



REQUEST TO ACCESS FRIEND OF THE COURT RECORDS

Court Address:

645 Griswold Street, Detroit, MI 48226

Phone No.

(844) 785-7593

This packet is to request copies of Friend of the Court records and/or case files on Paternity (DP), Family Support (DS), and Uniform Interstate Family Support Act (UIFSA) cases only.

DO NOT USE THIS FORM TO REQUEST:

- **ORDERS/RECORDS on DM, DO, DC, DX, DZ cases.** Copies of records on these cases must be obtained from the Wayne County Clerk, Record Room B-61 in the Coleman A. Young Municipal Center, 2 Woodward Avenue, Detroit, MI 48226. If you want to order and pay for these records by credit card, you can email your request to wcrecordroom@waynecounty.com. **Request forms and payments submitted to the Friend of the Court for these types of cases will be returned.**
- **PAYMENT RECORDS.** Payment records are available at no cost. Payment records may be obtained by calling the FOC Call Center at (844) 785-7593.
- **RECORDINGS OR TRANSCRIPTS OF REFEREE HEARINGS.** To inquire about requesting a transcript, please call the Coleman A. Young Municipal Center at (313) 224-0409 or email CivilDomesticTranscripts@3rdcc.org.

Instructions for Access to Friend of the Court Records on DS, DP, and UIFSA cases

- Form FD/FOC 4022 should be used when requesting copies of Circuit Court orders or an entire case file. The cost is \$4.00 per copy of order requested. There is an additional cost of \$10.00 to have an order certified (or \$14.00 total per certified order). The cost to have an entire case file copied is \$20.00.
- Payment is required before the copies will be made, unless you obtain a [Fee Waiver](#). The copy fee is non-refundable.
- The Friend of the Court will make every effort to respond to your request in a timely manner. You can anticipate your copies being mailed to you within two weeks of the date the request form and payment is received by the Friend of the Court.
- Michigan Court Rule 3.218 outlines what Friend of the Court records may be released, and who they may be released to. If you are not granted access to a Friend of the Court record, you may file a motion before the judge assigned to your case, or if none, the chief judge, requesting an *Order of Access*.

The request form and payment (or fee waiver) may be submitted in the following ways:

- **Mail** – The request form and payment may be submitted by mail to the Wayne County Friend of the Court, P.O. Box 31-1443, Detroit, MI 48231-1405. Please make sure that you read the form carefully, and fill it out legibly, to ensure efficient processing of your request. Payment may be made by cashier's check or money order, made payable to the **Wayne County Treasurer**. Attorney checks are also accepted. Personal checks are not accepted.
- **Electronically** – Payment may be made online using a credit or debit card at <https://www.govpaynow.com/gps/user/plc/8470>. Save a copy of the receipt confirming payment, attach the receipt to your request form, and email to FOCRecordRoom@3rdcc.org.
- **In Person** – Requests for copies of Circuit Court Orders or Case Files may be submitted and paid for in person by visiting the Wayne County Friend of the Court Customer Service Office. The office is located on the 1st floor of the Penobscot Building, 645 Griswold, Detroit, MI 48226. Hours of operation are Mondays, Tuesdays, and Thursdays, 8:30a.m. to 4:30 p.m. (must be in line by 4:15 p.m.) The Customer Service Payment Window accepts Cashier's checks, Money orders, Attorney checks, and Credit or Debit Card payments. Personal checks are not accepted.



**REQUEST FOR COPIES OF
ORDER(S) OR ENTIRE CASE FILE**
DS, DP, and UIFSA cases only

CASE NO. (MUST BE PROVIDED)
(USE SOCIAL SECURITY # IF CASE # NOT KNOWN)

JUDGE:

Court Address:
645 Griswold Street, Detroit, MI 48226

Phone No.
(844) 785-7593

Name and address of person requesting access to records
P-number, if attorney:

VS

Plaintiff name

Defendant name

Telephone number(s) where you can be contacted during
normal business hours.

()

()

1. I certify that I am a ☐ party ☐ guardian ☐ attorney of record for party _____
☐ third-party custodian ☐ guardian ad litem or counsel for a minor ☐ OTHER _____
NAME OF PARTY

2. Court Order(s) or Entire Case File: (Check Box a for Order(s) or Box b for Entire Case File)

☐ a. I need a copy of the following Court Order(s):

- ☐ Custody Order _____ APPROXIMATE DATE
☐ Support Order _____ APPROXIMATE DATE
☐ Income Withholding Order _____ APPROXIMATE DATE
☐ Interstate Order _____ APPROXIMATE DATE
☐ Order of Filiation (Paternity) _____ APPROXIMATE DATE
☐ Judgment of Divorce _____ APPROXIMATE DATE
☐ Other (specify) _____ APPROXIMATE DATE

☐ I would like ____ copy/copies of the requested order(s) upon receipt by Friend of the Court for the copying fee of \$4.00 per order

☐ I would like a certified order. Certification Fee: Add \$10.00 per order.

☐ b. I need the entire file - \$20 fee

3. You **MUST** submit this completed form, with correct payment, to the Friend of the Court in person, via mail to P.O. Box 31-1443, Detroit, MI 48231-1405 or via email to: FOCRecordRoom@3rdcc.org. If the fee was waived, you must include a copy of the Chief Judge signed fee waiver with your request.

PAYMENT OPTIONS: ☐ Money Order ☐ Cashier's Check ☐ Fee Waiver

4. I understand that the fee paid for this service is non-refundable and that my request will be processed within a timely manner. However, if the documents are not readily available, they will be provided as soon as they become available.

DATE

SIGNATURE

FRIEND OF THE COURT RESPONSE – TO BE COMPLETED BY FRIEND OF THE COURT, DO NOT WRITE BELOW THIS LINE.

RECEIVED \$ _____ ☐ CASH ☐ OTHER # _____

BY: _____ ON _____
FRIEND OF THE COURT EMPLOYEE DATE

COPIES WERE MAILED TO REQUESTING PERSON BY _____ ON _____
NAME OF EMPLOYEE DATE