

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.

Submit Online

Computer/Laptop

1. Fill out the form below in a pdf viewer, such as Adobe Reader ([available for free here](#))
2. After you have filled out the form and signed it with your electronic signature, save the form and then go to the [FOC Form Submissions Page](#).
3. Fill in your name, email address, phone number, and case number on the Form Submission page. Attach your completed form at the bottom of the page by clicking the "Choose File" button. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

Smart Phone

1. Install the [Adobe Acrobat Reader App](#) on your phone, for free.
2. Open the form, using the Adobe Acrobat Reader App. You can then fill in, sign and save the form on your phone.
3. After you have completed the form, save and then go to the [FOC Form Submissions Page](#).
4. Fill in your name, email address, phone number, and case number on the form submission page. Attach your completed form at the bottom of the page. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

Submit by Mail

You can fill out the form, print it, sign it and mail it to our office:

**Kent County Friend of the Court
82 Ionia NW, STE 200
Grand Rapids, MI 49503**

Submit Through Drop Box at 82 Ionia

You can fill out the form, print it, sign it and drop it off in the drop box on the **first floor of 82 Ionia Ave NW, Grand Rapids, 49503**. The drop box is located just past the security checkpoint.

Submit Through MiChildSupport

You can also submit this form through your MiChildSupport case using the 2-way communicator. Visit: www.michigan.gov/michildsupport.

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 the opportunity 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/ ASSISTANCE REQUEST	CASE NO.
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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

- There is a court order regarding parenting time in this case dated: _____
- The other party has violated the parenting time order as follows: *State the specific violation of the order. Include each **date, time and specific 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 & Time: _____
 Did you make a physical attempt to pick up the child/ren? Yes No
 Specific location of physical attempt:
 Plaintiff's residence
 Defendant's residence
 Other: _____

Description of alleged violation:

Please do not submit additional documents. If supporting documents are required, we will notify you

- Did the alleged violation(s) occur within 56 days of FOC receipt of this form? Yes No
- I am requesting make-up parenting time. Yes No
- I have a solution I would like the other parent to consider. Yes No (Please provide additional sheet of paper)
- Are you interested in resolving this complaint by requesting mediation with the other parent? Yes No
- By completing this form, I am requesting assistance and understand that further action will be determined at the discretion of the Friend of the Court. Possible actions could include a joint meeting, a court hearing, mediation, proposed order, or another resolution.
- I understand that the other parent will receive a copy of this complaint and will have an opportunity to respond.

I verify that the above statement is true and accurate to the best of my information, knowledge and belief.

 Signature of Complaining Party

 Date

() _____
 Phone number

 Email Address (ID required to verify email, email photo of ID with complaint)

FRIEND OF THE COURT ONLY:

FOC Processing Date: _____
 Processed for: Response from _____
 by _____.

NOT PROCESSED Due to:

- Non-Specific Order No Physical Attempt
- See Attached