

Ottawa FOC Parenting Time/Custody Complaint	Case Number:
--	--------------

Ottawa County FOC Address: 414 Washington Ave, Rm 225 Grand Haven, MI 49417. Phone: 877-543-2660 Email: [foc@miottawa.org](mailto:foc@miottawa.org)  
 Fax: 616-846-8128

**SECTION 1 – COMPLAINING PARTY INFORMATION**

Name:	Phone	Email
Address:	Attorney(or N/A):	

**SECTION 2 – ALLEGED VIOLATING PARTY’S INFORMATION (provide information to the best of your knowledge)**

Name:	Phone:	Email:
Address:	Attorney(or N/A):	

**SECTION 3: GENERAL INFORMATION ABOUT COMPLAINTS.**

- ❖ Audio and Video evidence cannot be stored in the FOC computer system and is therefore not admissible with these complaints.
- ❖ Failure to complete this form in full may result in the complaint being rejected and returned to you. Incomplete filings do NOT extend the allowed filing timeline.
- ❖ Your complaint must be received at our office, in writing, within 56 days(8 calendar weeks) of the alleged violation.
- ❖ The FOC can only enforce parenting time/custody as provided in your current court order, not unofficial agreements between the parties.
- ❖ Generally, enforcement action cannot be taken preemptively by the FOC about a suspected future denial of parenting time.
- ❖ The FOC complaint process is designed to gain compliance with the CURRENT court order. This process generally does not permit the FOC to request extensive changes to parenting time/custody orders. Parties seeking changes in parenting time/custody may file a motion with the court to address those issues.
- ❖ Complaints are not confidential, and copies may be provided to the other parent for response or to a mediator to assist with resolving the complaint.

**SECTION 4: DESCRIPTION OF THE ALLEGED VIOLATION.**

- 1) Provide the dates and times of the alleged violation. Attach additional sheets if needed.  
 FROM(Date and Time) \_\_\_\_\_ TO(Date and Time) \_\_\_\_\_  
 FROM(Date and Time) \_\_\_\_\_ TO(Date and Time) \_\_\_\_\_
- 2) Name of the children involved: \_\_\_\_\_
- 3) Describe the actions that the other parent took which violated your court order.

- 4) Where is the usual exchange location for parenting time? \_\_\_\_\_
- 5) Did you go to this location to attempt to exercise your parenting time on this day? Yes No
- 6) Is there an active PPO between you and the other party? Yes No
- 7) Is there an active CPS case between you and the other party? Yes No
  - a. If yes, what is the worker’s name, county office and contact information :  
 \_\_\_\_\_

FOR OFFICE USE ONLY

