

The Circuit Court for the



Fourteenth Judicial Circuit of Michigan
Family Division

FAMILY DIVISION JUDGES

Hon. Gregory C. Pittman, Chief Circuit & Probate Judge
Hon. Kathy L. Hoogstra, Presiding Family Division Judge
Hon. Jenny L. McNeill
Hon. Brenda E. Sprader

CIRCUIT COURT ADMINISTRATOR
Sandra M. Vanderhyde

DEPUTY COURT ADMINISTRATOR
Alisha L. Riedl

**PROCEDURE TO EXEMPT (OPT OUT)
OF FRIEND OF THE COURT SERVICES**

If you are initiating a divorce or child support proceeding, or have a pre-existing Child Support Order and you no longer want to receive Friend of the Court services, you must follow the instructions below:

1. Both parties must agree to opt out of Friend of the Court services.
2. Either party must complete the Motion and Affidavit to Opt Out of Friend of the Court services packet. It MUST be filled out completely, signed by both of the parties and notarized. **Submit the completed packet containing the following forms to the 3rd floor office of the Muskegon County Hall of Justice for approval. (May take up to 2 business days for review):**
 - 1) *Motion and Affidavit to Opt Out of Friend of the Court,*
 - 2) *Order Exempting Case from Friend of the Court Services,*
 - 3) *Certificate Exempting Case from FOC Services,*
 - 4) *No FOC Services Uniform Support Order,*
 - 5) *Uniform Child Support Order Deviation Addendum,* and
 - 6) *Advice of Rights Regarding the Use of Friend of the Court Services*
3. Once approved, pick-up the packet from the 3rd floor and file the packet with Circuit Court Records on the 6th floor of the Hall of Justice. There is a **\$20.00 Motion Fee and \$40.00 Order Fee** that must accompany your motion (if not being filed as part of divorce proceedings, where no additional fee is required).
4. Circuit Court will process your FOC Opt Out packet, and receipt your payment.
5. Once your packet has been accepted by Circuit Court Records, you will need to do nothing further.
6. You will receive a copy of the Judge signed Order in the mail, if approved.
7. If not approved by the Judge, a denial or hearing date for your appearance in court will be sent to you in the mail.

PLEASE NOTE: THE FRIEND OF THE COURT STAFF IS NOT ABLE TO PROVIDE YOU WITH LEGAL ASSISTANCE IN THIS MATTER.

Updated 8/30/23

Michael E. Kobza Hall of Justice • 990 Terrace Street • Suite 300 • Muskegon, MI 49442
Juvenile Division Neglect/Abuse (231)724-6234 • Fax (231) 724-1108
Friend of the Court (231) 724-6421 • Fax (231) 724-1108

Juvenile Detention Center • 205 East Apple Avenue • Muskegon, MI 49442
(231) 724-8850 • Fax (231) 332-3978