



THE FORTIETH JUDICIAL CIRCUIT OF MICHIGAN

**MICHAEL P. HIGGINS**  
Circuit/Family Judge

Lapeer County Complex Building  
255 Clay St. • Lapeer, MI 48446  
(810) 245-4817  
FAX (810) 245-4700

40<sup>th</sup> CIRCUIT COURT ADMINISTRATIVE ORDER NO. 2011- *02*

**SUPPORT ORDERS SUBMITTED ON IMPROPER FORM**

**IT IS ORDERED:**

This administrative order is issued in accordance with Michigan Court Rule 3.211, Judgment and Orders. The purpose of this order is to establish a procedure for the 40<sup>th</sup> Circuit Court to use when an out-of-date Uniform Support Order (USO) form is submitted for entry, or when a USO is not submitted with an order or judgment.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 Lapeer County Friend of the Court shall return the order and notify the attorney or party that the Court will only enter support orders that utilize the most recent USO form.

**2. Postjudgment Entry of a USO**

- a. If the Court enters a support order and later determines that the proper USO form was not used:
  - i. 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; or
  - ii. The Court will correct the clerical error on its own initiative pursuant to MCR 2.612 by entering a USO that incorporates the same terms on the most recent version of the form; or
  - iii. The Court will choose, at the time the error is discovered, who will submit the proper USO for the Court's review.

- 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 Court's attention by submitting a memorandum to the Court.

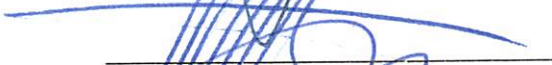
Effective date: 8-15-11

Date: August 12, 2011



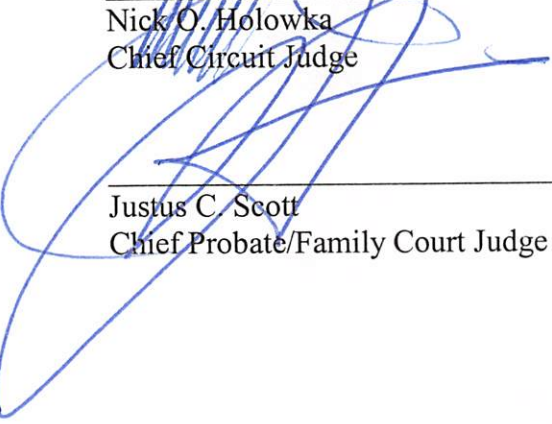
Michael P. Higgins  
Chief Family Court Judge

Date: August 12, 2011



Nick O. Holowka  
Chief Circuit Judge

Date: August 15, 2011



Justus C. Scott  
Chief Probate/Family Court Judge

# FAX COVER SHEET

Date: 8/16/2011 Fax No.: 989-773-0457  
To: Bruce Kilmer, State Court Administrative Office (Sherrie)  
Re: Administrative Order No. 2011-  
From: Judge Higgins, Lapeer County Circuit Court (Darlene)

DOCUMENTS	NUMBER OF PAGES*
Support Orders Submitted on Improper Form	2

## COMMENTS:

Enclosed is a signed Administrative Order No. 2011 \_\_\_\_, Support Orders Submitted on Improper Form for approval. If you have any questions, please do not hesitate to contact us. If you don't see any problems with the Order, please forward it for approval.

Thank you,

Darlene Watkins  
Administrative Assistant

TRANSMISSION VERIFICATION REPORT

TIME : 08/16/2011 17:05  
NAME : LAPEER CIRCUIT COURT  
FAX : 8102454700  
TEL : 8102454817  
SER. # : 000E0N443555

DATE, TIME	08/16 17:04
FAX NO. /NAME	919897730457
DURATION	00:00:47
PAGE(S)	03
RESULT	OK
MODE	STANDARD ECM

**Darlene Watkins**

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**From:** Region3 Info [region3-info@courts.mi.gov]  
**Sent:** Monday, August 29, 2011 9:37 AM  
**To:** Ann Snoblen; Darlene Watkins  
**Cc:** Region3 Info  
**Subject:** C40 2011-02 Approved

C40 2011-02 Approved  
Support Orders Submitted on Improper Form

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

J. Bruce Kilmer  
Region III Administrator  
Michigan State Court Administrative Office  
P.O. Box 750  
Mt. Pleasant, MI 48804-0750  
989-772-5934

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