

**KATHLEEN M. BRICKLEY**  
Chief Judge



**JEFFREY J. DUFON**  
Circuit Judge – Family Division

**RACHEL LINDLEY**  
Trial Court Administrator

**LYNNANN BULLARD**  
Family Division Administrator /  
Friend of the Court

**THIRTY-SIXTH JUDICIAL CIRCUIT COURT  
FAMILY DIVISION – FOC**

Phone: (269) 657-7734  
Fax: (269) 657-8282  
Email: focmail@vanburencountymi.gov

219 E. Paw Paw Street – Lower Level  
Paw Paw, MI 49079

**ALICE YONKMAN**  
Deputy Friend of the Court

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## INSTRUCTIONS FOR DEMAND OF HEALTH CARE EXPENSES

Before using this form, you must:

1. provide the other parent with copies of all bills,
2. provide the other parent with copies of all related insurance statements, and
3. try to obtain the reimbursement directly from the other parent.

You must do this within 28 days of receiving final word from the insurance company as to whether or not health care expenses are covered by the health care coverage plan.

If the other parent fails to respond to your request or the response is not satisfactory then you should use the attached form, Demand for Health Care Expenses, to request assistance from the Friend of the Court (FOC) Office.

**DO NOT** send copies of the bills or insurance statements to the FOC Office. Send the attached form **ONLY**. Do bring bills and insurance statements to the FOC Office in the event of a meeting or hearing regarding medical expenses.

- A. Complete the following items for each bill on the attached sheet:
- B. The date the service was provided
- C. The name of the child receiving the service
- D. The name of the service provider
- E. The nature of the service (well-child visit, teeth cleaning, urgent care, etc.)
- F. The cost of the service
- G. The amount paid by insurance
- H. Any amounts that are discounted by the service provider
- I. The amount of unreimbursed health-care expenses. This is equal to the cost of the service less any amounts paid by insurance, less any amounts discounted by the service provider.

The Court will not enforce any health-care expenses that are over one year old from the date of service.

Health-care expenses are generally added to the support account as a past due amount of support and are collected similarly to child support arrearages.

Review your Court order before submitting your Demand for Health Care Expenses. Do you have to exceed a minimum amount of expenses before asking for reimbursement?