

Starting a Child Support Case

If you or your children are not receiving public assistance and wish to start a court action to establish an order for child support, you can complete an IV-D Child Support Services Application/Referral DHS-1201 form and mail it to the Michigan Office of Child Support at the address on the Application. The form can be obtained from the Friend of the Court or online at <http://www.michigan.gov/dhs/0,4562,7-124-5528---,00.html>

If you or your child is receiving public assistance and no support case exists, the Department of Human Services will initiate a referral to establish a support order.

Michigan Child Support Formula

By law, the Friend of the Court must utilize the Michigan Child Support Formula when making recommendations to the court regarding support. The formula manual may be viewed at:

<http://courts.michigan.gov/Administration/SCAO/Resources/Documents/Publications/Manuals/focb/2013MCSF.pdf>

Payment of Support

All support payments must be submitted to the Michigan State Disbursement Unit (MiSDU) in Lansing.

Payments should be mailed to: MiSDU Phone 1-877-543-2660
PO Box 30350
Lansing, Michigan 48909

When making a payment to the MiSDU, always include a coupon. Temporary coupons can be obtained from the Friend of the Court office, the MiSDU website or by calling the Interactive Voice Response System (IVR).

Online credit and debit card payments can also be made through the MiSDU website:
www.misdu.com

If the Court requires you to make a "special instruction payment" the payment must be made at the Friend of the court office in which your case is filed. Payment to the Friend of the Court must be in the form of cash, money order or certified check. No personal checks are accepted by the local offices.

Disbursement of Support

All support payments are made electronically either through direct deposit or US Bank debit card called ReliaCard. Allow three business days for the support payment to be deposited into your account/debit card.

The MiSDU will print checks for refunds of overpayments of support and special circumstances when a checking or savings account is not available or you cannot use a debit card.

Accessing Your Account Online or by Telephone

ONLINE Account information as well as other information regarding your case can be obtained through MiCASE at www.michigan.gov/micase. To sign-up you must have a current address on file with the Friend of the Court. You will be directed to enter identifying information, an email address and answer five security questions. An email message will be sent containing a link to a Web page for you to create a password. A letter will be sent to you to confirm that you have created a MiCASE account. Refer to Frequently Asked Questions (FAQS) located on the sign up page for additional information.

TELEPHONE Information may also be obtained through the Interactive Voice Response System (IVR) at 1-877-543-2660. To access information you will need a PIN number (select when the first call is made), your social security number (for payment and enforcement information) and the correct three digit code for the county in which you case is filed. The county codes for the 46th Circuit Friend of the Court are as follows: Otsego County - 687, Crawford County - 272, Kalkaska County - 525.

To speak to a customer service representative at the MiSDU, press 0.

Changes of Address and Employment

Mail sent by the Friend of the Court is not forwarded by the post office.

You are required by court order to keep the office advised of any change in your residential and mailing address and telephone number. All changes must be submitted in writing to the office.

Any changes in employment must be reported to the Friend of the Court by providing the name, address and telephone number of your employer by telephone or in writing to the office.