



## PRO PER NEW CASE INFORMATION

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

Telephone No.  
(269) 657-7734

You have filed a domestic relations case in Van Buren County. Since you are representing yourself, you are responsible to prepare and submit any orders/judgments in your case. Follow the information provided below to ensure your orders/judgments are in the required form and that they will be approved in a timely manner.

1. All proposed orders and judgments must be submitted to the Friend of the Court Office (FOC) for approval. Please submit your forms at least 7-10 days in advance of your final hearing. Do not wait until the date of your final hearing to ask for FOC approval. Your orders must be approved by the FOC even if you are opting out of FOC services.
2. Enclosed you will find a checklist of all items that are required to be in your domestic relations order. If your order does not comply with all of the court rules and statutes, the FOC will not approve your orders, and the court will not sign them.
3. You must calculate the child support amount in your case and include the calculation pages with the Uniform Child Support Order (UCSO). You can use the free Michigan public child support calculator at <https://micase.state.mi.us/calculatorapp/public/welcome/load.html>
4. To view the Michigan Child Support Formula Manual:  
<http://courts.mi.gov/administration/scao/officesprograms/foc/pages/child-support-formula.aspx>.
5. All support orders must be submitted on form FOC 10, Uniform Child Support Order (UCSO)  
<https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/foc10.pdf>.
6. You must also submit FOC 100, Domestic Relations Judgment Information form:  
<https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/foc100.pdf>
7. If your case is a divorce action, you will need to submit a Judgment of Divorce. If your case is a Custody action, you will need to submit a final order settling custody and parenting time with the UCSO. You may use FOC 89:  
<https://courts.michigan.gov/Administration/SCAO/Forms/courtforms/foc89.pdf> This link also provides the FOC 10, (UCSO).
8. If you are eligible to opt out of FOC services, you may do so only if you obtain an order to opt out. You must comply with the statute and the court rule. A self-help form and additional information is available online at <https://www.vanburencountymi.gov/191/Forms-For-Your-Use>. If you want to file a motion, you should do so as soon as possible.