

## INSTRUCTIONS FOR CITIZEN ADVISORY COMMITTEE REVIEW OF FOC GRIEVANCES

This form and instructions apply only to grievances reviewed randomly or for gender bias. Use form SCAO 28b for grievances filed directly with the Citizen Advisory Committee. Upon completion, this form should be attached to the Citizen Advisory Committee Report of Activities (SCAO 28a) and filed with the State Court Administrative Office. The forms are due annually by January 15.

### Case no. and Grievance no.

- The case number is the number assigned by the circuit court.
- The grievance number is the Friend of the Court's grievance number.

### Reason for Evaluation

- For each grievance selected randomly, indicate "R." For grievances selected because the complaining party indicated that a Friend of the Court decision was based on gender rather than the best interests of the child, indicate "GB." Use both codes if a randomly selected grievance also alleged that a decision was based on gender.

### Multiple Grievances

- Note: If the same party has filed more than one grievance regarding the exact same facts and issues, only include data for one of the grievances.
- Indicate with an "SP" grievances filed by the same party, but about different facts or issues.

### Issues Raised

- For each grievance, indicate major types of issues raised by placing a "S" for support, "PT" for parenting time, "C" for custody, or "O" for other. You may list more than one type of issue for a grievance.

### Evaluation of Grievance

- For each grievance, indicate "F" if the Committee's response agreed in full with the grievance response, "P" if the Committee agreed in part, and "D" if the Committee disagreed with all of the grievance response.
- For each grievance evaluated because the complaining party indicated a Friend of the Court decision was based on gender, indicate "GB" if the Committee agrees that the decision was based on gender rather than the best interests of the child. Further indicate "M" if the bias was in favor of a male or "F" if the bias was in favor of a female.

**CITIZEN ADVISORY COMMITTEE REVIEW OF FOC GRIEVANCES**  
 (Grievances Reviewed by Citizen Advisory Committee: Random Selection / Gender Based Decisions)

Citizen Advisory Committee  _____ Circuit Court _____ County			Reporting Period January 1 - December 31 _____ Year  Note: This report is due January 15 of each year				Mail original to: Friend of the Court Bureau State Court Administrative Office PO Box 30048 Lansing, MI 48909					
Grievance no. and Case no.	Reason for Evaluation	Multiple Grievances	Types of Issues				Evaluation			Codes		
										Reason for Evaluation R = Random seleciton GB = Gender based decision  Multiple Grievances DG = Duplicate grievance SP = Same party, new grievance  Types of Issues Raised S = Support PT = Parenting Time C = Custody O = Other  Grievance Evaluation F = Agree with FOC P = Partially agree with FOC D = Disagree with FOC GB = Find FOC decision based on gender		
Reporting Period Totals	R	GB	DG	SP	S	PT	C	O	F	P	D	GB
											M	F

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature