

## Directions for sending email to the Friend of the Court

Email: [friendofthecourt@13thcircuitcourt.org](mailto:friendofthecourt@13thcircuitcourt.org)

- Please include your Case Number on all of your documents.
- If you are sending the required documents via email, please provide in one of the following manners:
  - One attachment with everything scanned as a single document (Domestic violence screening, Questionnaire, wage stubs, tax returns, etc.)
  - Separate attachments for each document (Domestic Violence Screen as one document, Questionnaire as one document, tax return as one document, etc.)
- Further, regarding tax returns sent via USPS or email; if you have
  - W-2 : Send the first two pages of your federal tax return and your W-2
  - 1099: Send the first two pages of your federal tax return, your 1099 and Schedule C with supporting pages related to your gross receipts and reported expenses/deductions
  - Self-employed: Send the first two pages of your federal tax return and all supporting pages related to your gross receipts and reported expenses/deductions
  - Rental property: Send the separate pages regarding rental income if you have any rental property
- Do NOT send pages separately. All pages of a document must be in one attachment.

For additional phone-specific directions (i.e. iPhone & Android), go to our website at:

[www.13thcircuitcourt.org](http://www.13thcircuitcourt.org)

Choose Friend of the Court (on top tab), then Emailing Friend of the Court (at bottom of list in red on left).