



## Michigan Supreme Court

### Friend of the Court Bureau

Michigan Hall of Justice

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Steven D. Capps  
Director, Friend of the Court Bureau

### MEMORANDUM

DATE: May 4, 2016

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 3, 2016

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MCL 552.524 requires a chief circuit court judge to review the performance of the circuit's friend of the court annually. Public notice of the annual review is required. The Friend of the Court Bureau's Policies and Procedures Memo 1984-2 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. Use 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 county friend of the court director may respond to anything in the review document. A copy of the director's written response should be sent with the review to the Bureau.

The completed form, including any responses and a summary of any public comments, must be submitted **by August 3, 2016**, to:

**Trisha Cuellar, at the address listed above,  
via email at [CuellarT@courts.mi.gov](mailto:CuellarT@courts.mi.gov), or fax to 517-373-0974.**

A court need not conduct a review if the friend of the court 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 on the form 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](mailto:colet@courts.mi.gov).