

## How to Submit an Email Request to the FOC

To submit an Email Request to the FOC, please fill out the attached form. You can submit the form online, by mail or through MiChildSupport.

### Submit Online:

#### Computer/Laptop:

1. Fill out the form below in your web browser or pdf viewer. If you are having trouble filling out the form, you can download [Adobe Acrobat for free here](#).
2. After you have filled out the form and signed it with your electronic signature, click "Submit Form." This will attach the completed form to an email message to the Friend of the Court.
3. Please also attach proof of identification (copy of your driver's license or state ID) to the email before sending. We cannot process your request without proof of identification.

#### Smart Phone:

1. Install the Adobe Acrobat Reader App on your phone, for free. When viewing the Email Request online, send it to the Adobe Acrobat Reader App to complete the form on your phone. You can then fill and sign the form on your phone.
2. After you have filled out the form and signed it with your electronic signature, click "Submit Form." This will attach the completed form to an email message to the Friend of the Court.
3. Please also attach proof of identification (copy of your driver's license or state ID) to the email before sending. We cannot process your request without proof of identification.

### Submit by Mail:

1. Fill out the form below, print it, and sign it.
2. Please include a copy of your driver's license or state ID with the completed form. We cannot process your request without proof of identification.
3. Mail completed form, along with proof of identification to our office:

**Kent County Friend of the Court**  
**82 Ionia NW, STE 200**  
**Grand Rapids, MI 49503**

### Submit through MiChildSupport:

You can also submit this form through your MiChildSupport case using the 2-way communicator. Visit: [www.michigan.gov/michildsupport](http://www.michigan.gov/michildsupport). As your identification is verified through your MiChildSupport case, proof of identification is not required.



DANIEL J. FOJTIK  
 Director  
 Friend of the Court

STATE OF MICHIGAN  
 17TH JUDICIAL CIRCUIT COURT  
 KENT COUNTY

82 IONIA AVENUE, N.W. - SUITE 200  
 P.O. BOX 351  
 GRAND RAPIDS, MICHIGAN 49501-0351

The Kent County Friend of the Court would like to reduce paper communications as much as possible. This will allow us to reduce paper waste and lead to lower mailing costs for you as well as for us. Use of e-mail may also speed up communications between this office and you.

In order to accomplish this goal, we are requesting e-mail addresses from everybody with whom we have contact. Your assistance will allow us to move forward.

We will only use your e-mail address to communicate with you regarding routine matters. In fact, the law requires that we still use postal mail to contact you about legal matters. Should you choose, at some later date, to remove yourself from this e-mail method of communication, we will then communicate with you by postal mail for all matters (routine and legal).

It is important that you keep both your e-mail address as well as postal mailing address up to date by contacting our office, in writing, with any changes. You may request the FOC CHANGE IN PERSONAL INFORMATION form (FOC 108) by: Calling us at 1-877-543-2660, 1-616-632-6888, stopping in at our office and requesting the form in person, or by going to the accessKent website at: <http://www.accesskent.com>

I have more than one docket  
 in the Kent County FOC office

Name: \_\_\_\_\_ Docket Number: \_\_\_\_\_ [ Y ] [ N ]

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

Signature: \_\_\_\_\_ Land Line Number (with Area Code): \_\_\_\_\_

**Proof of Identification is required.**

**Please use Adobe Acrobat to complete E-signature.** Cell Phone Number (with Area Code): \_\_\_\_\_

Your use of this address to send e-mail to us serves as authorization for us to contact you by e-mail for routine office matters.

Our e-mail address is: **FOC.MAIL@Kentcountymi.gov**

**Proof of Identification:** We accept a scanned copy of your Michigan Driver's License, or State Non-Driver ID

You may e-mail this back to us with an electronic signature (Proof of Identification) – or you may fill out a paper copy, sign and mail it to us at the address below:

Please return to: Kent County FOC  
 82 Ionia Ave NW – Suite 200  
 PO Box 351  
 Grand Rapids, MI 49501-0351

In order to protect confidentiality, our office will be encrypting e-mail that contains any confidential information regarding your case. Free software called "Seven Zip" (7-zip), the software we use, is available for this purpose at: <http://www.7-zip.org>

If you require assistance with this software, additional help is located here: <http://www.7-zip.org/support.html>

FOR FOC USE ONLY: Entered in DEMO on _____ by _____ (Date) (FOC employee)	FC-MEMBER INFO
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