



## 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: July 9, 2020

TO: Circuit Court Judges and 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 November 30, 2020

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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's (FOCB) Policies and Procedures Memo 1984-2 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 on or about September 1, 2020, to allow 60 days for public comment before the chief judge's preparation of the review during the month of November 2020.

The completed review and accompanying documents must be submitted **by November 30, 2020**, to:

**Tami Rewerts, via e-mail to [RewertsT@courts.mi.gov](mailto:RewertsT@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.

A court also need not conduct a review if it has performed a Friend of the Court Customer Satisfaction Survey through FOCB (different from the court wide Public Satisfaction Survey) between August 1 of the calendar year being reviewed and the review submission deadline, so long as the chief judge has reviewed the survey results.

Please direct any questions regarding the Friend of the Court Annual Statutory Review to Amy Lindholm at 517-373-2167 or [LindholmA@courts.mi.gov](mailto:LindholmA@courts.mi.gov).