



Michigan Supreme Court

State Court Administrative Office
Friend of the Court Bureau
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-5975

Steven D. Capps
Director

MEMORANDUM

DATE: November 18, 2015

TO: Friends of the Court
Chief Circuit Court Judges

cc: Presiding Family Division Judges
Circuit Court Administrators
Family Division Administrators

FROM: Steven D. Capps

RE: Grievance Record Reports for Full Year 2015 Due January 15, 2016

The Friend of the Court Act requires that the State Court Administrative Office's Friend of the Court Bureau (Bureau) sends the Legislature an annual report that includes a detailed summary of the grievances received by each friend of the court (FOC) office (see MCL 552.519(3)(d)). To assist with the preparation of that annual report, MCL 552.526(2) requires that each FOC office send the Bureau records of all grievances it received.

This memo serves as a reminder that the grievance reports for the full year of 2015 must be completed and sent to the Bureau by January 15, 2016. Because the report includes grievances filed for the full year, please check the "January-December" box. FOC offices that do not report to the Bureau will be listed as "failed to report."

Grievance reports should be submitted electronically, using the [SCAO 28 Excel](#) reporting form, to Trisha Cuellar at CuellarT@courts.mi.gov. Please include your court/county name in both the title of the report and the caption of the accompanying e-mail message.

If you have any questions regarding this memo, please contact Timothy J. Cole at 517-373-9663 or colet@courts.mi.gov.