

## **Access to Friend of the Court Records Information and Procedure**

In accordance with Michigan Court Rule 3.218, the Calhoun County Friend of the Court has adopted Local Administrative Order 2005-02, which outlines the process to allow reasonable access to Friend of the Court records.

### **What individuals can access FOC records?**

A party, a third party custodian, a guardian, a guardian ad litem or counsel for minor, DHS protective services personnel, and an attorney of record.

### **What cannot be accessed via this process?**

Staff records or notes from investigations, mediations, and settlement conferences, DHS Protective Services reports, mediation records, medical information of a party, communications from minors, FOC grievances filed by another party and responses, a party's address if release is prohibited by court order, IRS information, and any information provided by a governmental agency which retains confidentiality.

### **What is the procedure to request access?**

Complete the attached Request to Access FOC Records and Decision (FOC 260A) and submit to the Friend of the Court. As soon as possible, but no later than 5 working days of the receipt of the request, a determination will be made if the request will be honored or denied, in full or in part. The request will then be processed and a determination made if there is a charge for the type of access requested, if approved.

### **Why can't this information be sent to another agency or party if I authorize it?**

Because of the Michigan Court Rule, the Friend of the Court can only send the information to the requesting party. You may forward that information as you wish. The FOC cannot send information to mortgage companies, DHS workers, Social Security personnel or housing agencies.

### **Is there another way to access payment information?**

You may obtain payment information via the MiCASE website, at [www.michigan.gov/micase](http://www.michigan.gov/micase). Once you sign up, you will receive a password. Once registered, you can access information 24 hours a day, 7 days a week.

### **Instructions for completing the Request to Access FOC Records Form**

Enter your case number or Social Security Number at the top right, under Case No.

Enter your name and address at the top, and enter your telephone numbers to the right.

Under #1, check the box that represents your relationship to the case.

Under #2, describe **in detail** the information you are requesting. Please use dates if you are requesting payment information.

Under #3, check whether you wish to see the records, have an FOC employee read the information to you or if you would like printouts.

Date and sign the form and submit.

**Please be aware that court orders and legal filings are not FOC records. Requests for those documents should be made to the Circuit Court Clerk.**

Friend of the Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014

FOC Telephone No. (269) 969-6500

FOC Fax No (269) 969-6564

PLEASE COMPLETE YOUR FULL NAME AND ADDRESS BELOW:

Please list the telephone number(s) where the FOC can contact you between 8 am-5 pm.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work ( ) \_\_\_\_\_

Home ( ) \_\_\_\_\_

Cell or Message Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

1. I certify that I am: (PLEASE CHECK ONE)  OCS (Office of Child Support) personnel  personnel assigned to carry out IV-D program functions
- a party  a third party custodian  a guardian  a guardian ad litem  an attorney of record on this case
- DHS protective services personnel  a prosecuting attorney or agent  state or federal auditor

2. I am requesting access to the following records: (describe in detail what information you are requesting along with any necessary dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I would like  Copies or printouts of the requested FOC records upon payment to the Friend of the Court for copying fees **NOTE: requests for copies of court orders and legal filings must be made to the Circuit Court Clerk. Court orders and legal filings are not FOC records.**
- To personally inspect the requested records—you must state **specifically** which records you are asking to review **NOTE: Payment information is not available for personal inspection-you must request printouts or you may access a payment history on www.michigan.gov/micase**
- to have a Friend of the Court employee describe or read the requested information to me

I CERTIFY THAT THIS "REQUEST TO ACCESS FOC RECORDS" IS PURSUANT TO MCR 3.218 AND ADMINISTRATIVE ORDER.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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DECISION ON REQUEST  GRANTED  GRANTED IN PART  DENIED

Please Note: \_\_\_\_\_

The address you have requested is marked confidential on the State computer system. Per Michigan Supreme Court Administrative Order 2002-3, the FOC is prohibited from releasing confidential addresses.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Any person denied access to Friend of the Court records or confidential information may file a MOTION FOR AN ORDER OF ACCESS with the Judge assigned to the case or with the Chief Judge if there is no assigned Judge.