

**Jackson County Friend of the Court
Consent Order Preparation Procedures
Parenting Time Orders**

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Eligibility Requirements

If you and the other party are in agreement to a change in your parenting time order, and you want the Friend of the Court (FOC) to assist you in preparing a consent order based on your agreement, the FOC will provide this service free of charge. The FOC will also provide service to parties who do not already have court ordered parenting time rights, if the parties already have an existing FOC case. You are NOT eligible for this service, if you and the other party do not have a FOC case.

You are NOT eligible for this service if either party is NOT willing to allow the Community Action Agency (CAA) Dispute Resolution Center to assist you in preparing a consent order. A FOC or CAA Mediator will be assigned to handle your request during a formal mediation conference. If your case is assigned to a CAA Mediator, your mediation conference will be held at the FOC office.

Clients Residing Within 50 Miles

If you and the other party reside within 50 miles of the FOC office, the following procedures apply:

1. You and the other party must prepare and submit a jointly signed "Agreement Regarding Parenting Time" to the FOC office, using the FOC office's official form. A copy of the official form is attached. It is acceptable for both parties to submit individually signed agreements, if it is not practical for both to prepare and sign the agreement together.
2. After a jointly signed "Agreement Regarding Parenting Time", or two individually signed agreements are received, the FOC will schedule a mediation conference with a FOC or CAA Mediator. Written notice of the mediation conference date, time, and location will be mailed to both parties. A copy will be mailed to the attorneys of record (if applicable). Both parties must appear for the joint mediation conference, or your request for assistance will be denied.
3. During the mediation conference, and based on your agreement, a mediator will prepare a consent parenting time order.
4. After the consent order is prepared, it must be signed and dated by both parties to verify the consent/stipulation of both parties. After it has been signed, it will be forwarded to your assigned Judge for a signature.
5. After the Judge signs the consent order, it will be returned to the FOC, and will become an enforceable order. The original copy will be filed with the County Clerk. A copy will be mailed to both parties, and to the attorneys of record (if applicable).

Clients Residing Out-of-State Or More Than 50 Miles Away

If you and/or the other party reside in another State, or more than 50 miles from the FOC office, the following procedures apply:

1. You and the other party must prepare and submit a jointly signed "Agreement Regarding Parenting Time" to the FOC office, using the FOC office's official form. A copy of the official form is attached. It is acceptable for both parties to submit individually signed agreements, if it is not practical for both to prepare and sign the agreement together.
2. After a jointly signed "Agreement Regarding Parenting Time" or two individually signed agreements are received, the FOC will schedule a special hearing before a Domestic Relations Referee. Notice of the hearing date, time, and location will be mailed to both parties. A copy will be mailed to the attorneys of record (if applicable). The party that resides in Michigan, or within 50 miles of the FOC office, must appear for the hearing. Special accommodations will be made, so the out-of-State party can appear by telephone.
3. During the special hearing, the Referee will review your "Agreement Regarding Parenting Time." If you and the other party are no longer in agreement, the hearing will be dismissed. If you and the other party are in agreement, the Referee will prepare a consent after hearing order, and submit the order to your assigned Judge for a signature.
4. After the Judge signs the consent after hearing order, it will be returned to the FOC, and will become an enforceable order. The original copy will be filed with the County Clerk. A copy will be mailed to both parties, and to the attorneys of record (if applicable).