



OPT OUT OF FRIEND OF THE COURT INFORMATION

Friend of the Court Address
219 E. Paw Paw Street – Lower Level, Paw Paw, MI 49079

Court Telephone No.
(269) 657-7734

1. **You are NOT ELIGIBLE to opt out of Friend of the Court services if any of the following apply:**
 - a. The children on the case are receiving any assistance from FIA, including cash assistance (TANF), food stamps, Medicaid and/or day care assistance.
 - b. There is a history of domestic violence in your case.
 - c. There is any arrearage owing for support, fees, and/or costs.

2. **If you have an attorney, DO NOT USE THESE FORMS, see your attorney.**

3. **If you are representing yourself and wish to opt out of the Friend of the Court services:**
 - a. You must file a Motion Regarding Friend of the Court Services (form VBC-0539).
 - b. Both you and the other party must sign the Advice of Rights Regarding use of FOC Services (form FOC-100). This must be included with your motion.
 - c. You must pay a \$20.00 motion fee to the Van Buren County Clerk. Payments may be made as follows:
 - In person at the County Clerk's Office located at:
212 E. Paw Paw Road, Suite 101
Paw Paw, MI 49071
 - Online: www.GovPayNow.com
 - Dropbox at court entry locations
 - d. In addition to this motion fee, you may be assessed a judgment fee.
 - e. You are responsible for obtaining a hearing date from the Friend of the Court office.
 - f. You are responsible for serving the other party.
 - g. You are responsible for making and filing all necessary copies of your paperwork.
 - h. You must file your motion at the County Clerk's office. The Friend of the Court cannot accept or file this motion for you.