



**TRACI L. SCHENKEL**  
 FRIEND OF THE COURT  
 KENT COUNTY

**STATE OF MICHIGAN**  
 17TH JUDICIAL CIRCUIT COURT

82 IONIA AVENUE NW, STE 200  
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The Kent County Friend of the Court would like to reduce paper communications as much as possible. This will allow us to reduce paper waste and lead to lower mailing costs for you as well as for us. Use of e-mail may also speed up communications between this office and you.

In order to accomplish this goal, we are requesting e-mail addresses from everybody with whom we have contact. Your assistance will allow us to move forward.

We will only use your e-mail address to communicate with you regarding routine matters. In fact, the law requires that we still use postal mail to contact you about legal matters. Should you choose, at some later date, to remove yourself from this e-mail method of communication, we will then communicate with you by postal mail for all matters (routine and legal).

It is important that you keep both your e-mail address as well as postal mailing address up to date by contacting our office, in writing, with any changes. You may request the FOC CHANGE IN PERSONAL INFORMATION form (FOC 108) by: Calling us at (616) 632-6888, stopping in at our office and requesting the form in person, or by going to the accessKent website at: <http://www.accesskent.com>

Name	Docket Number
Land Line Number (with Area Code)	I have more than one docket number in Kent County FOC office [ Y ] [ N ]
Cell Phone Number (with Area Code)	
E-mail @	
Signature (E-signature requires Proof of Identification)	

Your use of this address to send e-mail to us serves as authorization for us to contact you by e-mail for routine office matters.

Our e-mail address is: **FOC.MAIL@Kentcountymi.gov**

**Proof of Identification:** We accept a scanned copy of your Michigan Driver’s License, or State Non-Driver ID

You may e-mail this back to us with an electronic signature (Proof of Identification) – or you may fill out a paper copy, sign and mail it to us at the address below:

Please return to: Kent County FOC  
 82 Ionia Ave NW – Suite 200  
 PO Box 351  
 Grand Rapids, MI 49501-0351

In order to protect confidentiality, our office will be encrypting e-mail that contains any confidential information regarding your case. Free software called “Seven Zip” (7-zip), the software we use, is available for this purpose at: <http://www.7-zip.org>  
 If you require assistance with this software, additional help is located here: <http://www.7-zip.org/support.html>

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