

# State of Michigan

MIDLAND COUNTY PROBATE COURT  
FORTY-SECOND CIRCUIT COURT - FAMILY DIVISION

Dorene S. Allen  
Presiding Probate & Juvenile Judge

(989) 832-6880 Probate Court  
(989) 832-6890 Family Division  
(989) 832-6607 Fax



Midland County Courthouse  
301 W. Main Street  
Midland, Michigan 48640-5183

Juvenile Care Center  
3712 E. Ashman St.  
Midland, Michigan 48642

(989) 837-6080 Telephone  
(989) 837-6094 Fax

## INSTRUCTIONS FOR PARENTS AND YOUTHS SCHEDULED FOR PRELIMINARY HEARINGS AT THE 42<sup>ND</sup> CIRCUIT COURT – FAMILY DIVISION

1. Please read the enclosed Notice of Hearing that tells you the **date and time** you must appear in Court. The Court is on the B-level of the Courthouse. Other information is included that you may find useful.
2. Please fill out the enclosed **Face Sheet** as completely as possible including information about the other parent as both parents are not always able to attend the hearing.
3. Please review the enclosed **Agreement for Service By E-Mail**.
4. Please bring the completed **Face Sheet**, **Agreement for Service By E-Mail**, and **Insurance Card** with you to your Court Appearance. When you arrive at the Court please provide both forms to a clerk at the window. The clerk will review the forms to ensure accuracy. If you are willing to accept notices from the Court by email, a clerk or probation officer will assist you with the agreement.
5. Please arrive **at least 20 minutes before** the time your hearing is scheduled. Please dress appropriately for your appearance in Court. Prior to your hearing, the Juvenile Probation Officer assigned to your case will meet with you and your family. You will be given additional information and a financial packet that you must complete and return to the Court within seven (7) days.
6. After the Court hearing, a short assessment is done to determine specific concerns and areas where the youth and family may need services from the Court or other agencies. The Probation Officer will explain this in more detail.
7. The entire Court appearance, including completion of forms, meeting with the Probation Officer, and the assessment usually lasts approximately **90 minutes**.

Please call the Court at (989) 832-6890 if you have any questions prior to the initial Court Appearance. Thank you.



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**AGREEMENT FOR SERVICE BY E-MAIL**

I, \_\_\_\_\_, agree that all pleadings, notices, or documents filed in the matter of \_\_\_\_\_, Case # \_\_\_\_\_ that do not require personal service upon me shall be served upon me by e-mail.

My e-mail address is: \_\_\_\_\_

It is understood that all documents served shall be in PDF format.

It is understood that the subject line of the e-mail will include the case name, docket number and description of the document being served.

It is understood that an e-mail transmission sent after 4:30 PM Eastern Time shall be deemed to be served on the next day that is not a Saturday, Sunday or legal holiday.

It is understood that service by e-mail is complete upon transmission, unless it is learned by the sender that the attempted service did not reach the e-mail address of the intended recipient. If an e-mail is returned undeliverable service must then be made by regular mail.

It is understood that the Court shall maintain an archived record of sent items that shall not be purged until the conclusion of the case, including disposition of appeals.

It is understood that to discontinue this agreement written notice must be given at least 28 days in advance of the withdrawal.

Date: \_\_\_\_\_

\_\_\_\_\_  
Party / Parent / Attorney (circle one)

\_\_\_\_\_  
Court Representative

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## Court Service and Out of Home Care Fee Information

Unless otherwise determined and ordered by the court, the following fees will be assessed to the parents of the youth coming under the jurisdiction of the Midland County Circuit Court Family Division, based on a financial disclosure that will be sent separately. These fees are in addition to any state-mandated fees, costs and assessments. There are two types of costs that may be assessed, set costs and if your child is placed out of home, those costs will be based on income. Here are examples of those costs;

### Set Costs

- Attorney costs – \$60.00 per hour, plus actual costs, if an attorney is assigned to your case.
- Electronic Monitoring - \$6.50 per day.
- Restitution – Any court ordered restitution would be the responsibility of the parents at a rate of 100%.
- Probation - \$2.00 per day. Intensive Probation - \$6.00 per day.

### Based on Income

- Out of home Costs – The daily rate for any out of home care may be assessed according to your individual family income provided that you fill out and return this packet to us within the allotted time. The court will assume that any parent/custodian who fails or refuses to cooperate with the financial disclosure process has the ability to reimburse 100% of actual costs and will so order it. Actual costs are as follows:
  - If your youth is placed in detention, the daily rate of \$155.00 will be billed.
  - If your youth is placed in the Day Treatment Program the daily rate of \$115.00 will be billed.

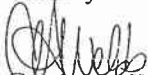
The court mails monthly statements of account and it is expected that these billed amounts will be paid in full each month. Payments may be made at the reception counter, or by mail. Please be sure to include the youth's name, and the case number on all forms of payment to ensure proper credit to your account.

Payments made by check should be made payable to: "42<sup>nd</sup> Circuit Court-Family Division." Mail to: Juvenile Reimbursement Office, Midland County Courthouse – "B" Level, 301 West Main Street, Midland, Michigan 48640. We do not accept credit card payments.

If you have any questions, or are not clear on the information provided, you may contact me directly at (989) 832-6895 between the hours of 8:00 a.m. and 5:00 p.m. I will be more than glad to review this information with you and answer any of your questions.

Once you receive your Reimbursement Order you will have an outline of your monthly bill. If at that time you feel that you are going to have substantial financial difficulties paying the ordered rates, your proper course of action will be to request a hearing on a Motion to Reconsider Reimbursement Order. To request a hearing on this Motion please call (989) 832-6895. Please do not ignore or fall behind on your payments. Account delinquency will result in a Show Cause Hearing before the court for Contempt of Court, which could result in jail time and/or alternate collection methods. Remember to also keep me updated on any changes in your address or contact information to ensure that you receive your monthly statements.

Thank you in advance for your cooperation.

  
Carol Ann Webb  
Financial Officer