



## FORMS CHECKLIST:

(All forms must be signed and dated!)

- Copy of Judgment or Final Order
- Uniform Child Support Order  
<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/foc10.pdf>
- Judgment Information Form  
<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/foc100.pdf>

### IF NOT OPTING OUT:

- Application for IV-D Child Support Services  
<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/dhs1201d.pdf>

### IF OPTING OUT:

- Uniform Child Support Order  
(No FOC Services Version)  
<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/foc10a.pdf>
- Advice of Rights & Order  
(Signed by both parties)  
\*<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/foc101.pdf>  
\*<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/foc102.pdf>

### IF DEVIATING:

- Deviation Addendum  
<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/foc10d.pdf>

## What does “Opt Out” mean?

Opting out of FOC services is an option in only some cases. Opting out means more than just handling the payment of child support directly between the parties. It also means waiving your right to help from the FOC for any order enforcement issue, including parenting time and custody disputes.

Before you will be permitted to opt out of FOC services, both parties to the case must sign an Advice of Rights form and submit a proposed order that exempts your case from FOC services.

If you, your child(ren), or the other party receive Cash Assistance, Medicaid, Food Assistance, or child care assistance you cannot opt out of FOC services.

If you owe arrears you cannot opt out. If there is domestic violence in your relationship you cannot opt out.

If the Court grants your motion to opt out of FOC services, you must still file a Uniform Child Support Order. You must prepare your order on Form FOC 10a, which is a version of the form that indicates you will not receive FOC services.

You cannot submit a zero dollar support order simply because you were allowed to opt out. You must still calculate what the payer would pay for child support under the mandatory formula and fill out all required parts of the form FOC 10a, including medical support & health insurance.

37<sup>th</sup> Judicial Circuit Court  
Calhoun County, MI  
FRIEND OF THE COURT

HOW DO I  
CALCULATE CHILD  
SUPPORT AND GET  
APPROVAL OF MY  
JUDGMENT OF  
DIVORCE OR  
CUSTODY ORDER?

**Email:**

[FOCApprovals@CalhounCountyMI.gov](mailto:FOCApprovals@CalhounCountyMI.gov)

**Mail:**

161 E. Michigan Avenue  
Battle Creek, MI 49014-4066

## When and How Do I Get FOC Approval?

Friend of the Court must review and approve any of the following:

- Final Judgment of Divorce with Children
- Final Judgment of Divorce with Spousal Support
- Final Child Custody Order
- Any order modifying custody, parenting time, or child support from a prior order
- Each of the required forms (See “Forms Checklist” and submit a signed & dated copy of each form)

The Judge will not sign your Judgment/Order unless and until the FOC approval is on file.

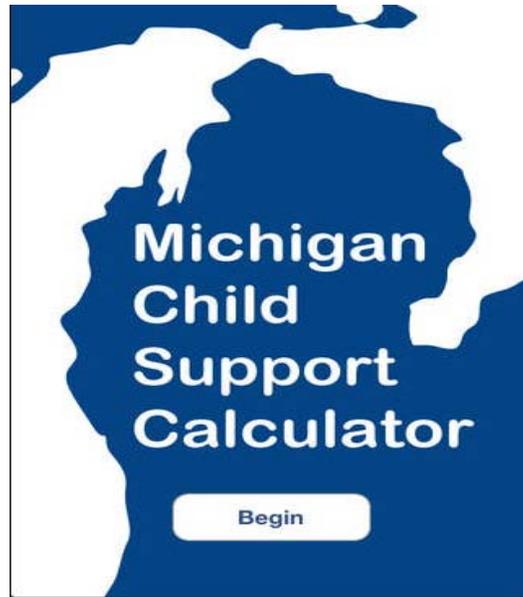
The FOC makes sure your orders contain all the language required under Michigan law, checks that you have not left out any required information on the forms, reviews whether your parenting time provision is enforceable, and verifies that your child support order follows the mandatory formula.

You must send copies of your proposed Judgment/Order and all required forms to the FOC either by mail, delivery to our office, or by email before the final hearing in your divorce case.

Do not send your original, signed judgment or order to the FOC. We only need a copy.

To submit your request for approval via email, please use the following email address:

[FOCApprovals@calhouncountymi.gov](mailto:FOCApprovals@calhouncountymi.gov)



## How do I calculate child support?

Please use the free online calculator at: [Micase.state.mi.us/calculatorapp](http://Micase.state.mi.us/calculatorapp)

The calculator will give you all the information that you need to fill out the Uniform Child Support Order based on the parties' incomes, parenting time, and number of children.

You must copy the information from the calculator to the Uniform Child Support Order form (Form FOC 10 or FOC 10a). Orders with handwriting will be accepted if they are legible.

Please copy to the table at the bottom of page one of the order, the amount of base support, ordinary medical support, and each parent's share of child care and health insurance premiums (if any) for each child.

Please avoid these common mistakes when filing out the Uniform Child Support Order:

- The table amounts must be filed out for each child if there is more than one child.
- Include the name of the payer & payee and number of overnights with the payer.
- Include the ordinary medical amount for each child. (Currently \$403 per year)
- Write in the % each parent will pay for the ordinary medical amount to the box on page 2. (Neither parent can pay less than 10%, cannot be 100%/0%)
- If your child will graduate high school after age 18, check the box for “Post-majority Support” and provide that child's date of expected graduation (i.e. May 31, 20??).
- Check box to indicate the parent who will pay the child's health insurance costs.

## Where can I get free help preparing my Judgment or Order?

If you would like help completing forms, try [www.michiganlegalhelp.org](http://www.michiganlegalhelp.org).

There's an online "interview" that helps you fill out the forms without having to make sense of the form yourself. Once you answer the questions, it will help you print all required forms and/or save your data to print later.

## What Happens If FOC Objects to My Order?

If there is a problem with your proposed order you will receive (either by mail or by email depending on how you sent in your documents) a copy of the FOC's written objection with explanation of how to correct it. Your case will be dismissed if you do not correct and resubmit within a reasonable time.