

Jackson County Friend of the Court
Consent/Stipulation Order Preparation Procedures - Uniform Child Support Orders

Address: 1697 Lansing Ave., Jackson, MI 49202

Phone: (517) 788-4470

Fax: (517) 788-4683

Website: www.jacksoncountyfoc.com

Eligibility Requirements

If you and the other party are in agreement to a change in your support order, the Friend of the Court (FOC) can assist you in preparing a consent order. Child support may include base support, childcare, annual ordinary medical, educational expenses, health-care premiums, uninsured health-care expenses, and health-care insurance coverage.

You are **NOT** eligible for this service, if the custodial parent receives cash public assistance (temporary assistance to needy families) and you and the other party want to stipulate to a decrease in the non-custodial parent's (NCP's) monthly child support obligation. In addition, you are **NOT** eligible for this service, if the custodial parent receives Medicaid and you and the other party want to stipulate to a decrease in the NCP's monthly ordinary medical expense amount. If you are not eligible, contact the FOC to see if you are eligible for a support review or if you must file a motion.

Clients Residing Within 50 Miles

If you and the other party reside within 50 miles of the FOC office, the following procedures apply:

1. You and the other party must prepare and submit a jointly signed "Agreement Regarding Child Support" to the FOC office, using the FOC office's official form. A copy of the official form is attached. It is acceptable for both parties to submit individually signed agreements, if it is not practical for both to prepare and sign the agreement together.
2. After a jointly signed agreement or two individually signed agreements are received, the FOC will schedule a 30-minute face-to-face appointment with an Enforcement Specialist. Written notice of the appointment date, time, and location will be mailed to both parties. A copy will be mailed to the attorneys of record. Both parties **must** appear for the joint appointment or your request for assistance will be denied.
3. During the joint appointment, an Enforcement Specialist will prepare a Uniform Child Support Order (UCSO).
4. After the UCSO is prepared, it must be signed and dated by both parties to verify the consent/stipulation of both parties. After it has been signed, it will be forwarded to your assigned Judge for a signature.
5. After the Judge signs the UCSO, it will be returned to the FOC. The original will be filed with the County Clerk. A copy will be mailed to both parties and to the attorneys of record. A copy will also be forwarded to the FOC Accounting Department, so the required account adjustments and an Amended Income Withholding Notice (if applicable) can be completed.

Clients Residing Out-of-State Or More Than 50 Miles Away

If you and/or the other party reside in another State or more than 50 miles from the FOC office and you cannot appear for a joint appointment, the following procedures apply. If both of you can appear for a joint appointment, the above procedures apply.

1. You and the other party must prepare and submit a jointly signed "Agreement Regarding Child Support" to the FOC office using the FOC office's official form. A copy of the official form is attached. It is acceptable for both parties to submit individually signed agreements, if it is not practical for both to prepare and sign the agreement together.
2. After a jointly signed "Agreement Regarding Child Support" or two individually signed agreements are received, the FOC will schedule a special hearing before a Domestic Relations Referee. Notice of the hearing date, time, and location will be mailed to both parties. A copy will be mailed to the attorneys of record (if applicable). The party who resides within 50 miles of the FOC office **must** appear for the hearing. Special accommodations will be made for individuals who reside in another State or more than 50 miles from the FOC office.
3. During the special hearing, the Referee will review your "Agreement Regarding Child Support." If you and the other party are no longer in agreement, the hearing will be dismissed. If you and the other party are in agreement, the Referee will prepare a consent after hearing order, and submit the order to your assigned Judge.
4. After the Judge signs the order, it will be returned to the FOC. The original copy will be filed with the County Clerk. A copy will be mailed to both parties and the attorneys of record. A copy will also be given to the FOC Accounting Department, so the required account adjustments and an Amended Income Withholding Notice (if applicable) can be completed.