



# Frequently Asked Questions

(And answers from the  
State Court Administrative Office  
Friend of the Court Bureau)

**FAQ 2012-02**

**December 6, 2012**

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## **Completing the 2012 SCAO 41 Friend of the Court Statistical Report**

This FAQ answers common questions that may arise when friend of the court (FOC) offices complete the 2012 SCAO 41 Friend of the Court Statistical Report. If FOC staff have additional or follow-up questions, please contact Timothy Cole at 517-373-9663 or [colet@courts.mi.gov](mailto:colet@courts.mi.gov).

### **Q#1: Are FOCs required to complete all sections of the 2012 SCAO 41 report?**

A: FOCs must complete all non-MiCSES items (the nonshaded items) on the 2012 reporting form. The Office of Child Support (OCS) will provide the Friend of the Court Bureau (FOCB) with the MiCSES data. If an FOC cannot provide the requested non-MiCSES data, that FOC office should provide a very detailed explanation as to why the data cannot be provided. The FOC director should also contact Tim Cole to discuss how the data that was not collected can be collected in the future.

### **Q#2: What are the MiCSES sections of the 2012 SCAO 41 report that the FOCs do not have to complete?**

A: The MiCSES sections of the 2012 SCAO 41 report that the FOCs do not have to complete to meet SCAO's reporting requirements are: Sections 4, 5, 6, 7, 11a, 11b, 13f, 13h, 13i, 14, and 16b.

### **Q#3: The 2012 SCAO 41 report states that information for Section 1 "Expenses" can be obtained from the DHS 286 form. What are other information sources for Section 1 and Section 2 "Revenue" data?**

A: FOC offices may want to use their annual budget information as a source to complete sections 1 and 2 of the 2012 SCAO 41. If possible, the county FOC office should convert figures received during a fiscal year to calendar year figures. If the FOC office is unable to convert the figures, the office should contact Tim Cole at [colet@courts.mi.gov](mailto:colet@courts.mi.gov) for assistance.

**Q#4: Are there any sections of the 2012 SCAO 41 report in which FOCs can insert their own local data instead of having the FOCB use the MiCSES data provided by OCS?**

A: OCS will provide MiCSES data for sections 15c (show cause hearings held by referees for parenting time, support, and health care); and 15d (show cause hearings held by judges for parenting time, support, and health care); 15e (de novo hearings held by judges for parenting time, support, and health care); and 16b (make-up parenting time applied). However, for these sections, if an FOC office has collected its own data, the office may submit that data to the FOCB by inserting those figures into the designated shaded areas.

**Q#5: Will FOCs have the opportunity to access the MiCSES data so that they can complete the entire 2012 SCAO 41 report and submit the report to their judges or funding units?**

A: Yes. FOCs will have the opportunity to access the same MiCSES data that the FOCB will use for its annual report. OCS will send a MiCSES hotline message to all FOC offices notifying them when the MiCSES data is available on mi-support.

**Q#6: Can the 2012 SCAO 41 report be submitted electronically to SCAO?**

A: Yes. FOC offices who have access to Groupwise or Outlook will have the opportunity to submit the 2012 SCAO 41 reports by clicking on the “submit by email” tab at the end of the report. FOC offices who have other e-mail services (e.g., yahoo, hotmail, g-mail) can attach their 2012 SCAO 41 report to an e-mail and forward that e-mail to Katha Moye at [moyek@courts.mi.gov](mailto:moyek@courts.mi.gov).

**Q#7: Will the FOCB periodically update this FAQ about the SCAO 41 report?**

A: Yes. The FOCB will update its SCAO 41 FAQ as questions arise.

**Q#8: Will the SCAO 41 reporting process change for 2013?**

A: Yes. There will be some minor changes. Next year, each FOC director will receive a SCAO 41 reporting form with the MiCSES data already provided. FOC directors then will need only to complete the non-MiCSES items and return the reporting form to the FOCB. Each FOC director will have the option to retain a completed copy.