



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

MEMORANDUM

DATE: May 5, 2020

TO: Chief Circuit Judges
Presiding Family Division Judges
Circuit Court Administrators
Friends of the Court

FROM: Jodi Latuszek, Senior Director of Administration
Paul Paruk, Region 1 Administrator
J. Bruce Kilmer, Region 3 Administrator
Jerome P. Kole, Region 4 Administrator
Jill Booth, Region 5 Administrator
Jennifer Phillips, Region 6 Administrator
Steven Capps, Director, Friend of the Court Bureau

RE: Friend of the Court Mandated Duty Checklist

As courts begin to increase operations, friends of the court (FOCs) have requested a list of mandated functions FOC offices perform to ensure they can make plans to address those functions. FOC offices have also requested a more concise list of mandated functions they can share with their funding unit to ensure they remain funded. The Friend of the Court Bureau has created both documents linked below:

- [FOC Mandated Duty Checklist](#)
- [FOC Abbreviated Mandatory Duty Checklist](#)

While the FOC Abbreviated Mandatory Duty Checklist may be useful in addressing funding concerns, FOCs should not engage in budget discussions with the funding unit without coordinating with their chief judge and court administration. Should a court have funding unit issues, the chief judge should contact the regional administrator.

Courts or FOCs that have questions regarding the checklists, please contact Steven Capps at cappss@courts.mi.gov or 517-373-9318. Courts with funding unit issues should contact their regional administrators.