

MUSKEGON COUNTY CIRCUIT/FAMILY COURT

Policy and Procedure

Subject: FOC APPROVAL PROCESS

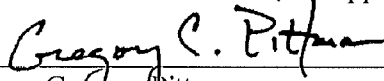
Effective Date: 12/2/2020

General Rule: All Judgments and Orders involving minor children will be approved by the Muskegon County Friend of the Court, pursuant to MCR 3.211(G). Spousal Support Orders, with and without minor children, also require FOC approval.

Process:

1. All Judgments/Order shall be submitted:
 - a. by **attorneys**, at least 3 business days in advance, to: RefereeOrders@co.muskegon.mi.us
 - b. by **self-represented litigants**, at least 10 business days in advance, to:
 - i. **Email-** OrderApprovals@co.muskegon.mi.us
 - ii. **Mail-** Hall of Justice, Friend of the Court- 3rd floor, 990 Terrace, Muskegon MI 49442
 - iii. **Drop Box-** Located outside front entrance at HOJ, 990 Terrace, Muskegon MI 49442.
Please include phone number and email address.
2. FOC Attorney-Referees will review Judgments/Orders for compliance with law and Muskegon County Court Policies.
3. If **Approved**:
 - a. For **attorneys**- Will be returned to the email address of the attorney it was submitted by, so the attorney can submit it to Circuit Court Records to CCR.filings@co.muskegon.mi.us
 - b. For **self-represented litigants**- Will be submitted to the Judge's Office on his/her behalf, and the litigant will be notified as well.
4. If **Not Approved**:
 - a. For **attorneys**- Will be emailed the necessary corrections. Must re-submit for approval.
 - b. For **self-represented litigants**- Will be contacted with necessary corrections. Must re-submit for approval.

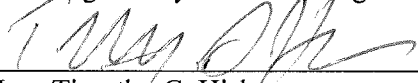
***Please Note:** All Judgments/Order involving minor children submitted directly to a Judge's Office or Circuit Court Records without FOC Approval will be rejected and returned.



Hon. Gregory Pittman
Presiding Family Division Judge

12/2/2020

Date



Hon. Timothy G. Hicks
Chief Judge 14th Circuit Court



Date