

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

1697 Lansing Avenue, Jackson, MI 49202

Telephone Number: (517) 788-4470

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Eligibility Requirements

If you and the other party are in agreement to a change in your child support order, and you want the Friend of the Court (FOC) to assist you in preparing a consent order based on your agreement, the FOC will assist you free of charge. Child support may include payment of 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 you and the other party wish to stipulate to a decrease in child support, and the custodial parent (CP) is receiving cash assistance, such as temporary assistance to needy families (TANF), child development and care assistance, or food stamp benefits. This rule does not apply, if you wish to stipulate to an increase in support, or if the CP is a Medicaid-only recipient. Medicaid-only recipients can stipulate to both increases and decreases in support.

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 Regarding Child Support", 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 (if applicable). Both parties must appear for the joint appointment, or your request for assistance will be denied.
3. During the joint appointment, and based on your agreement, an Enforcement Specialist will prepare a Uniform Child Support Order (FOC/52). A Uniform Child Support Order (FOC/52) is attached. Do **NOT** complete this sample copy.
4. After the Uniform Child Support Order (FOC/52) 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 Uniform Child Support Order (FOC/52), 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 to the attorneys of record (if applicable). 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, 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 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 in Michigan, or within 50 miles of the FOC office, must appear for the hearing. Special accommodations will be made, so the out-of-State party can appear by telephone.
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 consent after hearing 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 to the attorneys of record (if applicable). 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.