

How to File a Friend of the Court Grievance

To file a Friend of the Court grievance, please fill out and submit the attached form.

Guidelines

- If you have a question or concern about your FOC case that you would like answered and do not want to file a formal grievance, please do not use the attached form. Instead, mail your concern to FOC.Mail@kentcountymi.gov or call the **FOC Staff Attorney, Meghan Lipford, at (616) 632-6792**. Please your case number. We will review your case and respond to you directly.
- The Friend of the Court (FOC) grievance procedure is a formal process, governed by statute, that allows you to file a formal complaint (grievance) against (a) employees or (b) office operations. *Note: this grievance procedure is not used to contest or appeal a court decision. It is also not used to obtain legal advice or ask questions about your FOC case.*
- The grievance form is usually filed directly with the Friend of the Court; however, if it concerns office operations only, you may file it instead with the Citizen Advisory Committee¹ (send to Kent County Board of Commissioners, Attention CAC, 300 Monroe Ave. NW, Grand Rapids MI 49503).
- The **FOC has 30 days to respond** after a grievance is filed or issue a statement indicating the reason a response is not possible within that time. Regardless of how your grievance is submitted, electronically or via hard copy mailed to the FOC, **the response will be mailed to you via the US Postal service.**
- If you are not satisfied with the decision of the FOC, you may file a further grievance, in writing, with the Chief Judge of the Circuit Court (send to: Hon. Mark A. Trusock, Chief Judge, 17th Judicial Circuit Court, 180 Ottawa Ave NW, Suite 11200B, Grand Rapids MI 49503). The court must respond to the grievance within 30 days, or issue a statement indicating the reason a response is not possible within that time.

Submit Online

Computer/Laptop

1. Fill out the form below in a pdf viewer, such as Adobe Reader ([available for free here](#))
2. After you have filled out the form and signed it with your electronic signature, save the form and then go to the [FOC Form Submissions Page](#).
3. Fill in your name, email address, phone number, and case number on the Form Submission page. Attach your completed form at the bottom of the page by clicking the "Choose File" button. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

Smart Phone

1. Install the [Adobe Acrobat Reader App](#) on your phone, for free.

¹ Each county may appoint a FOC Citizen Advisory Committee (CAC). The CAC reviews grievance responses, can investigate and hold informal hearings concerning grievances about office operations, and issues an annual report of activities to the State Court Administrative Office / Friend of the Court Bureau, the County Board of Commissioners and the Chief Judge.

2. Open the form, using the Adobe Acrobat Reader App. You can then fill in, sign and save the form on your phone.
3. After you have completed the form, save and then go to the [FOC Form Submissions Page](#).
4. Fill in your name, email address, phone number, and case number on the form submission page. Attach your completed form at the bottom of the page. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

Submit by Mail

You can fill out the form, print it, sign it and mail it to our office:

**Kent County Friend of the Court
82 Ionia NW, STE 200
Grand Rapids, MI 49503**

Submit Through Drop Box at 82 Ionia

You can fill out the form, print it, sign it and drop it off in the drop box on the **first floor of 82 Ionia Ave NW, Grand Rapids, 49503**. The drop box is located just past the security checkpoint.

Submit Through MiChildSupport

You can also submit this form through your MiChildSupport case using the 2-way communicator.

Visit: www.michigan.gov/michildsupport.

INSTRUCTIONS FOR GRIEVANCE FORM

The friend of the court grievance procedure is to be used if you have a complaint regarding the actions of an employee or office operations of the friend of the court office. **A judge's or referee's decision and an order of the court are not issues to be handled through the grievance procedure.**

A grievance shall first be filed in writing with the friend of the court. If you are not satisfied with the decision of the friend of the court, you may file a further grievance, in writing, with the chief judge.

The friend of the court/chief judge will investigate and respond to your grievance in a reasonable period of time. If the response cannot be given within 30 days, you will be given a reason why the response is not possible within that time.

When filling out this grievance form, you should type or press firmly to ensure all copies are readable. In the alternative, you may photocopy the appropriate number of copies of the completed form. You must also:

1. provide the names and addresses of the parties in the court case. This will assist the friend of the court or chief judge in identifying your case.
2. provide the name of the county where your domestic relations case is located.
3. check the appropriate box for the type of complaint (grievance).
4. state your complaint, providing specific details, dates, names, and other important information.
5. mail or deliver the completed form to the friend of the court or the chief judge's office whichever is appropriate. Keep the last copy (third copy) for your records.