



**Macomb  
County  
Friend of the  
Court**

Old County Bldg  
10 N. Main St  
Mount Clemens  
Michigan 48043

Ph: 586-469-5160  
Fax: 586-469-7941

Website  
[foc.macombgov.org](http://foc.macombgov.org)  
Email  
[FriendoftheCourt@macombgov.org](mailto:FriendoftheCourt@macombgov.org)

IVR:  
877-543-2660

View your case  
online at:  
[MiChildSupport](#)  
View charges,  
payments,  
enforcement activity

Payment Options  
[MISDU.com](http://MISDU.com)

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What is it?  
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[MISDU.com](http://MISDU.com)

# WELCOME TO THE MACOMB COUNTY FRIEND OF THE COURT

## WHAT IS THE FRIEND OF THE COURT?

The Friend of the Court helps out the Family Court and families by investigating and making recommendations about support, parenting time, and custody, Referees hearing motions and objections, keeping track of support payments, collecting support payments, and helping to make sure parenting time and support orders are followed. There is a Friend of the Court Office for each county in the State of Michigan.

## WHERE IS THE FRIEND OF THE COURT?

Macomb County Friend of the Court  
Old County Building  
10 N. Main Street Map It!  
Mount Clemens, MI 48043  
Telephone: (586) 469-5160 Fax: (586) 469-7941  
E-mail: [FriendoftheCourt@macombgov.org](mailto:FriendoftheCourt@macombgov.org)  
Website: [foc.macombgov.org](http://foc.macombgov.org)

24 HOUR INTERACTIVE VOICE RESPONSE SYSTEM: (877) 543-2660

The Macomb County Friend of the Court is located on the 1<sup>st</sup> through 7<sup>th</sup> Floors of the Old County Building which is at 10 North Main Street, Mount Clemens, Michigan 48043. All visitors must enter the building at the Main St side or via the basement level tunnel from the Court Building or the Administration Building. If you park in the parking garage you will enter the Administration Building and can walk the basement tunnel to the Old County Building. Please check in with reception on the 2<sup>nd</sup> floor unless you are only coming in to make a payment. Payments may be made on the 1<sup>st</sup> floor at the Cashiers Office.



Old County Building



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## HOURS OF OPERATION

We are open from 8:00 a.m. until 5:00 p.m. from Monday thru Friday. The cashier window is open from 8:00 a.m. until 4:30 p.m. The Cashiers Office is located on the first floor of the Old County Building. Medical Enforcement and the Interstate Department are also open from 8:00 a.m. until 5:00 p.m. If you need to speak to someone about child support or parenting time, the Judicial Service Officers are available for walk-in's from 8:00 a.m. until 4:30 p.m. – no appointment is needed. All visitors to the Friend of the Court are required to check in on the 2<sup>nd</sup> floor, at the Reception window before any appointment, or to see a Friend of the Court staff person. However, if you are only making a payment at the Cashiers Office, you may go directly to the first floor Friend of the Court cashier window. Please be sure to have your case number when you check in with reception.

## PARKING OPTIONS

**PARKING GARAGE** -you can park in the parking garage which has an entrance on Main Street. There is a fee for use of this parking garage.

**METER PARKING** - You can also park at a parking space with a meter. Bring change.

**PARK AND RIDE** - You can park and ride a shuttle bus through Mount Clemens Dial a Ride for \$1 each way that will drop you off on North Main Street between the Court and County Buildings. The shuttle bus parking lot is located on North River Road (across from "Clinton River Cruises").



Parking structure southbound Main St

## CHECK IN WITH RECEPTION ON THE 2<sup>ND</sup> FLOOR

### Important!

**When you arrive at the Friend of the Court, please check in, at the reception window on the second floor, and speak to one of our receptionists who will be able to direct you and check you in. Please be sure to bring your notice letter with you.**



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**ONLINE ACCESS TO YOUR FRIEND OF THE COURT FILE**



There are a couple of ways you can get information about your file. You can register online to be able to view some of your account information. To register for online access go to the website MISDU.com and click on the MiChildSupport Home tab located on top or you can go directly to the website [www.michigan.gov/micase](http://www.michigan.gov/micase).

**24 HOUR TELEPHONE ACCESS TO YOUR FRIEND OF THE COURT FILE**

You can also get account information by calling the 24 Hour Interactive Voice Response System (IVR) @ 877-543-2660. You may also call the Macomb County Friend of the Court @ 586-469-5160. You may wish to request the telephone number of the Child Support Judicial Service Officer assigned to your file which will save you from having to go through the switchboard operator each time you call.

