

SAGINAW COUNTY FRIEND OF THE COURT
INSTRUCTIONS FOR FILING
REQUEST FOR JOINT MEETING

Use this Request before filing a motion, if you already have a current Judgment/Order in your case, you wish to make some minor changes to the order, and you believe an agreement could potentially be reached with the other party.

Do NOT use this REQUEST form if a motion HAS been filed.

By filing this request, you are requesting a MEETING with the FOC staff attorney to assist the parties in potentially reaching a resolution.

FILING YOUR REQUEST

- 1) Fill out the Request for Joint Meeting and the Domestic Violence Screening Form.
- 2) Bring in your request or mail your request to the Friend of the Court office located in the Courthouse at 111 S. Michigan Ave. Saginaw, MI 48602. You must present a copy of your driver's license at the time of filing. You may also email the request to foc@saginawcounty.com.

PREPARING FOR YOUR MEETING

- 1) A meeting will only be scheduled if BOTH parties agree to it.
- 2) You must attend the meeting. If you do not appear, the meeting will be cancelled.
- 3) The meeting will be based upon the information presented to the staff attorney.
- 4) The staff attorney is only there to assist the parties in resolving the matter themselves.
- 5) If the parties reach an agreement, the staff attorney will assist the parties in preparing an order.
- 6) In the event the parties are not able to reach an agreement, the staff attorney will terminate the meeting and advise either party they may file a motion on their own.

STATE OF MICHIGAN 10TH JUDICIAL CIRCUIT FAMILY DIVISION SAGINAW COUNTY	REQUEST FOR JOINT MEETING	CASE NO.
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111 N. Michigan Ave., Saginaw, MI 48602

(989) 790-5300

Plaintiff's name, address, email and telephone no.	Defendant's name, address, email and phone no.
Plaintiff's Attorney:	Defendant's Attorney:

I, _____, request a Joint Meeting to discuss the following issue(s):
(print name)

_____ Custody

_____ Parenting Time

_____ Other

I want to discuss the following (give brief explanation):

I believe the best possible solution to give this problem is (give a brief explanation):

Fill both this form and the Domestic Violence Screening Form out. The other party must agree to a joint meeting, so you must send the Request form only to the other party to sign. Once both signatures are obtained, bring the request form and the Domestic Violence Screening forms to the Friend of the Court office. You must present a copy of your driver's license at the time of filing.

A Joint Meeting will only be scheduled if the other party agrees to participate and signs and returns the Joint Meeting Request form within 21 days. If the other party agrees to participate, you will receive a meeting appointment with a date and time. If the other party does not respond or does not agree to participate, the Friend of the Court will inform you that a meeting will not be held.

If you have questions about the Joint Meeting process, please email FOC@saginawcounty.com Please note that all meetings are currently held virtually.

Your Party Name (Print) Signature Date

The other party agrees to attend the Joint Meeting: _____ Yes _____ No

Other Party Name (Print) Other Party's Signature Date

Please update your contact information if it is different than listed above.

Other Party Name:

Address

Phone Number:

Email:

**SAGINAW COUNTY FRIEND OF THE COURT DOMESTIC
VIOLENCE SCREENING QUESTIONNAIRE**

Please fill out this form and return it to the Friend of the Court office located at 111 South Michigan Ave. Saginaw, MI 48602, one week before your scheduled meeting. You may mail, fax, email, or drop off the questionnaire to the drop box located outside the main door of the courthouse. The Domestic Violence Questionnaire is **REQUIRED**. Failing to provide the domestic violence questionnaire to the Friend of the Court office may result in your joint meeting being rescheduled or delayed.

Name: _____

Case Number: _____

- 1.) Is there currently or has there ever been an order limiting contact between the two of you, for example, a Personal Protection Order or a No Contact Order?

- 2.) If so, has there ever been a violation of the order, whether or not the violation was ever reported?

- 3.) Is there an open abuse or neglect case involving your children? If so, please tell me about it.

- 4.) Do you have any concerns about the safety of the children? If so, please describe.

5.) When you and the opposing party disagree, fight, and/or are angry with each other, what happens?

6.) Do you ever feel afraid of the opposing party? What are you afraid of? Tell me more about the time you felt most afraid. Do you think that the opposing party has ever felt afraid of you? What do you think he/she may be afraid of?

7.) Has the opposing party ever caused you to feel threatened or harassed by following you, interfering with your work or education, making repeated phone calls to you, using social media, or sending unwanted letters, emails, text messages, faxes, or gifts? Can you tell me more about it?

8.) Have there even been physical confrontations between you and the opposing party? If yes, can you explain what happened?

9.) Are you afraid that the opposing party will harm you during the joint meeting or after you leave because of what you said during the joint meeting? If so, please disclose.

10) Do you think you will be able to speak up for yourself in mediation?
