

STATE OF MICHIGAN 6 TH JUDICIAL CIRCUIT OAKLAND COUNTY PROBATE	DECLARATION OF PARTY SEEKING ORDER REGARDING A MINOR CHILD	CASE NO.
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Name of Plaintiff	V	Name of Defendant
In the Matter of _____, a minor		

I am a party seeking an order regarding a minor child in this case.

I declare: (check #1 or 2)

1. No party to this action is incarcerated with the Michigan Department of Corrections.
2. A party to this action is incarcerated with the Michigan Department of Corrections.
(see instructions on back of this form for methods of contacting MDOC to obtain this information)

His/her name is _____

His/her prison number is _____

He/she is located at _____

Name of Place of Confinement

Address of Place of Confinement

City, State, Zip code

I understand that this party will be offered the opportunity to respond and to participate in the proceeding by way of a noncollect and unmonitored telephone call.

I declare the statements above are true to the best of my information, knowledge and belief.

I further declare that I understand that I must notify the court in writing of any change in the incarceration status of a party.

Dated: _____

Signature

Printed Name

Do not write below this line – For court use only

FILED _____ 20 _____

Deputy Register of Probate

INFORMATION SHEET FOR PETITIONERS RE: INCARCERATED PARTIES

Before you file your case or petition, it is **your responsibility** to:

1. Determine if any of the parties listed on your matter are “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.
3. Complete the form Declaration of Party Seeking Order Regarding a Minor Child.
(on the other side of this sheet)

We cannot accept your filing until you have made this declaration.

To find out whether a party is incarcerated:

1. Go on line with the State of Michigan Department of Corrections (MDOC) to access the Offender Tracking Information System (OTIS) on their website at <http://www.state.mi.us/mdoc/asp/otis2.html>

or

2. If you do not have access to a computer, you may go to the Research Library on the ground floor or the Law Library on the 2nd floor of the West Wing Extension of the Oakland County Courthouse to access the public computers.

or

3. You may call MDOC directly at (517) 373-0284

If a party is incarcerated:

- It is the court’s responsibility to enter an ***Order Requesting Prisoner Be Allowed to Participate in Court Proceedings***, and to 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***.