

## EVALUATION NEED-TO-KNOW

- Your Court Order number needs to be on ALL forms and documentation you send to us.
- **Complete and return the following information ONE WEEK BEFORE** your appointment:
  - FOC Case Packet (see attachment in email. Save to your device, fill out, save, then return to FOC)
  - Most recent pay stub or other proof of income.
  - If you are self-employed, a 1099 worker or are unemployed, submit your last 2 years of Federal and State income tax returns.
  - Any other information you think is important. For example: school records, CPS reports, doctor/medical reports, etc.
- Information you submit will not be returned to you.
  - **We strongly encourage you to submit your information the following ways:**
    - Fax: 616.632.6876
    - Email: [FOC.ADR@kentcountymi.gov](mailto:FOC.ADR@kentcountymi.gov).
      - **Please submit your information as a PDF document. We cannot convert your pictures and input them to your file. The emailed FOC Case Packet is able to be completed on your phone/computer without printing.**
      - **Per policy, we are not allowed to view any submitted videos or listen to recordings.**
      - Genius Scan is a free app for your phone to scan to PDF for emailing.
      - iPhone: Open Notes, select new note, select camera button, scan documents, save to PDF.
      - Android with Google drive: Click on +, select scan, take picture, select ok if good or rescan if not, select  to add multiple pages, then save and email.
  - If you are unable to fax or email:
    - See attached document on submitting forms through the FOC Portal.
    - Mail your information to: Friend of the Court, PO Box 351, Grand Rapids MI 49501-0351.
      - There may be a delay in processing due to slow mail times with USPS.
    - There is a **DROP BOX** on the first floor of Friend of the Court, 82 Ionia, NW, Grand Rapids, MI for you to drop off your information.
- **You should be in a private area during this phone call. Third parties and children of any age should not listen to or participate in this appointment. Audio or video recording is not permitted.**
- For more information visit: <https://www.accesskent.com/Courts/FOC/custodyparent.htm>

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## EVALUATION QUESTION AND ANSWER

- Do the child/ren on this case live with someone other than a parent?  Yes  No  
If Yes, call 616.202.6526 (cell) or email [FOC.ADR@kentcountymi.gov](mailto:FOC.ADR@kentcountymi.gov) immediately.
- Do you need an interpreter for your appointment?  Yes  No What language? \_\_\_\_\_  
If Yes, call 616.202.6526 (cell) or email [FOC.ADR@kentcountymi.gov](mailto:FOC.ADR@kentcountymi.gov) today and request one.
- Is there a PPO or a No Contact Order between the parents?  Yes  No  
If Yes, call 616.202.6526 (cell) or email [FOC.ADR@kentcountymi.gov](mailto:FOC.ADR@kentcountymi.gov) to inform us of this.