Michigan Supreme Court
Friend of the Court Bureau
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-4835

Steven D. Capps
Director, Friend of the Court Bureau

MEMORANDUM

DATE: May 13, 2015

TO: Circuit Court Judges and Friends of the Court
cc: Presiding Family Division Judges
Circuit Court Administrators
Family Division Administrators

FROM: Steven D. Capps

RE: Friend of the Court Annual Statutory Reviews Due August 6, 2015

MCL 552.524 requires a chief circuit court judge to review the performance of the circuitôs friend of the court (FOC) annually and provide a copy to the FOC and the Friend of the Court Bureau (FOCB). Public notice of the annual review is required. The FOCB recommends that the notice to the public be provided 60 and 30 days before the review is due.

The notice should be published in the newspaper with the widest local circulation with form FOC 18, *Publication and Notice of Friend of the Court Annual Statutory Review* (rev. 3/2008). Judges should use form FOC 17, *Friend of the Court Annual Statutory Review* (rev. 7/2012) to conduct the review.

The completed review forms should include summaries of any public comments and citizen advisory committee reports or recommendations. The FOC director may respond to the review document. A copy of the directorôs written response should be sent with the review to the Bureau and should include a summary of any public comments. The response must be submitted to Trisha Cuellar at the above address by August 6, 2015.

A court need not conduct a review if the FOC director has not served for at least one full year. In those circumstances, the chief circuit judge should send form FOC 17 to Ms. Cuellar explaining why the review was not performed.

Please direct any questions regarding the Friend of the Court Annual Statutory Review to Timothy Cole at 517-373-9663 or colet@courts.mi.gov.