



## MUSKEGON COUNTY 14<sup>th</sup> CIRCUIT COURT- FAMILY

### Policy and Procedure

#### Subject: FRIEND OF THE COURT APPROVAL PROCESS

Effective Date: 12/2/2020, Updated 12/11/2024

**General Rule:** All Judgments and Orders involving minor children will be approved by the Muskegon County Friend of the Court (FOC), 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](mailto:RefereeOrders@co.muskegon.mi.us)
  - b. by **self-represented litigants**, at least 10 business days in advance, one of the following ways:
    - i. **Email-** [OrderApprovals@co.muskegon.mi.us](mailto:OrderApprovals@co.muskegon.mi.us)
    - ii. **Mail-** Muskegon County Friend of the Court, 990 Terrace, Suite 300, Muskegon MI 49442
    - iii. **Drop Box-** Located outside front entrance of the Hall of Justice, 990 Terrace, Muskegon  
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-** All Judgments and Orders will be returned to the email address of the attorney it was submitted by.
    - i. Judgments of Divorce- Shall be submitted, by the attorney, to the Judge's Office.
    - ii. Orders- Shall be submitted, by the attorney, to Circuit Court Records. No paper copy for the judge needed, if submitted electronically through: [CCR.Emailfiling@co.muskegon.mi.us](mailto:CCR.Emailfiling@co.muskegon.mi.us)
  - b. For **self-represented litigants-**
    - i. Judgments of Divorce will be submitted to the Judge's Office on the litigant's behalf, and the litigant will be notified.
    - ii. Orders must be filed by the litigant with the Circuit Court Records office, inside the Hall of Justice, on the 6<sup>th</sup> Floor.
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.

**\*Please Note:** Any changes made to a Judgment/Order after receiving FOC approval, will be considered fraud.