

<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY</b>	<b>REQUEST TO ACCESS FRIEND OF THE COURT RECORDS AND DECISION</b>	<b>CASE NO.</b>
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Friend of the court address and telephone no. \_\_\_\_\_

Plaintiff name \_\_\_\_\_

**v**

\_\_\_\_\_

Defendant name \_\_\_\_\_

Name and mailing address of person requesting access to records \_\_\_\_\_

Telephone number(s) where you can be contacted during the friend of the court's normal business hours.

( ) \_\_\_\_\_

\_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

Fax \_\_\_\_\_

1. I certify that I am \_\_\_\_\_, an individual entitled to access records. (See instructions on other side.)  
(Specify)

2. I am interested in the following records: (Describe briefly.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3.  a. I would like to personally inspect the requested records.
- b. I would like copies of the requested records upon receipt by the friend of the court of the copying fee.
- c. I would like to have the friend of the court or designated employee describe or read the requested information to me by telephone or in person.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DECISION ON REQUEST**

- Request granted in full.
- Request granted in part.
- Request denied.

Reason for partial request or denial.  Some of the information was confidential because of court rule, law, or court order.

Other: \_\_\_\_\_

Requested access will be provided as follows: \_\_\_\_\_  
Date Time Details

Send \$\_\_\_\_\_ for copying costs to \_\_\_\_\_ . Make check or money order payable to \_\_\_\_\_ .

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Any person denied access to friend of the court records or confidential information may file a motion for an order of access with the judge assigned to the case or with the chief judge if there is no assigned judge. Contact the friend of the court for further information.

## INSTRUCTIONS FOR COMPLETING ITEM 1:

On the blank line in item 1 you must indicate who you are in relation to the case. MCR 3.218 governs who may access friend of the court records. The following individuals may request access to friend of the court records under MCR 3.218.

1. A friend of the court office must provide access to **nonconfidential records** to:
  - a. A party, third-party custodian, guardian or conservator, guardian ad litem or counsel for a minor, lawyer-guardian ad litem, an attorney of record, and the personal representative of the estate of a party.
  - b. An officer in the Judge Advocate General's office in any branch of the United States military, if the request is made on behalf of a service member on active duty otherwise identified in paragraph a. above.
2. Unless the release is otherwise prohibited by law, a friend of the court office must provide access to all **nonconfidential and confidential records** to:
  - a. Other agencies and individuals as necessary for the friend of the court to implement the state's plan under Title IV, Part D of the Social Security Act, 42 USC 651 *et seq.* or as required by the court, state law, or regulation that is consistent with this state's IV-D plan.
  - b. The Department of Human Services, as necessary to report suspected abuse or neglect or to allow the Department of Human Services to investigate or provide services to a party or child in the case.
  - c. Other agencies that provide services under Title IV, Part D of the Social Security Act, 42 USC 651 *et seq.*
  - d. Auditors from state and federal agencies, as required to perform their audit functions with respect to a friend of the court matter.
  - e. Corrections, parole, or probation officers, when, in the opinion of the friend of the court, access would assist the friend of the court office in enforcing a provision of a custody, parenting time, or support order.
  - f. Michigan law enforcement personnel who are conducting a civil or criminal investigation related directly to a friend of the court matter, and to federal law enforcement officers pursuant to a federal subpoena in a criminal or civil investigation.
3. A citizen advisory committee established under the Friend of the Court Act, MCL 552.501 *et seq.*:
  - a. shall be given access to a grievance filed with the friend of the court, and to information related to the case, other than confidential information;
  - b. may be given access to confidential information related to a grievance if the court so orders, upon demonstration by the committee that the information is necessary to the performance of its duties and that the release will not impair the rights of a party or the well-being of a child involved in the case.