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## Macomb County Friend of the Court 16<sup>th</sup> Judicial Circuit Court

JAMES M. BIERNAT, Jr., *Chief Judge*

***Circuit Judges assigned to Family Division :***

MATTHEW S. SWITALSKI, *Chief Judge Pro Tem/Presiding Judge Family Division*  
TRACEY A. YOKICH  
MARK S. SWITALSKI  
RACHEL RANCILIO

THOMAS F. BLOHM  
Friend of the Court

BRIAN O. NICHOLAS  
Chief Referee

LAURA W. KEETH  
Enforcement Division Director

VALENTINA BERISHAJ  
Clerical Services Director

### **INSTRUCTIONS FOR FILING MOTION TO EXEMPT (OPT OUT) OF FRIEND OF THE COURT SERVICES**

1. Both parties must agree to opt out of Friend of the Court services.
2. **If either parent or any minor children receive public assistance the file is not able to be opted out.**
3. Either party may prepare the Motion to Exempt (Opt Out) of Friend of the Court services. You will need to complete the following documents. Please complete the information in each document indicated by an “\*”:
  - Request for Hearing on Motion (the Clerk will provide you with the Judge’s next available hearing date)
  - Motion to Exempt (Opt Out) of Friend of the Court Services
  - Verification of Eligibility (to be completed by FOC representative)
  - Verification of Public Assistance (to be completed by FOC representative)
  - Advice of Rights (signed by both parties)
  - Order Exempting Case From Friend of the Court Services
  - Uniform Child Support Order. No Friend of the Court Services
4. You will need an original and three (3) copies of each of the above documents.
5. File the motion with the Clerk of the Court located on the first floor of the Courthouse Building located at 40 North Main Street, Mount Clemens, Michigan 48043. The Clerk will provide you with the next available hearing date. **NOTE: THERE IS A \$20.00 MOTION FEE**

### **BOTH PARTIES MUST ATTEND THE HEARING**

**TYPICALLY ALL STATE OWED ARREARS AND STATUTORY SERVICES FEES MUST EITHER BE PAID IN FULL PRIOR TO THE MOTION HEARING DATE OR BE PAID IN FULL ON THE DAY OF THE MOTION HEARING. PLEASE SPEAK TO A JUDICIAL SERVICE OFFICER PRIOR TO MAKING PAYMENTS TO PAY OFF STATE OWED ARREARS AND/OR STATUTORY FEES TO MAKE SURE YOUR PAYMENT IS APPLIED CORRECTLY.**

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Macomb County Friend of the Court  
Old County Building – 10 N. Main Street, Mt. Clemens, MI 48043-5668  
Website : [foc.macombgov.org](http://foc.macombgov.org)  
Telephone: (586) 469-5160 / Fax: (586) 469-7941  
Email : [friendofthecourt@macombgov.org](mailto:friendofthecourt@macombgov.org)