

Ottawa FOC Parenting Time/Custody Complaint	Case Number:
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Ottawa County FOC Address: 414 Washington Ave, Rm 225 Grand Haven, MI 49417. Phone: 877-543-2660 Email: 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

SECTION 5: PREFERRED OUTCOME(check one)

- 1) I am requesting make-up parenting time.
 - a. My requested make-up times would be: _____
- 2) I am requesting that appropriate enforcement action be taken.
- 3) I am requesting no enforcement action or further investigation be taken on this complaint, this is information for the FOC file. I understand that a copy of this parenting time complaint is still available to the other parent and the FOC may provide them a copy as notice that a complaint has been filed against them regarding this incident.

Signature Printed Name Date

Steps of Complaint Process

- 1) The FOC receives a written complaint.
- 2) The FOC determines if the complaint should be referred to mediation or schedule for a violation hearing.
 - a. Mediation Services will receive a referral with a copy of the complaint if that is chosen.
 - b. Mediation Services will schedule a meeting for the parties and let the FOC know the result of that mediation.
- 3) The FOC receives the Mediation results, and reviews any response of the other parent.
- 4) If needed, the FOC can schedule a violation hearing with the Court for further enforcement of the order.
 - a. The FOC enforcement hearings are designed to gain compliance with the CURRENT court order. The FOC generally does not ask for sweeping changes to the current court order as part of the hearing request. You may always file your own motions asking for modification as necessary.