

## How to Submit a Request for a Support Review to the FOC

To submit a Request for a Support Review to the FOC, please fill out the attached form.

### Submit Online

#### Computer/Laptop

1. Fill out the form below in a pdf viewer, such as Adobe Reader ([available for free here](#))
2. After you have filled out the form and signed it with your electronic signature, save the form and then go to the [FOC Form Submissions Page](#).
3. Fill in your name, email address, phone number, and case number on the Form Submission page. Attach your completed form at the bottom of the page by clicking the "Choose File" button. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

#### Smart Phone

1. Install the [Adobe Acrobat Reader App](#) on your phone, for free.
2. Open the form, using the Adobe Acrobat Reader App. You can then fill in, sign and save the form on your phone.
3. After you have completed the form, save and then go to the [FOC Form Submissions Page](#).
4. Fill in your name, email address, phone number, and case number on the form submission page. Attach your completed form at the bottom of the page. NOTE: There is a file size limit of 2MB, and only PDF, JPG, and PNG files are accepted.

### Submit by Mail

You can fill out the form, print it, sign it and mail it to our office:

**Kent County Friend of the Court  
82 Ionia NW, STE 200  
Grand Rapids, MI 49503**

### Submit Through MiChildSupport

You can also submit this form through your MiChildSupport case using the 2-way communicator. Visit: [www.michigan.gov/michildsupport](http://www.michigan.gov/michildsupport).

### Submit Through Drop Box at 82 Ionia

You can fill out the form, print it, sign it and drop it off in the drop box on the **first floor of 82 Ionia Ave NW, Grand Rapids, 49503**. The drop box is located just past the security checkpoint.