



Cass County Friend of the Court

Law & Courts Building, 60296 M-62, Suite 3
Cassopolis, MI 49031
Phone: (269) 445-4436/Fax: (269) 445-4435
Email: FOC@cassco.org

RESUMING FRIEND OF THE COURT SERVICES

INSTRUCTIONS

If you want to resume receiving IV-D Services through the office of the Friend of the Court, complete the following steps:

1. Complete the *Request to Reopen Friend of the Court Case and Verified Statement and Application For IV-D Services*.
2. Remember to insert your case/file number in the upper right hand corner of both documents .
3. Look at other Court documents from your case and determine who is the Plaintiff and Defendant in your case. Insert the name and address of each party under the appropriate heading of Plaintiff and Defendant.
4. Enter the date the *Order Exempting Case From Friend of the Court Services* was entered.
5. Date and sign both documents. Remember to check the box on the bottom of the Verified Statement indicating you are requesting support services under Title IV-D of the Social Security Act.
6. Make 2 copies of both documents.
7. Mail 1 copy of both documents to the other party in your case
8. Date and sign the Certificate of Mailing on the original *Request* document on the date you mail the copy to the other party.
9. Mail the originals of both documents to the Cass County Friend of the Court, 60296 M-62 Suite 3, Cassopolis, MI 49031.
10. Retain one copy of both documents for your records.
11. The Friend of the Court will review the documents for completeness and will prepare an Order Resuming Friend of the Court Services.
12. Each party will receive a True Copy of the Order when it is entered.

If you have questions regarding Resuming Friend of the Court services or need assistance completing these forms, please contact an attorney.

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| STATE OF MICHIGAN 43RD JUDICIAL CIRCUIT COUNTY OF CASS | REQUEST TO REOPEN FRIEND OF THE COURT CASE | CASE NO.: |
| Court Address: 60296 M62, Suite 3, Cassopolis, Michigan 49031 | | 269.445.4436 |

Plaintiff's name, address and Telephone number:

Defendant's name, address and Telephone number

On _____ an order was entered exempting this case from friend of the court services.

I REQUEST that the friend of the court case be reopened upon filing of this request with the friend of the court office. Attached is a completed Verified Statement and Application for IV-D services.

Date

Signature

CERTIFICATE OF MAILING

I certify that on this date I mailed a copy of this request to the friend of the court and to other party by first class mail addressed to his/her last known address as defined in MCR 3.203.

Date

Signature



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Case Name _____ v _____
Plaintiff Defendant

Case Number _____

Re: Application for Title IV-D Services

I request child support and/or parenting time services under the enforcement provisions of Title IV-D of the Social Security Act, and the Child Support Enforcement Program of Michigan.

Signature

Print Name

Date

Name of other parent in this case

Please sign and date this form and return it to our office. When you do, our office receives federal and state funds for services we provide for you. You will receive the same services whether or not this form is signed and returned. Our funding, however, will be directly affected if you do not sign and return it, and the overall level of services all cases will receive from our office will be directly affected. Your cooperation is very important to the children of separated parents in Cass County, and is genuinely appreciated.



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Things You Should Know When Resuming Friend of the Court Services

1. The parties must cooperate fully with the Friend of the Court in establishing the case as a Friend of the Court case.
2. The parties must provide copies of all orders in their case to the Friend of the Court.
3. The parties must supply any documents that a party to a Friend of the Court case is required to supply if they have not already done so.
4. The Friend of the Court is not responsible for determining any support arrearage that is not indicated by payment made through the Michigan State Disbursement Unit (MiSDU).
5. Support is payable through the MiSDU effective the date the case becomes a Friend of the Court case.
6. The Friend of the Court may prepare and submit, ex parte, a uniform support order that contains all the statutory requirements of a Michigan support order as long as the order does not contradict the existing support order.
7. At the request of the Friend of the Court, the parties shall complete a Verified Statement and Application of IV-D Services.
8. An order entry fee can be assessed.

This information was also previously provided as part of the Order Exempting Case From Friend of the Court Services, as approved by State Court Administrative Office

STATE OF MICHIGAN
43RD JUDICIAL CIRCUIT
COUNTY OF CASS

ORDER RESUMING
FRIEND OF THE COURT SERVICES

CASE NO.:

Court Address: P.O. Box 38, Cassopolis, Michigan 49031

Court Telephone No.: 269.445.4436

Plaintiff's name, address and telephone number:

Defendant's name, address and telephone number

Upon receipt of a written *Request to Reopen Friend of the Court Case* filed by a party in this matter, together with a completed *Verified Statement and Application for IV-D Services*, the Friend of the Court case in this matter is reopened. This is pursuant to MCL 552.505(a)(7), which provides as follows:

(7) If a party to a domestic relations matter for which there is not an open friend of the court case applies for services from the office of the friend of the court or applies for public assistance, the office of the friend of the court shall open or reopen a friend of the court case. If the office of the friend of the court opens or reopens a friend of the court case as required by this subsection, the court shall issue an order in that domestic relations matter that contains the provisions required by this act and by the support and parenting time enforcement act for a friend of the court case.

Complete Friend of the Court services shall resume commencing upon entry of this order. Services shall include, but not be limited to, the resumption of child support payments by immediate income withholding order issued to the employer of the Payer. All payments shall be made through the Michigan State Disbursement Unit (MISDU).

On or after the entry date of this Order, any payment made directly to the Payee shall be considered a gift, and no credit will be issued by the Cass County Friend of the Court for any such direct payment except as ordered by the court upon motion or stipulation.

IT IS SO ORDERED.

Date

Honorable Susan L. Dobrich, P32783
Probate/Family Court Judge

Recommended for Entry:

Carol Montavon Bealor, P57068
Cass County Friend of the Court

Date