



Macomb County Friend of the Court 16th Judicial Circuit Court

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

Circuit Judges assigned to Family Division :

MATTHEW S. SWITALSKI *Chief Judge Pro Tem*
TRACEY A. YOKICH
RACHEL RANCILIO *Presiding Judge Family Division*
TERI LYNN DENNINGS

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 (including Medicaid and food stamps) 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.

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