



## **Alternative Dispute Resolution (ADR) Program Sixth Judicial District**

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### **Abbreviated Outline of Procedures for Domestic Relations Case Filings Flint Judicial Circuit**

(For more information consult the Instructions and Explanations of Procedures for Domestic Relations Case Filings for the Flint Judicial Circuit)

#### **PETITIONER:**

1. Completes Domestic Relations Initiation Form (DRIF).
2. Serves the Respondent with:
  - (a) Copy of the Complaint
  - (b) Copy of "Guide to ADR"
3. Sends the ADR Office (within 5 days after service upon Respondent)
  - (a) Petitioner's DRIF (both pages completed)
  - (b) Domestic Relations Screening Form (DRSF) completed by Petitioner
  - (c) Copy of Complaint
4. Consult opposing counsel regarding selection of a neutral and possible dates for an ADR session.

#### **RESPONDENT:**

1. Sends the ADR Office (within 5 days of the answer being due or filed)
  - (a) Respondent's DRIF (both pages completed)
  - (b) DRSF completed by Respondent
  - (c) Copy of Answer and/or counterclaim (if filed)
2. If the ADR session has not already been scheduled, coordinate the selection of a neutral with opposing counsel and schedule the first session.