



## 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: April 12, 2023

TO: Circuit Court Judges  
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 7, 2023

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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 (FOC) annually. Public notice of the annual review is required. The Friend of the Court Bureau recommends that the notice be provided 60 and 30 days before the review is due and be published in the newspaper with the widest local circulation in the county or counties that make up the FOC office. Use of form [FOC 18](#), *Publication and Notice of Friend of the Court Annual Statutory Review* (rev. 3/2008) is recommended.

Courts may publish to their own website when there is no local newspaper in the county or counties making up the FOC office, or when the chief judge of the circuit believes publication to the website would be more effective. The notice should remain on the court's website continuously for at least 60 days before the chief judge completes the review, and it should be placed on the notice page of the court's website. If the court does not have a separate page for notices, the notice should be placed on the first page on the court's website. If the notice is linked, the link should be clearly identified as "Notice of Friend of the Court Annual Statutory Review." **Courts that publish to their website must also post a paper copy of the notice in a prominent place in the courthouse with other similar legal notices.**

When conducting the review, judges should use form [FOC 17](#), *Friend of the Court Annual Statutory Review* (rev. 7/2012).

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The completed review should include summaries of any public comments and citizen advisory committee reports or recommendations. Additionally, the county FOC director may respond to the review and a copy of the response should be sent with the review to the FOCB.

Courts should initially post public notice during early May 2023 to allow 60 days for public comment before the chief judge's preparation of the review during the month of July 2023.

The completed review and accompanying documents must be submitted **by August 7, 2023**, to:

**Lisa Harris, via e-mail to [HarrisL@courts.mi.gov](mailto:HarrisL@courts.mi.gov)**

**A court need not conduct a review if the FOC director has not served for at least one full year.** In those circumstances, the chief circuit judge should send form [FOC 17](#) explaining why the review was not performed.

Please direct any questions regarding the Friend of the Court Annual Statutory Review to Lisa Harris at 517-373-2219 or [HarrisL@courts.mi.gov](mailto:HarrisL@courts.mi.gov).