

How to File a Custody or Parenting Time Complaint with the FOC

- If you feel that a custody or parenting time order has been violated by the other parent on your case, you may file a complaint with the FOC.
- To file a complaint with the FOC, please fill out the attached form.
 - **Computer/Laptop:** You can submit your complaint electronically by filling out the form on your computer or laptop and clicking “Submit Form”.
 - **Smart Phone:** Install the Adobe Acrobat Reader App on your phone, for free. When viewing the form online, send it to the Adobe Acrobat Reader App to complete the form on your phone. You can then fill out the form and submit electronically by clicking “Submit Form.” ***Please note that we cannot accept pictures of documents.***
 - **Mail.** You can fill out the form, print it, and mail it to our office:

**Kent County Friend of the Court
82 Ionia NW, STE 200
Grand Rapids, MI 49503**
 - **Supporting Documentation:** Please submit any supporting document at the time you submit your complaint. You can email it to FOC.Mail@kentcountymi.gov or send it via mail at the address above. Please include your case number on all emails and supporting documents.
- Not sure if you should file a complaint? Please keep the following in mind:
 - The FOC can pursue enforcement on custody or parenting time orders that are specific and contain days and times. We cannot enforce “reasonable parenting time” or “parenting time as the parents agree.”
 - The FOC cannot enforce agreements of the parents that are not part of a court order.
 - Complaints must be filed within 56 days of the alleged order violation.
 - Possible outcomes of filing a complaint are:
 - FOC takes no action because the complaint isn’t actionable. If this is the case, you will receive notification and an explanation. The FOC will let you know what other FOC services or options may be available.
 - Your complaint is processed for enforcement. If this happens, the complaint will be sent to the other parent for response. The other parent has 21 days to respond, and their response will be sent to you.
 - If your complaint is processed for enforcement, the FOC may schedule a joint meeting prior to taking the case to court.
 - Your case may be scheduled for a court hearing, and the court will decide whether to order make-up parenting time and sanctions (fines, fees, incarceration).
 - If the court finds a parent submitted a complaint in “bad faith”, that parent could be sanctioned by the court.

STATE OF MICHIGAN 17TH JUDICIAL CIRCUIT KENT COUNTY	PHYSICAL CUSTODY OR PARENTING TIME COMPLAINT	CASE NO.
---	---	-----------------

FOC Address: 82 Ionia Ave. NW, Suite 200, Grand Rapids MI, 49503 Phone: (616)632-6888 Email: foc.mail@kentcountymi.gov

Plaintiff:

Complaining Party

Defendant:

Complaining Party

1. There is a court order regarding parenting time in this case dated: _____
2. The other party has violated the parenting time order as follows: *State the specific violation of the order. Include each **date, time and location** for this complaint. A violation must be based on a court order signed by a judge. The Friend of the Court cannot enforce agreements between the parties.*

Date:	Description of alleged violation (<i>limit of 450 characters</i>):
Time:	
Location:	

*Attach additional sheets of paper if more room is needed

3. Did you appear at the court-ordered day, time and place for parenting time? Yes No
4. The date(s) of the alleged violation is within 56 days of signing this form.
5. I am requesting make-up parenting time.
 - *I verify that the above statement is true and accurate to the best of my information, knowledge and belief.*

Signature of Complaining Party (*If submitting electronically, please type your name on line.*)

Date

Home or cell number

Home Address This is a new address

*Please be advised that the other parent will be provided with a copy of this complaint and be allowed 21 days to respond from the date of processing.

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.

Possible outcomes of this complaint: Complaint terminated; joint meeting and/or hearing scheduled.

<p>FRIEND OF THE COURT ONLY:</p> <p>FOC Processing Date: _____</p> <p>Processed for: <input type="checkbox"/> Response</p>	<p>NOT PROCESSED Due to:</p> <p><input type="checkbox"/> Non-Specific Order <input type="checkbox"/> No Physical Attempt</p> <p><input type="checkbox"/> See Attached</p>
---	--