

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

Use this Request if: you already have a current Judgment/Order in your case, a motion was filed, AND the case is being referred to the Friend of the Court for an Investigation.

Do NOT use this REQUEST form if a motion HAS NOT been filed. A motion must have been filed and an investigation is ordered by the court in order for this form to be used.

By filing this request, you are requesting a MEETING with the attorney who is conducting the investigation once the Court refers the case to the Friend of the Court.

FILING YOUR REQUEST

- 1) If an investigation has been scheduled/referred to the Friend of the Court and you want the staff attorney to meet with the parties, fill out the Request for Investigative Meeting form.
- 2) Bring or mail your request to the Circuit Court Clerk's Office located in the basement of the Courthouse at 111 S. Michigan Ave. Saginaw, MI 48602.
- 3) Make sure to fill out the Certificate of Mailing at the bottom of the request form.

SERVING YOUR REQUEST

- 1) After filing the Request form, you MUST serve the Request to the Saginaw County Friend of the Court AND the other party (and attorney if represented) as soon as possible.
- 2) This is done by mailing the Request by first class mail to the other party/attorney. If you do not have the other party's address, you can obtain it from the Circuit Court Clerk's office.
- 3) You may serve the Friend of the Court by dropping it off in person, email, or by mail.

PREPARING FOR YOUR MEETING

- 1) You must attend the meeting. If you do not appear, the investigation will proceed without your presence.
- 2) The investigation will be based upon the information presented to the staff attorney conducting the investigation

STATE OF MICHIGAN
SAGINAW COUNTY
FRIEND OF THE COURT

REQUEST FOR
INVESTIGATION MEETING

FILE NUMBER

Plaintiff

v

Defendant

I, _____ (name) request to have a meeting with the staff attorney regarding the investigation that was referred to the Friend of the Court in this matter.

I declare that the above statements are true to the best of my knowledge.

Dated: _____

Signature of requesting person

CERTIFICATE OF MAILING

I certify on this date I mailed a copy of this request on the Saginaw County Friend of the Court and the other party (and Attorney if represented) by ordinary mail at the above address.

Date

Petitioner's signature