

INSTRUCTIONS FOR FILING A MOTION REGARDING CHILD SUPPORT

By using these forms you are representing yourself in a court action regarding child support. In order to receive the action you seek, you must follow the instructions in this packet. If you fail to do even one of the required steps, the process may be delayed or dismissed.

1. Fill out the Motion form.

Make copies of Motion and any attachments you may have. Make one copy for you, the other party, any attorneys, and the FOC.

2. Fill out Referral Order.

Make a copy for yourself.

3. File the Motion form with the Circuit Court Clerk's Office.

Take the original Motion, the copies of the Motion, and any attachments to the Circuit Court Clerk's Office along with the original Referral Order.

Make sure you sign the certificate of mailing on the Motion.

Pay the \$60.00 filing fee to the Circuit Court Clerk's Office.

They will keep the original Motion. Both a copy of the Motion and the original Referral Order need to be turned in to the Friend of the Court Office.

4. Serve the Motion on the other party.

The other parent, or other party (if there is a custodian or guardian other than a parent), and any attorneys must be served with a copy of the motion and any attachments by first-class mail. Failure to do this may result in your motion being dismissed.

Eaton County Friend of the Court Referral Order

 **This section to be completed by the Plaintiff, the Defendant, or an Attorney**

Case No.: _____

Hon. _____
(name of Judge)

Name of Plaintiff
Address of Plaintiff
Phone Number

Name of Defendant
Address of Defendant
Phone Number

I _____ have attached a copy of the motion that I have
(Name of Party making the request)

filed with the Court and request referral to the Friend of the Court for the following:

- _____ Custody Evaluation
- _____ Parenting Time Evaluation
- _____ Child Support Evaluation
- _____ Change of Domicile Evaluation

Dated: _____
Signature of Party making request

 **This section to be completed ONLY by the Friend of the Court and the Court.**

The Friend of the Court having reviewed the above request and attached motion(s) recommends that the Court enter the following Referral Order:

Order
At a session of said Court
held in the city of Charlotte, on the
_____ day of _____

IT IS ORDERED this matter is referred to the Friend of the Court for the following:

- _____ Custody Evaluation
- _____ Parenting Time Evaluation
- _____ Child Support Evaluation
- _____ Parenting Time Conference
- _____ Custody Conference
- _____ Change of Domicile Evaluation
- _____ Referee Hearing
- _____ Other: _____

Circuit/ Probate Court Judge

Approved by the Friend of the Court

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	MOTION REGARDING SUPPORT	(A) CASE NO.
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Court address

Court telephone no.

(B) Plaintiff's name, address, and telephone no. moving party

Third party name, address, and telephone no. moving party

v

Defendant's name, address, and telephone no. moving party

- (C) 1. a. On _____ a judgment
Date
or order was entered regarding support.
 b. There is currently no order regarding support.

(D) 2. The plaintiff defendant is ordered to pay support of \$ _____ each _____.
week, month, etc.

(E) 3. The plaintiff defendant is ordered to pay child care of \$ _____ each _____.
week, month, etc.

(F) 4. The plaintiff defendant is ordered to pay health care of \$ _____ each _____.
week, month, etc.

(G) 5. Conditions regarding support have changed as follows:
Use a separate sheet to explain in detail what has happened and attach. Include all necessary facts.

(H) 6. _____ and I have agreed to support as follows:
Name
Use a separate sheet to explain in detail what you have agreed on and attach. Include all necessary facts.

(I) 7. **I ask the court to order that support be paid as follows:** See 6. above for details.
Use a separate sheet to explain in detail what you want the court to order and attach.

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

(J) _____
Date

Moving party's signature

Do not fill out below this line.

CERTIFICATE OF MAILING

I certify that on this date I mailed a copy of this motion regarding child support and the attached referral order to the names and addresses listed above by ordinary mail.

Date

Name