**HOW CAN I CONTACT THE MACOMB COUNTY FRIEND OF THE COURT?**

**In Person** – the Macomb County Friend of the Court is in the Old County Building at 10 North Main Street, Mount Clemens, Michigan 48043. Our office is open Monday – Friday from 8:00 a.m. until 5:00 p.m. and you do not need an appointment – you can come in anytime from 8:00 a.m. until 5:00 p.m. – parenting time and support JSO’s can be seen from 8:00 a.m. until 4:30 p.m. Monday through Friday. Remember, unless you are making a payment, all visitors are to report to the second floor to check in with Reception.

**By Telephone** – you can call and talk to Friend of the Court staff about your file – telephones hours are Monday – Friday from 8:00 a.m. to 12:00 noon and then from 1:00 p.m. to 5:00 p.m. - please note that only our switchboard operator answers telephones during the lunch hour from noon to 1:00 p.m. so it is best not to call during the lunch hour.



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**IF YOU SEND ANYTHING TO THE FRIEND OF THE COURT BY MAIL, EMAIL, OR FAX ALWAYS INCLUDE THE CASE NUMBER, YOUR CURRENT ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS SO YOU CAN BE REACHED IF THERE ARE ANY QUESTIONS ABOUT WHAT YOU SENT TO FRIEND OF THE COURT.**

**By Fax** – you can also send in information or ask questions by sending a fax to the Macomb County Friend of the Court – our **fax # is 586-469-7941**.

**By E-mail** – you can also ask a question or make a support or parenting time complaint by sending an email to: **MacombCountyFriendoftheCourt@macombgov.org**. If you have a scanner, you can scan documents and send them as an email attachment.

**By U.S. Mail** – you may send a letter by U.S. Mail to ask a question or send in requested information. The address for the Macomb County Friend of the Court is: Macomb County Friend of the Court, 10 North Main Street, Mount Clemens, Michigan 48043.

**By Our Website** – you may choose the [Contact Us](#) option from our Navigation menu on the Home Page of our website at [foc.macombgov.org](#). Please complete the form as thoroughly as possible.

**WHO CAN I TALK TO IF I HAVE A QUESTION ABOUT MY FILE?**

**In person:** Each file has Friend of the Court staff who work it. Each file has a **Parenting Time Judicial Service Officer (JSO), a Child Support Judicial Service Officer (JSO), and a Medical Enforcement Officer** – these are the three people you are most likely to speak with in person. When you come to the Friend of the Court a receptionist will ask you for your case number, home address, email address, and telephone number. If you do not have your case number you will be asked to provide your social security number so your case number can be looked up. You will also be asked if you have a new employer. If your contact or employment information has changed you will be given a form to fill out and sign so your information can be updated. The receptionist will then ask you why you have come in and will let the Judicial Service Officer (JSO for short) or Medical Enforcement Officer know that you are here and they will come and speak to you at the counter where they can use the computer to see your case information.



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## CONFIDENTIALITY

Please be advised that some information on your file is confidential so you can not have any friends, family members, or significant others come with you to the Friend of the Court counter. If somebody comes to the counter with you they will be asked to take a seat in the lobby or may be asked to leave the floor to ensure privacy.

**On the phone:** You will speak to the switchboard operator or a secretary. The secretaries can answer most questions, if the secretary is not able to answer your question you may be transferred to another department, or you may be asked to come in to talk to a Judicial Service Officer or Medical Enforcement Officer in person, or to send in your question by email, fax, or letter. If you want to change your court order you may be told that you need to file a motion with the Court on your own or with the help of a private attorney or legal aid.

**Please know that Friend of the Court staff are not allowed to give you legal advice so if you ask a legal question you will be told to talk to a private attorney or legal aid about your legal question. Friend of the Court staff also cannot help you fill out motion packets, file objections, or help you fill out other legal forms. Friend of the Court staff can give you the forms to file a motion or file an objection. Most of these forms are also on our website [foc.macombgov.org](http://foc.macombgov.org).**

## PAYMENTS – MAKING AND RECEIVING

All child support payments are paid out from Lansing, Michigan by the Michigan State Disbursement Unit (MISDU). Support payments are sent to MISDU and then MISDU sends out the support payments to the person who gets the support.

**RECEIVING SUPPORT: I am supposed to be paid support – what do I need to do to get things started?**

If there is an order for you to be paid support you will either receive payments by direct deposit or by debit card. You need to send in a form to MISDU saying how you want to get your support payments. If you receive cash assistance you may not receive support payments. You may get your first payment by a paper check. Payments by paper checks stop once direct deposit is set up or a debit card is sent. The forms you need to send in can be picked up from the Macomb County Friend of the Court office, from the website for the Macomb County Friend of the Court which is [foc.macombgov.org](http://foc.macombgov.org), or from the MISDU website which is [MISDU.com](http://MISDU.com).



