

INSTRUCTIONS FOR FILING A MOTION REGARDING PARENTING TIME

By using these forms you are representing yourself in a court action regarding parenting time. 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 \$100.00 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

