

## **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
_____

_____ Name of Defendant
_____ Address of Defendant
_____

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
- \_\_\_\_\_ Conciliation
- \_\_\_\_\_ Other: \_\_\_\_\_

Dated: \_\_\_\_\_  
Name of Party making request

 **This section to be completed ONLY by the Court.**

In determining or modifying custody, a trial court may only conduct a child custody hearing to modify or amend a previous order or judgment upon a showing of a proper cause or change in circumstances. MCL 722.27(1)(c). To show a change in circumstances, a moving party must show that, since the entry of the last custody order, the conditions surrounding custody of the child, which have or could have a significant effect on the child's well-being, have materially changed. "Proper cause" is defined as "one or more appropriate grounds that have or could have a significant effect on the child's life to the extent that a reevaluation of the child's custodial situation should be undertaken." *Vodvarka v Grasmeyer*, 259 Mich App 499, 508-509; 675 NW2d 847 (2003).

In determining or modifying parenting time, the court shall use terms that are in accordance with the best interests of the child. MCL 722. 21a(1). *Thames v Thames*, 191 Mich App 299 (1991). MCL 722.27a(6) also provides specific parenting time factors that the court may consider when determining the frequency, duration, and type of parenting time

to be granted. If the proposed parenting time modification changes the child's established custodial environment, the court should apply the "proper cause and change of circumstances" analysis (*Vodvarka v Grasmeyer*, 259 Mich App 499; 675 NW2d 847 (2003)).

If the proposed modification would not change the established custodial environment, and amounts to "a change in the duration or frequency of parenting time," than a lesser standard shall be followed. (*Shade v Wright*, 291 Mich App 17; 805 NW2d 1 (2010). *Shade* provides "a more expansive definition of "proper cause" or "change in circumstances" than what was stated in *Vodvarka*. *Shade* provides that a lesser, more flexible understanding of "proper cause" or "change in circumstances" applies. Therefore, normal life changes, which do not constitute proper cause or a change of circumstances sufficient to justify a change of custody, are the types of considerations a court should review in determining requests for parenting time modifications

The Friend of the Court review of this matter supports that the moving party has appeared to establish the appropriate legal threshold for the matter to be referred to the Friend of the Court for an investigation and recommendation, and therefore submits the proposed order for the Court's review and decision.

Order

At a session of said Court  
held in the city of Charlotte, on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

The Court has reviewed the motion regarding this matter and finds the moving party has demonstrated the requisite proper cause, change of circumstances, and or other requisite legal threshold to warrant referral of this matter to the Friend of the Court for an investigation and recommendation.

Accordingly, it is ordered this matter is referred to the Friend of the Court for the following:

- \_\_\_\_\_ Custody Evaluation
- \_\_\_\_\_ Parenting Time Evaluation
- \_\_\_\_\_ Child Support Evaluation
- \_\_\_\_\_ Change of Domicile Evaluation
- \_\_\_\_\_ Conciliation/Mediation
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Circuit/Probate Court Judge

\_\_\_\_\_  
Approved by the Friend of the Court

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

Court telephone no.

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

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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 - 3 -