

**SUPPORT ORDERS SUBMITTED ON IMPROPER FORM
OR WITHOUT VERIFIED STATEMENT**

This administrative order is issued in accordance with Michigan Court Rules 3.206, Pleadings and 3.211, Judgment and Orders. The purpose of this order is to establish a procedure for the 7th Judicial Circuit to use when a verified statement is not submitted with an order or judgment, an out-of-date Uniform Support Order (USO) form is submitted for entry, or when a USO is not submitted with an order or judgment.

1. Prejudgment Entry of a USO

If an attorney or party fails to submit a support order on the most recent version of the USO that is required by MCR 3.211(D), the Friend of the Court shall return the order and notify the attorney or party that the court will only enter support orders that include the most recent USO form.

2. Post Judgment Entry of a USO

- a. If the court enters a support order and later determines that the proper USO form was not included, the court or the Friend of the Court will contact the attorney of record or the submitting party and direct that a USO which complies with MCR 3.211(D) be submitted to the court for entry by a date certain.
- b. If the Friend of the Court discovers a support order was entered in a form that does not comply with MCR 3.211, the office will bring the discrepancy to the attorney or party's attention by notifying the attorney or party that the court will only enter support orders that include the most recent USO form.

3. Verified Statement

If an attorney or party fails to submit a verified statement as required by MCR 3.206, the Friend of the Court shall notify the attorney or party that the court will only enter orders that include the necessary verified statement.

4. Friend of the Court Action

The Friend of the Court will not be able to create a case in the Michigan Child Support Enforcement System (MiCSES) or begin enforcement until both a verified statement and a USO are received.

Effective: January 1, 2015

/S/
Richard B. Yuille
Chief Judge

December 18, 2014
Date