

Notice to Petitioners Regarding Incarcerated Parties:

IF YOU ARE SEEKING AN ORDER REGARDING A MINOR CHILD AND A PARENT OF THE MINOR IS INCARCERATED WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS (MDOC), **YOU HAVE ADDITIONAL DUTIES.**

Before you file your case or petition, you must do the following:

1. **Determine** whether the parent is incarcerated "under the jurisdiction of the Michigan Department of Corrections" (generally this means that they are in prison).
2. If so, obtain the party's offender number, location and prison address:
 - a. Online – The MDOC provides access to the Offender Tracking Information System (OTIS) on their website at <http://mdocweb.state.mi.us/otis2/otis2.html>.
 - b. By phone – Call MDOC Central Records Office directly at (517) 373-0284.
3. **File *Notice that Electronic Hearing is Required Pursuant to MCR 2.004***, or **include on your petition** the following information:
 - a. A statement that the parent is incarcerated.
 - b. The person's prison number and location, including the mailing address of the facility where the person is housed.
 - c. A statement at the top of the petition indicating that a telephonic hearing is required by MCR 2.004.
4. **Serve** the incarcerated party with a copy of your petition, notice and notice of hearing.
5. **File** Proof of Service with the court.

If a party is incarcerated:

- The court will enter an Order Requesting Prisoner be Allowed to Participate in Court Proceedings and serve it on all parties.
- The incarcerated party will be offered the opportunity to participate in the court proceedings by way of a noncollect and unmonitored telephone call.
- It is your responsibility to include the prisoner's prison number (also known as the offender number) on the envelope when serving your petition, complaint or motion and your Notice of Hearing.

STATE OF MICHIGAN PROBATE COURT COUNTY OF LEELANAU	NOTICE THAT TELEPHONIC HEARING IS REQUIRED PURSUANT TO MCR 2.004	FILE NO.
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Court address: 8527 E. Government Center Dr., Suite 203, Suttons Bay, MI 49682

Court telephone no.: (231) 256-9803

In the matter of: _____

1. I am the Plaintiff Respondent

2. An interested person in this matter, _____,
Full name of individual

prison identification number _____ is incarcerated at the

Name of facility Correctional Facility

located at _____.
Complete address

3. A telephonic hearing is required pursuant to MCR 2.004(A)(2).

4. A hearing is scheduled for _____ at _____
Date Time

regarding _____
Describe nature of hearing

Date

Signature of moving party or attorney

CERTIFICATE OF MAILING

I certify that on this date I mailed a copy of this notice, along with a copy of the petition/motion and notice of hearing, on the incarcerated person by ordinary mail, addressed to the party at the correctional facility at the above address.

Date

Signature of moving party or attorney

Do not write below this line – For court use only