

FOC Address: 82 Ionia Avenue NW, Suite 200, Grand Rapids, MI, 49503 Telephone: 877-543-2660

**Filing Parent Name and Address:**

**Filing parent must complete, sign and date this complaint.**

1. FOC Processing date: \_\_\_\_\_  
(for internal use by FOC only)
2. The Friend of the Court **requires** that the parent exercising parenting time must be at the residence/exchange location at the court ordered day and time to attempt parenting time. Parenting time denied over the telephone **cannot** be enforced.
3. What is the date of the order that has allegedly been violated? \_\_\_\_\_
4. This complaint is a (Please check one)  
 Failure to provide parenting time       Failure to comply with parenting time order (other than denied parenting time)

**Non-Filing Parent Name and Address:**

**DATE, TIME AND LOCATION OF ALLEGED VIOLATION** → \_\_\_\_\_  
(THIS COMPLAINT MUST BE FILED WITHIN 56 DAYS OF THE ALLEGED DATE OF VIOLATION)  
BRIEFLY EXPLAIN THE ALLEGED VIOLATION OF THE COURT ORDER. BE SPECIFIC TO DETAILS REGARDING THIS COMPLAINT ONLY. ANY OTHER QUESTIONS OR CONCERNS SHOULD BE ADDRESSED IN A SEPARATE LETTER OR TELEPHONE CALL. \_\_\_\_\_

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Filing parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAILURE TO RESPOND IN WRITING TO THE OFFICE OF THE FRIEND OF THE COURT WITHIN 21 DAYS AFTER THIS NOTICE WAS SENT SHALL BE CONSIDERED AS AN AGREEMENT THAT PARENTING TIME WAS WRONGFULLY DENIED AND THAT THE MAKE-UP POLICY ESTABLISHED BY THE COURT WILL BE APPLIED.**

-Domestic relations mediation is available to resolve the dispute upon agreement of both parents.  
Contact the Friend of the Court in writing to request a mediation appointment.

- RESPONSE TO THIS NOTICE **MUST** BE MADE IN WRITING ON OR BEFORE: \_\_\_\_\_