

<b>Friend of the Court Referral Order</b>	<b>State of Michigan 30th Judicial Circuit Ingham County, Family Division</b>	<b>Case No: Judge:</b>
Plaintiff (Name, address & phone)	Defendant (Name, address & phone)	
Plaintiff's Atty. (Bar #, address & phone)	Defendant's Atty. (Bar #, address & phone)	

**A COPY OF YOUR MOTION MUST ACCOMPANY THIS FORM**

**1. I, \_\_\_\_\_ (name of party making the request) request a referral to the Ingham County Friend of the Court for:**

- |  |   |
|--|---|
| <input type="checkbox"/> Custody Evaluation        | <input type="checkbox"/> Spousal Support Evaluation       |
| <input type="checkbox"/> Parenting Time Evaluation | <input type="checkbox"/> Domicile Evaluation              |
| <input type="checkbox"/> Child Support Evaluation  | <input type="checkbox"/> Parenting Time Order Enforcement |

**2. The Friend of the Court having reviewed the above request and attached motion(s), recommends:**

- Referral for Conciliation of Custody, Support, Parenting Time, Spousal Support, Domicile, and/or other issues
- Referral for a Referee Hearing for: \_\_\_\_\_
- Referral to Parenting Time Advocate
- Referral for an Investigation of: \_\_\_ Custody \_\_\_ Parenting Time \_\_\_ Child Support \_\_\_ Spousal Support, \_\_\_ Domicile, including:
- Motion has failed to allege proper cause or significant change in circumstances and notice of the same has been given to the filing party.

Comments: \_\_\_\_\_

FOC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**3. The Court having reviewed the above request and attached motion(s) orders as follows:**

- Referral for Conciliation of Custody, Support, Parenting Time, Spousal Support, Domicile and/or other issues
- Referral for a Referee Hearing
- Referral to Parenting Time Advocate
- Referral for an Investigation of: \_\_\_ Custody, \_\_\_ Parenting Time \_\_\_ Child Support \_\_\_ Spousal Support, \_\_\_ Domicile
- A hearing after investigation will be held before the Ingham County Friend of the Court Referee.
- Motion dismissed.

This request for services by the moving party requires the Friend of the Court office to reopen its case pursuant to MCL 552.505a

To assist in determining this matter, the Michigan Department of Human Services/Children's Protective Services shall release to the Ingham County Friend of the Court forthwith any and all requested information and reports in their possession regarding the parties or the children involved in this case.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Family Division Judge, Circuit Court**

**I certify that I mailed a copy of this referral order, any required notice of hearing and motion to the other party at the address stated above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Type or Print): \_\_\_\_\_

## FRIEND OF THE COURT REFERRAL ORDER

**A.** This form may be used to obtain a referral of an appropriate Domestic Relations matter to the Ingham County Friend of the Court (FOC) after a motion to modify a court order has been filed with the court.

To request a referral, fill in the names, addresses, phone numbers, docket number and complete SECTION 1 of the form only (the shaded portions of the form). **AFTER** completing this form, submit it along with a copy of your motion to the Friend of the Court, Investigations Unit, 303 W. Kalamazoo Street, PO Box 40097, Lansing, MI 48901. Your motion **must** be filed with the Clerk of the Court **prior** to requesting a referral to the Friend of the Court. The Clerk of the Court is located at 313 W. Kalamazoo, PO BOX 40771, Lansing, MI 48901. On the receipt of your request, the Friend of the Court will review the request, make recommendations and forward it to the Court for review and signature.

**1. Referral Request** - Indicate what type of referral you want.

- a. *All cases will be conciliated unless otherwise ordered by the court.*
- b. *The Friend of Court will not conduct an additional evaluation (on the same issues) on a case that has been investigated or conciliated within the previous 180 days unless the accompanying motion details the change of circumstances that have occurred since the last evaluation.*
- c. *Motions to modify support will be referred for a financial investigation and appropriate administrative action under the Michigan Child Support Guidelines.*
- d. *A spousal support referral is for the determination of what amount of support (alimony) one spouse should pay to another.*
- e. *A domicile evaluation referral is requested when the custodial parent desires to change the State or Country of residence of a child.*
- f. *A referral to the Parenting Time Advocate should be requested only where there is an allegation that one of the parties has violated an existing parenting time provision of a court order. This option is **not** to be used to seek a change of the existing order such as to request that parenting time be restricted, increased, decreased or terminated.*
- g. *Psychological and drug assessment referrals have a cost associated with them that the parties may be required to pay. If psychological evaluations are requested, they will generally be ordered for the entire family.*
- h. *All requested referrals **must** be supported by the information contained in your motion. The Friend of the Court will not evaluate an issue where there is no information to support the evaluation request.*

**2. Friend of the Court Review and Recommendation** - **Do not complete this section.** Upon receipt, the Friend of the Court will review the request along with your motion, make recommendations and forward it to the Court for review and signature.

**3. Court Order** - **Do not complete this section.** After reviewing the request & motion and FOC recommendation the Court will order your case to conciliation, investigation or to a Parenting Time Advocate for parenting time enforcement.

**B.** You may pick up your copies, "True Copies," of the order from the clerk's office, seven to ten days after leaving them at the Friend of the Court office. In the alternative, you can have the copies of the Order mailed to you if you provide a stamped self-addressed envelope to the clerk's office when filing your motion. If the matter is referred for an investigation, a hearing date will be set by the court.

**C.** Upon receipt of the copies of the Friend of the Court Referral Order, the requesting party **must** send a copy to the opposing party or his or her attorney, and certify that a copy of the order and any motion were properly served.