



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30048 • Lansing, MI 48909
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SEMINAR ANNOUNCEMENT

November 17, 2016

Friend of the Court Employee Seminar

January 25-27, 2017
Michigan Hall of Justice
Lansing, Michigan

Seminar Description

The Michigan Judicial Institute (MJI), in collaboration with the Friend of the Court Bureau, is pleased to offer a two and one-half day seminar for friend of the court (FOC) staff. **You may register to attend day one, day two, day three, or all three days. If attending day three, please also select workshops.**

Day one of the seminar is designed for new(er) FOC staff. It will include presentations on:

- Friend of the Court Office Functions and Michigan Child Support Program Overview
- Ethics
- Child Support Formula Overview
- The Basics of Custody, Parenting Time, and Child Support Enforcement

Days two and three of the seminar are designed for all FOC staff.

Day two will include presentations on:

- Confidentiality of FOC Records
- Dealing with Difficult Customers
- Nature and Dynamics of Domestic Violence
- FOC Staff as Mandatory Reports
- Procedural Justice

Day three will include concurrent breakout sessions on:

- Using the MiCSES Child Support Calculator
- Advanced Issues in Custody, Parenting Time, and Alternative Dispute Resolution
- Providing Information Without Providing Legal Advice
- Conducting Advanced Child Support Calculations
- Using the State Court Administrative Office Approved Domestic Violence Screening Protocol
- Personal Safety and Security

Seminar Logistics

The seminar will commence at 9:00 a.m. and conclude by 4:00 p.m. on days one and two. The seminar will commence at 9:00 a.m. and conclude by 12:00 noon on day three.

Registration Procedure

MJI is utilizing online registration. Please go to the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **A5AEDD**.

Lodging

Double-occupancy lodging assigned by MJI is available for the evenings of January 24, 25, and 26 at the **Crowne Plaza Lansing West Hotel**. To qualify for MJI paid lodging, your office must be located more than 65 miles from the seminar site. If a single room is requested, you are responsible for the additional lodging room cost (approximately \$43.00 per night, plus applicable taxes). Please make the appropriate lodging request when you e-register. Facility space constraints do not allow MJI to make any arrangements for lodging of spouses, family, or friends of seminar participants.

Meals

MJI will provide refreshments and lunch on the first two days of the seminar, and refreshments on day three. All other meals and incidental expenditures, including mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her funding unit.

Persons with Disabilities

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs when you e-register.

Confirmation

Registrants selected for attendance will be e-mailed an individual confirmation letter and other pertinent information following the registration deadline. If you do not receive a confirmation e-mail at least one week prior to the seminar date, please contact MJI.

Questions

If you have questions concerning the seminar or the registration process, please contact Peter Stathakis, Program Manager, at (517) 373-7607 or stathakisp@courts.mi.gov; or Anne DeMarco, Program Assistant, at (517) 373-7349 or demarcoa@courts.mi.gov.

REGISTRATION DEADLINE:

THURSDAY, DECEMBER 22, 2016