

STATE OF MICHIGAN 13th JUDICIAL CIRCUIT	REQUEST TO ACCESS FRIEND OF THE COURT RECORDS AND DECISION	CASE NO.
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Friend of the Court Address  
328 Washington Street, Suite 200, Traverse City, MI 49684

Telephone No.  
231-922-4660

Plaintiff	Defendant
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Name and mailing address of person requesting access to records

Telephone number and email address where you  
can be contacted during the friend of the court's  
normal business hours.

Phone Number

Email Address

1. I certify that I am

a party    a third party custodian    a guardian    a guardian ad litem    an attorney of record  
 counsel for a minor    lawyer-guardian ad litem    a state/federal agency auditor  
 protective services personnel from DHS    a prosecuting attorney or agent of prosecuting attorney  
 personnel from Office of Child Support, DHS    personnel assigned to carry out IV-D program functions

2. I am interested in the following records: (describe briefly)

3.  a. I would like to personally inspect the requested records.

b. I would like copies of the requested records upon receipt by the friend of the court of the copying fee.  
 I would like the copies mailed to me.    I would like to pick up the copies.

c. I would like to have the friend of the court or designated employee describe or read the requested information to me by telephone or in person.

With this request you must provide a \$15.00 deposit (staff time is billed @ \$15/hour; copies @ \$.50/page). There is a minimum charge of \$7.50. Make check or money order payable to Friend of the Court. If charges exceed deposit, balance due will be paid immediately at conclusion of record review or prior to mailing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DECISION ON REQUEST**

Request granted in full    Request granted in part    Request denied

Reason for partial request or denial: \*\*\*Access will not be provided to Confidential Information as defined by MCR 3.218  
th  
and 13<sup>th</sup> Circuit Administrative Policy 1996-3\*\*\*

other: \_\_\_\_\_

Requested access provided as follows: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Friend of the Court Signature

Any person denied access to Friend of the Court records or confidential information may file a motion for an order of access with the judge assigned to the case or with the chief judge if there is no assigned judge. Contact the friend of the court for further information.