

JUDGE VICTORIA A. VALENTINE'S TEAM
REFEREE ALISA MARTIN

C  VID-19 COURT PROTOCOL

**Protocol in effect until further Order of the Court*

CASE ASSISTANT

TARA PEREZ
(248) 858-0439

The Case Assistant will assist you regarding support show cause hearings and processing income withholding orders. The Case Assistant also answers general case related questions and will process changes of employment upon written notification.

SUPPORT SPECIALIST

AMANDA TESOLIN
(248) 858-5113

The Support Specialist addresses problems concerning child support payments, enforcement, and parenting time credits. If you request an increase or decrease in child support, or upon an order of reference from the Judge, the Support Specialist will review your finances and make a recommendation. When necessary, the Support Specialist will attempt to mediate a resolution.

**CUSTODY & PARENTING TIME
SPECIALIST**

SHELLEY WINE
(248) 858-5560

The Custody and Parenting Time Specialist addresses custody, parenting time and change of domicile questions or problems. When the Judge enters an order of reference for investigation and recommendation, the Custody and Parenting Time Specialist addresses these issues and makes recommendations to the Court.

**INTERSTATE SUPPORT
SPECIALIST
JESSICA CHENEY
(248) 858-5509**

The Interstate Support Specialist will help you locate an out-of-state parent's address and employer in order to enforce the child support order. The Interstate Support Specialist will also assist you in collecting support if the payer resides in another state.

ACCOUNTANT

**MICHELLE JOHNSON
(248) 858-0472**

The Accountant will assist you with accounting questions related to your court order(s). If you have questions about a recent payment or if you are requesting a payment history or mortgage statement, you should first contact the voice response system (IVR).

MEDICAL SUPPORT SPECIALIST

**TAMI HANSER
(248) 858-0312**

The Medical Support Specialist addresses problems concerning payments of uninsured health care expenses and health care coverage for the children. The Medical Support Specialist also mediates disputes between parties to resolve all health care issues.

HEARINGS will occur via a Zoom teleconference/videoconference to ensure the health and safety of the public due to COVID-19. If you CANNOT appear remotely please contact **TARA PEREZ at (248) 858-0439**.

Proposed exhibits must be received by the Friend of the Court **at least 7 days before** the scheduled hearing. Fax to: (248) 858-0461. Email to:

focinfo@oakgov.com OR Mail to: PO Box 436012, Pontiac, MI 48343. The documents will not be reviewed by the court until they are admitted into evidence during the hearing. They must be exchanged with the other side prior to the hearing.

DO NOT COME TO THE FRIEND OF THE COURT OFFICE IN PERSON TO PARTICIPATE IN THE HEARING.

- **The Zoom teleconference/videoconference is a court proceeding and therefore an extension of the courtroom and appropriate conduct and attire is required.**

CONNECTING TO THE VIRTUAL COURT ROOM FOR THE PROCEEDING

Windows Desktop PCs and Laptops:

Go to Zoom Web Site at zoom.us. Click on "Join a Meeting"; enter the Meeting ID 248 and click "Join", or just type the following into your browser: - <https://zoom.us/j/248-1307-636>.

Apple and Android Tablets or Phones:

Install the Zoom App from the Apple or Android Store prior to the call. Launch the Zoom App at the time of the call and join using Meeting ID 248-1307-636 and click "Join", or just type the following into your browser: <https://zoom.us/j/2481307636>

Audio-only via Telephone: (phone calls only)

**Call (646) 876-9923 or (669) 900-6833 and connect using
Meeting ID 248-1307-636
PASSWORD 1200.**