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**MAKING SUPPORT PAYMENTS: I am the payer of support – how can I make my payments?**

You need to mail or bring in payments yourself directly to the Friend of the Court or the Michigan State Disbursement Unit (MISDU) until your employer deducts support payments. If you are a 1099 employee or self-employed you will need to send in payments on your own.

**Ways you can make payments:**

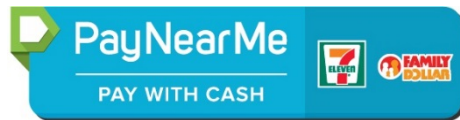
**1) In person at the cashier window located at the Macomb County Friend of the Court, on the first floor,**

**2) Online through the website for MISDU which is MISDU.com,**

**3) By mail – mail payments directly to MISDU to: MISDU, P.O. Box 30351, Lansing, Michigan 48909-7851 – please be sure to include your case number, your name, and the county code for Macomb which is FIPS 26099 on your check or money order – payment coupons can be printed from MISDU.com or FOC website**

**4) By income withholding order which is when your employer deducts child support payments from your paycheck and sends them directly to the Michigan State Disbursement Unit (MISDU),**

**5) PayNearMe - this is a service which allows payment of child support to be made in cash at certain stores like 7-Eleven, Family Dollar, and CVS. There is a fee of \$1.99 per payment. You can find out how to make these payments by going to the website MISDU.com.**



**EMPLOYER INCOME WITHHOLDING ORDERS**

Your employer will also be sent an income withholding order, which is a court order telling your employer or source of income to deduct child support payments from your pay and mail the support payment to MISDU, MISDU will then forward the payments to the support recipient. If you change employers you will need to send in payments on your own until your new employer starts deducting support payments from your check and you will need to provide your new employer information to the Friend of the Court. Payment coupons may be printed from MISDU.com or from the Friend of the Court website foc.macombgov.org under FORMS > Obligor Temporary Payment Coupons.

**What if I have two employers?** If you have a second job and the income from one of your jobs is enough to pay your child support you can contact the Friend of the Court to have the income withholding order issued to your second job terminated.



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## PARENTING TIME BASICS

**Parents should make every effort to follow the court order for parenting time.** If the parenting time order needs to be modified for any reason a motion must be filed. Motion packets for both parenting time and custody modification are available online [foc.macombgov.org](http://foc.macombgov.org) and in person at Friend of the Court.



**Cooperation, co-parenting and flexibility is encouraged.** However, deviations from the court ordered parenting time are not enforceable by Friend of the Court.

A parenting time schedule tells when the children spend time with each parent. If a court order says **reasonable parenting time** parents must work out the specific dates, times, transportation, and other details together. With reasonable parenting time the schedule is whatever the parties can agree upon. If a judge orders **specific parenting time** then the court order will include the dates, times, and other details in the order. If you and the other parent can not agree or can't easily talk to one another a specific parenting time order might work best for you.

**Parenting time may not be denied because a child is ill, child does not want to go, parent is not paying child support, or child had alternate plans. A motion must be filed for change of parenting time if one parent is seeking to change the parenting time order in any way.** A parent may not refuse to return a child to the other parent at the conclusion of their court ordered parenting time. Motion packets to modify parenting time are available online from our website [foc.macombgov.org](http://foc.macombgov.org) or may be picked up from the Friend of the Court Office reception desks on the 2<sup>nd</sup> or 3<sup>rd</sup> floor.

**Parents should always include the other parent in basic information about the minor children and the children's well-being as part of joint legal custody.** This means each parent has to let the other parent know about schooling, sports, medical care, or similar issues. To the extent that information is available to each parent they are responsible for obtaining their own information. For example: if child's school has website or parent portal each party should use that source to obtain grades, find the dates of school breaks, half days, field trips, parent teacher conferences, school testing and sports if appropriate.



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**Parenting time complaints must be in writing.** The complaint must include the case number and a short and concise complaint. The complaint must state the date and time of the violation, and if a denial of parenting time what effort was taken to exercise parenting time. Complaints must be submitted within 56 days of the alleged violation. Complaints should be no more than one paragraph and should include both parent's addresses and phone numbers if possible. Parenting time Complaint forms are available online from our website [foc.macombgov.org](http://foc.macombgov.org) or may be picked up from the Friend of the Court Office reception desks on the 2<sup>nd</sup> or 3<sup>rd</sup> floor.

