



Michigan Supreme Court

State Court Administrative Office

Friend of the Court Bureau

Michigan Hall of Justice

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Steven D. Capps
Director

MEMORANDUM

DATE: July 1, 2022

TO: Friends of the Court

FROM: Steven Capps

RE: Friend of the Court Sample Policy and Procedure Manual

Pursuant to the Friend of the Court Act, the State Court Administrative Office's Friend of the Court Bureau develops and recommends guidelines for conduct, operations, and procedure of the friend of the court offices. The Friend of the Court Bureau has developed a sample friend of the court policy and procedure manual to assist friend of the court employees and management with achieving proficiency in monitoring, investigating, and enforcing custody, parenting time, and support orders, and providing alternative dispute resolution services. The manual is divided into chapters. Each chapter contains a set of policies and procedure. A policy is a course of action to achieve a desired outcome. Policies within the manual are determined by the Friend of the Court Act [MCL 552.501](#) and the Support or Parenting Time Enforcement Act. [MCL 552. 601](#). Michigan Court Rules, and State Court Administrative Office directives. Procedure are steps taken to complete the policy objectives. After each policy and procedure, a space is provided for friend of the court offices to add their own local processes.

The Sample Policy and Procedure Manual is at:

https://www.courts.michigan.gov/49e734/siteassets/court-administration/standardsguidelines/foc/sample_foc_policy_and_procedure_manual.pdf

Friend of the court offices should contact Tim Cole at ColeT@courts.mi.gov or 517-373-9663 with any questions concerning the manual.