Much of this information is available at the Wayne County Clerk's website: www.waynecounty.com/elected/clerk. The Wayne County Clerk's Elections Office Staff is available to answer your questions at 313-224-5525.

Ten Tips On How to Be An Effective Precinct Delegate

1. Meet regularly with other precinct delegates in your area to exchange ideas and discuss issues.
2. List the concerns and issues of those in your precinct then develop a plan of action to effectively address them.
3. Familiarize yourself with your U.S. Senator, Congressperson, State Senator, State Representative, and your Wayne County elected officials; also, attend your local municipality's council meetings.
4. Hold regular legislative meetings to discuss decisions that affect your community and quality of life.
5. Attend any public meetings of local candidates and elected officials.
6. Get to know your local business owners and clergy.
7. Develop an informative newsletter with other precinct delegates in your area to distribute to your precinct.
8. Divide your precinct into territories to effectively cover more ground.
9. Attend your congressional district's meetings and your party's state convention.
10. Develop a website featuring updates and pertinent information for your precinct.



ASSUMED NAMES



CATHY M. GARRETT, WAYNE COUNTY CLERK

If you are starting a new business in 2024, make sure you apply for an Assumed Name.

For more detailed information on how to submit your Assumed Name application and a list of printable forms

Click here:

<https://www.waynecounty.com/elected/clerk/assumed-names.aspx>



Application Process

- ✓ Get your application at [waynecounty.com/clerk](https://www.waynecounty.com/clerk)
- ✓ Application must be notarized before mailing.
- ✓ Mail notarized application with \$16.00 filing fee to
Cathy M. Garrett, Wayne County Clerk
400 Monroe St., Suite 610
Detroit, MI 48226
Attn: Assumed Names

****Please Note: We no longer accept personal checks. All personal checks will be returned. Acceptable Forms of Payment:***

- ***Money orders***
- ***in-state company checks***
- ***cashier and certified checks***

Made Payable To: Wayne County Clerk

Contact Us:

☎ (313) 967-6938

🌐 [waynecounty.com/clerk](https://www.waynecounty.com/clerk)

📍 400 Monroe St. Detroit, MI 48226



CATHY M. GARRETT



WAYNE COUNTY CLERK

CALL CENTER DIRECTORY

Call Center Information Line

- (313) 967-6938
- clerkhelp@waynecounty.com

Call for Concealed Pistol Licenses, Marriage Licenses, Birth & Death Certificates, Notary, Assumed Names, and Third Circuit Court Services

Personal Protection Order (PPO)

- (313) 967-3579
- ppo@3rdcc.org

Elections

- (313) 224-5525
- wcelections@waynecounty.com

Civil/Family Court*

- (313) 224-5510 / Main
- (313) 224-5530 / Divorce Decree
- wcrecordroom@waynecounty.com

*Contact for Divorce Decrees

Lincoln Hall of Justice Juvenile Court

- (313) 833-4633
- wcc-jv-courtserve@3rdcc.org

Frank Murphy Hall of Justice Criminal Court

- (313) 224-2503
- clerkhelp@waynecounty.com

EMAIL: CLERKHELP@WAYNECOUNTY.COM

TO MAKE AN APPOINTMENT OR TO LEARN MORE:

WWW.WAYNECOUNTY.COM/CLERK

WE CAN ASSIST WITH YOUR:

Assumed Names (DBAs)
Birth and Death Certificates (Detroit and Wayne County)
Concealed Pistol Licenses (CPL)
Marriage Licenses
Marriage Search/Certificates
Notary Public
Third Circuit Court Services
Personal Protection Order (PPO)

CALL CENTER HOURS OF OPERATION

We are available from 8:00 AM to 4:15 PM Monday - Friday

CALL (313) 967-6938