**There are provisions in court orders which Friend of the Court will not enforce.** Parents will have to enforce those types of provisions on their own, by filing a motion. Examples include but are not limited to: personal belongings (toys, clothes), phone calls, unrelated members of the opposite sex spending the night, choice of discipline, food, entertainment choices, right of first refusal, and grooming choices (haircuts).

Friend of the Court does not enforce parenting time pre judgment (i.e. before the final Judgment is entered.) Friend of the Court also does not enforce parenting time if the parties have opted out of Friend of the Court.



**Parents should also know that Michigan Law requires parents obtain court permission if they are planning to move more than 100 miles from the location they lived when the original complaint was file or if they are moving out of state, unless one of the parents has sole legal custody. The reason is to modify parenting time and define transportation arrangements. A motion would need to be filed if either parent is planning such a move.**





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## INFORMATION YOU NEED TO KEEP UPDATED ON YOUR FILE

You need to make sure to keep your contact information, your employer information, and insurance provider information for the minor children updated on your file – your court orders require you to notify the Macomb County Friend of the Court in writing if any of these three things change. You also need to let the Friend of the Court know if the minor children start living with someone other than who the court orders say the children are living with. You should also notify the Friend of the Court of extraordinary events.

- 1) YOUR CONTACT INFORMATION: How you can be reached/your address, email, and telephone number** – Notify the Macomb County Friend of the Court of any changes in your address and telephone number. You may miss important notices from the Macomb County Friend of the Court – such as notice of court dates if you move and forget to give your new address to the Friend of the Court. **The U.S. Post Office does not change your address with the Macomb County Friend of the Court for you. You must send a separate notice to the Friend of the Court.**
- 2) YOUR EMPLOYMENT INFORMATION: How do you earn a living/your employment/changes in employment status** – If you change jobs you need to give the name, address, phone number, and if you have it the Federal Employer Id Number (FEIN) of your new employer and your start date to the Friend of the Court. If you pay support, send in payments on your own until your new employer starts deducting payments from your check. **You also need to let the Macomb County Friend of the Court know if you become unemployed, are laid off, or are not working due to a medical issue. If you are getting paid worker's compensation benefits, or short-term or long-term disability benefits, or no benefits - let Friend of the Court know. If you retire and will be paid social security benefits or a pension you need to tell the Macomb County Friend of the Court. If you get approved for social security disability benefits or SSI benefits you need to tell the Macomb County Friend of the Court.** Unless you live out of state or are physically unable to come to the Macomb County Friend of the Court, you should report these changes in person and bring in proof in writing. If you live out of state or are physically unable to come in, you should call and find out what information you need to give to Friend of the Court.
- 3) CHILDREN'S INSURANCE INFORMATION - Health insurance for the children and changes in health insurance coverage** - Keep the Macomb County Friend of the Court updated as to the medical insurance for the minor child/children. If you lose health insurance coverage due to loss of employment, you need to notify the Macomb County Friend of the Court and the other parent. If the health insurance provider for the minor child/children will be changing you need to notify the



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Macomb County Friend of the Court of when the change will occur and the new insurance provider and proof of coverage for the minor children. If the minor child/children will be covered via Medicaid or MIChild you need to tell the Macomb County Friend of the Court and provide proof of coverage (bring in a copy of the new insurance cards).

- 4) **WHO CHILDREN LIVE WITH: Changes as to where and with whom the child/children is/are living:** If you are a parent or a guardian, you must notify the Macomb County Friend of the Court as soon as possible if the minor child/children stop living with you and tell the Macomb County Friend of the Court who the minor child/children are living with, along with their name and address and when the change occurred. **If you are the payer of support and the child/children are now living with you – you need to report this to Friend of the Court.**
- 5) **EXTRAORDINARY EVENTS:** You should notify the Macomb County Friend of the Court if either parent becomes incarcerated, the children are removed by Child Protective Services, death of either party, parties who are not married to one another get married to one another, parties who are divorced get re-married, child is adopted by step-parent, parties reconcile and are now living together, or any other extraordinary event.

**IT IS HELPFUL TO KNOW YOUR COURT ORDERS – READ THEM – ASK QUESTIONS**



You have a right to have copies of all of your court orders. You should read and know what your court orders say because if you and the other parent or person your child/ren live with on your case have a disagreement the Court will enforce the terms of the orders.

