

**JUDGE VICTORIA A. VALENTINE'S TEAM**

**REFEREE TRACI L. RINK**

**C  VID-19 COURT PROTOCOL**

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

**CASE ASSISTANT**

**MICHELE BALDE-  
BOOK  
(248) 452-2046**

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**

**ANDI BAYER  
(248) 452-2114**

The Support Specialist addresses problems concerning child support payments and enforcement. 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**

**JODY LAMACCHIA  
(248) 858-0135**

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**

**MICAH MALHIOT  
(248) 452-9245**

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**

**SCOTT ZABEL  
(248) 858-0471**

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**

**DIANE GRABAR  
(248) 858-0528**

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.

**THE 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 **Michele Balde-Book at (248) 452-2046**.

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](mailto: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 proceeding 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](https://zoom.us). Click on “Join a Meeting”; enter the Meeting

ID 901-747-2467 and click “Join”, or just type the following into your browser:

[https://zoom.us/j/901 747 2467](https://zoom.us/j/9017472467)

## 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 901-**747-2467** and click “Join”, or just type the following into your browser:

[https://zoom.us/j/901 747 2467](https://zoom.us/j/9017472467)

## Audio-only via Telephone: (phone calls only)

Call (646) 876-9923 or (669) 900-6833 and connect using Meeting ID 901 747 2467.

Password (if requested 1200)