

Post Judgment Custody/Parenting Time Referral Order	State of Michigan 30th Judicial Circuit Ingham County, Family Division	Case No: Judge:
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:

- Custody Evaluation Child Support Evaluation
 Parenting Time Evaluation

Does either party have a Personal Protection Order or no contact order? Yes No If yes, please attach copies of such orders.
 Should the Friend of the Court be aware of safety issues between the parties? If so, please provide details on an attached sheet.

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

- Referral for an investigation of Custody, Support, Parenting Time, Spousal Support, Domicile, and/or other issues
 Referral for a Referee Hearing for: _____
 Referral to Family Services Enforcement Facilitator

Comments: _____

FOC Representative: _____ Date: _____

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

- Referral for a pre-hearing conference at the Friend of the Court

4. **Having reviewed the above request, attached motion(s) and orders, the Court finds that Proper Cause or Change of Circumstance exists, and orders as follows:**

- Referral for an investigation of Custody, Support, Parenting Time, Spousal Support, Domicile and/or other issues
 Referral for a Referee Hearing
 Referral to Family Services Enforcement Facilitator
 A hearing after investigation will be held before the Ingham County Friend of the Court Referee or Court

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 (including mental health and substance abuse) 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 at the same time as 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 reviewed 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 reviewed 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 domicile evaluation referral is requested when the custodial parent desires to change the State or Country of residence of a child.*
- e. *A referral to the Family Services Enforcement Facilitator 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.*
- f. *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.*
- g. *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 for investigation or for parenting time enforcement.

B. You may pick up your copies of the order from the clerks 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.