



**THIRD JUDICIAL CIRCUIT
OF MICHIGAN**

701 COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE
DETROIT, MICHIGAN 48226-3413

VIRGIL C. SMITH
CHIEF JUDGE

(313) 224-5430

LOCAL ADMINISTRATIVE ORDER 2012 – 02

**STATE OF MICHIGAN
THIRD JUDICIAL CIRCUIT**

SUBJECT: SUPPORT ORDERS SUBMITTED ON IMPROPER FORM

This Local Administrative Order is issued in accordance with Michigan Court Rule 3.211, Judgment and Orders. MCR 3.211(D) requires that child support and spousal support orders be prepared on the current Uniform Support Order (USO) approved by the Michigan Supreme Court. The purpose of this Order is to establish a procedure for the Third Circuit Court to use when an out-of-date Uniform Support Order (USO) form is submitted for entry, or when a USO is not submitted with an order or judgment.

IT IS ORDERED:

1. Prejudgment Entry of a USO

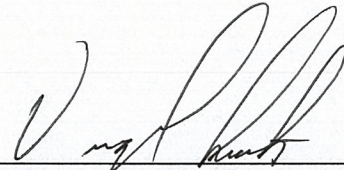
If an attorney or party fails to submit a support order on the most recent version of the USO that is required by MCR 3.211(D), the Court, Clerk, or Friend of the Court shall return the order and notify the attorney or party that the Court will only enter support orders that utilize the most recent USO 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 that complies with MCR 3.211(D) be submitted to the Court for entry by a date certain;

- 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:
 - i. The Friend of the Court will contact the attorney of record or the submitting party and request that a USO that complies with MCR 3.211(D) be submitted to the Court;
 - ii. The Friend of the Court will submit a memorandum to the Court so the Court may choose the appropriate process under section 2(a); or,
 - iii. The Friend of the Court will prepare a USO that incorporates the same terms on the most recent version of the form.

Dated: January 11, 2012



Virgil C. Smith, Chief Judge
Third Judicial Circuit