**A FEW FREQUENTLY ASKED QUESTIONS (FAQ’S) –**

You will find more FAQ’s and information by visiting our website at [foc.macombgov.org](http://foc.macombgov.org)

**CAN MY ORDERS BE CHANGED?**

**Yes - orders about custody, parenting time, and child support can be changed until the children reach the age of eighteen or graduate from high school, whichever is later.** You can change your court orders by entering a consent order on your own or with the help of an attorney, or you may file a motion with the Court to change the current order regarding child support, parenting time, or custody.



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## **I HAVE A RECEIVED A WRITTEN RECOMMENDATION OR A REPORT AND RECOMMENDATION – IS THAT THE SAME AS AN ORDER? DOES THIS CHANGE MY CURRENT ORDER?**

**NO – a written recommendation or a report and recommendation is not an order and does not change the orders on your case.** A recommendation can become a court order if it is adopted by motion or by agreement of the parties and an order is written and the order is signed by the Judge.

## **I HAVE RECEIVED A RECOMMENDED ORDER? IS THIS AN ORDER?**

**NO – but it will become an order if no written objections are file within 21 days and the Judge signs it.** The recommended order will be held for the objection period of 21 days and if no written objections are filed the recommended order will be given to the Judge for the Judge to sign the recommended order. Once the recommended order is signed by the Judge it becomes an order.

## **WHERE ARE MOTIONS FILED?**

Motions are filed with the Court Clerk’s Office which is located on the first floor of the



Macomb County Courthouse at 40 North Main Street, Mount Clemens, Michigan 48043. There is a fee for filing a motion. The filing fees are different for different kinds of motions. You may ask for the filing fee to be waived by filling out a fee waiver form which is available for pick up from the Macomb County Friend of the Court office. The form will be reviewed to see if

you qualify to have the filing fee waived. The form must be notarized.

## **WHERE DO I GET FORMS TO FILE MOTIONS?**

There are some motion packets available on our website [foc.macombgov.org](http://foc.macombgov.org) or motion packets can be picked up from the Friend of the Court. There are motion packets available to modify support, modify custody, and to modify parenting time.



**Macomb  
County  
Friend of the  
Court**

Old County Bldg  
10 N. Main St  
Mount Clemens  
Michigan 48043

Ph: 586-469-5160  
Fax: 586-469-7941

Website  
[foc.macombgov.org](http://foc.macombgov.org)  
Email  
[FriendoftheCourt@macombgov.org](mailto:FriendoftheCourt@macombgov.org)

IVR:  
877-543-2660

View your case  
online at:  
[MiChildSupport](#)  
View charges,  
payments,  
enforcement activity

Payment Options  
[MISDU.com](http://MISDU.com)

New Payment  
Option:  
Pay Near Me  
What is it?  
Make support  
payments using cash  
at your nearest  
participating CVS, 7-  
11, or Family Dollar

Sign up today!  
[MISDU.com](http://MISDU.com)

## RESOURCES I WILL FIND HELPFUL

There are a number of resources that you can use to find out information about the Friend of the Court, how child support is determined, how to have your child support modified or reviewed, how to have your parenting time order changed, how to ask for enforcement of parenting time and child support orders, how to ask for the other parent to pay their share of medical costs for the minor child/children which were not paid by insurance, and other questions you may have.

**Macomb County Friend of the Court (MCFOC) website:** [foc.macombgov.org](http://foc.macombgov.org)

**Email address to send email to Friend of the Court –** [FriendoftheCourt@macombgov.org](mailto:FriendoftheCourt@macombgov.org)

**MiChildSupport – To sign up for access to view your case online access go to the website MISDU.com and click on the MiChildSupport Home tab located on top or you can go directly to the website [www.michigan.gov/micase](http://www.michigan.gov/micase). Now mobile friendly.**

**Payments - Michigan State Disbursement website:** [MISDU.com](http://MISDU.com)

**Friend of the Court Handbook – available on MCFOC website:** [foc.macombgov.org](http://foc.macombgov.org)

**Michigan Child Support Formula Manual – link provided on MCFOC website:**  
[foc.macombgov.org](http://foc.macombgov.org) or  
[courts.mi.gov/Administration/SCAO/Resources/Documents/Publications/Manuals/fo  
cb/2013MCSF.pdf](http://courts.mi.gov/Administration/SCAO/Resources/Documents/Publications/Manuals/fo<br/>cb/2013MCSF.pdf)

**Public Support Calculator – website MISDU.com > MiChild Support Home> Calculate Child Support**

**Motion Packets – available for pick-up from MCFOC or downloadable from MCFOC website [foc.macombgov.org](http://foc.macombgov.org)**

**Michigan Legal Help website – [www.michiganlegalhelp.org](http://www.michiganlegalhelp.org)**