

STATE BAR OF MICHIGAN
JUSTICE INITIATIVES COMMITTEE

Qualified Domestic Relations Order (QDRO) Program
Referral Process

04.07.2021

The State Bar of Michigan (SBM) Justice Initiatives (JI) Committee is pleased to offer the QDRO Pro Bono Program. The QDRO Program maintains a panel of skilled and experienced volunteer drafters that can assist low-income clients with the preparation of QDROs and similar documents.

Who can refer a case?

- The QDRO Program only accepts referrals from Michigan's legal services providers (LSPs).
- Low-income clients are encouraged to contact a legal aid program for a possible referral to the QDRO Program. (*[See list of Pro Bono Partner Programs](#)*)

Who is eligible for help from the QDRO Program?

- Clients must have household incomes (based on household size) at or below 200 percent of federal poverty guidelines. (*[See current Federal Poverty Guidelines](#)*)
- Clients must have \$5,000 or less in liquid assets. Liquid assets include cash and funds that can be quickly converted to cash without significant loss. Generally, 401Ks and similar retirement accounts are not included.

Referral Forms:

1. Complete and submit the [QDRO Program - Referral Form - Part I](#)
2. Complete and submit the [QDRO Program - Referral Form - Part II](#)

Required Documents:

1. Judgement of Divorce
2. Pension plan statement
3. Other helpful documents if available
 - Marriage License
 - QDRO drafting instructions from the plan administrator.

Time Frames:

1. Requests are assigned to a Drafter within five business days of receipt.
2. Orders are usually completed within 90 days from receipt of all necessary documents.
3. Emergency requests are completed within 15 days, if possible.

Program Administration:

1. The referring LSP and the Drafter should notify SBM staff of all case status updates and should copy SBM staff on all e-mail exchanges between the LSP and the Drafter.
2. SBM staff will send out quarterly reports to the Drafters and the QDRO Administration Group. Drafters will only receive quarterly reports pertaining to referrals they accepted.
3. Each quarter, SBM staff will contact the Drafter and the LSP to inquire about the status of any uncompleted referrals and will note the responses in PIKA.

Questions:

Contact State Bar of Michigan's Justice Initiatives Counsel, Robert Mathis at rmathis@michbar.org or (517) 346-6412.