

**INSTRUCTIONS FOR MOTION TO CHANGE SUPPORT, CUSTODY,
PARENTING TIME OR
DOMICILE OF THE CHILD**

1. This form is for people who will be representing themselves in Court. If you are going to have an attorney represent you in Court, you do not need to file this form.
2. Please PRINT or TYPE all information on this Motion, other than your signature.
3. Complete PLAINTIFF and DEFENDANT names, addresses and phone number. Even though you may be the motioning party with regard to this motion, this does not make you the Plaintiff. You must follow how previous Court Orders were filed (example: **if you were the Defendant originally, you will remain the Defendant on this Motion form.**)
4. Identify which party (Plaintiff or Defendant) is currently ordered to pay child support. State the amount of support that is currently ordered (arrearage amounts are **NOT** included).
5. Place an "X" in any or all of the choices available that are appropriate as to the reasons You are filing this Motion, and be sure to briefly describe each one that you have marked. **YOU MUST BE COMPLETELY SURE TO INCLUDE ALL ISSUES THAT YOU WANT TO BRING BEFORE THE COURT AND ADDRESS THEM ACCORDINGLY. (Feel free to include an attachment if you run out of room.)**
6. **AN EXPLANATION AS TO YOUR CHANGE OF CIRCUMSTANCE OR REASON FOR FILING THE MOTION IS REQUIRED.** If you do not include this, your Motion cannot be filed.
7. Either mail to or drop off the Original Motion and filing fee at:

**Iron County Friend of the Court's Office
2 South Sixth Street
Suite 19
Crystal Falls, MI 49920**

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The filing / judgment fees are \$60 if your Motion is for Change of Child Support ONLY. If your Motion includes Custody or Parenting Time issues, the filing / judgment fees are \$100. Payment must be in the form of cash, personal check, money order or a cashier's check made payable to the Iron County Clerk of Court. If sending payment by personal check, it MUST be from an Iron County bank.

8. Upon receipt of your Motion and filing fee, the Friend of the Court's Office will contact the appropriate Court to obtain a Court hearing date and time for your Motion and then file it with the County Clerk. The Friend of the Court's Office will then mail you two (2) copies of your Motion, with the hearing date and time listed on the second page, and it will be YOUR RESPONSIBILITY to follow the instructions regarding serving the other party.
9. The Motion must be mailed to the other party by first class regular mail to the other party's last known mailing address. Do not just hand it to the other party yourself. **THIS MOTION MUST BE SERVED ON THE OTHER PARTY A MINIMUM OF NINE (9) DAYS PRIOR TO THE HEARING; HOWEVER TO AVOID DELAYS OR CONTINUANCES, YOU MAY WISH TO SERVE THE MOTION AS SOON AS POSSIBLE.**
10. After you have mailed your Motion to the other party, YOU are responsible to file a Proof of Service form with the Iron County Clerk's Office. There is a blank Proof of Service form attached for your convenience.
11. If, for any reason, you decide at a later date to withdraw your Motion and cancel your hearing, you must call the Iron County Friend of the Court's Office at (906) 875-3673 to do so.
12. Prior to your hearing, you and the other party will be contacted by the Friend of the Court's Office to provide information in reference to the upcoming Court Hearing. **IT IS VERY IMPORTANT THAT YOU COMPLY WITH THIS REQUEST IMMEDIATELY UPON RECEIVING IT.** You will be expected to meet with Friend of the Court staff, along with the other party, prior to the hearing in an attempt to resolve the issues and avoid the necessity of a Court Hearing.
13. At the hearing, you will be required to present evidence to the Court as to why you are requesting that the Court grant a modification of your Order. Therefore, be prepared ahead of time with income information, witnesses, etc.

14. If you have any questions in reference to completing this Motion, please feel free to contact the Friend of the Court's Office. **However, remember that the Friend of the Court's Office does not and will not be representing either party, nor can they give legal advice.**

15. **Please retain these instructions, as you will need them when you receive the Motion back from the Friend of the Court's Office with the Hearing date and time scheduled.**

STATE OF MICHIGAN
41ST CIRCUIT/FAMILY COURT
IRON COUNTY

MOTION TO CHANGE SUPPORT
OR
CUSTODY/PARENTING TIME

FILE NO.:

VS

Plaintiff's Name

Defendant's Name

Plaintiff's Box# & Street Address

Defendant's Box# & Street Address

Plaintiff's City, State and Zip

Defendant's City, State and Zip

Plaintiff's phone number
(include area code)

Defendant's phone number
(include area code)

The __ Plaintiff / __ Defendant is currently ordered to pay base child support of \$ _____ per week/month.; ordinary medical of \$ _____ per week/month; health insurance supplement of \$ _____ per week/month; and child care of \$ _____ per week/month. (DO NOT INCLUDE ARREARAGE PAYMENT)

____ Conditions regarding support have changed as follows (EXPLANATION IS REQUIRED):

I REQUEST:

____ The child support order be changed to \$ _____ each week / month or an amount the Court finds fair and equitable.

____ Other Support provisions to be changed as follows: _____

**EXPLANATION OF YOUR CHANGE OF CIRCUMSTANCE OR
REASON FOR MOTION REGARDING CUSTODY AND / OR
PARENTING TIME.**

I REQUEST:

_____ Custody/Parenting Time Order be changed as follows: _____

I declare that the above statements are true to the best of my information, knowledge and belief.

Date

Petitioner's Name

*****STOP***** *****READ INSTRUCTIONS CAREFULLY BEFORE
PROCEEDING ANY FURTHER WITH MOTION*****

NOTICE OF HEARING

A hearing will be held on this Motion before Honorable _____
on the _____ day of _____, _____ at _____ in the
Iron County _____.

