

MOTION TO MODIFY SUPPORT

Use this form if:

You already have a court order for divorce, custody, separate maintenance or order of filiation and you want the court to order support for the first time, or change the support amount you already have.

DIRECTIONS FOR COMPLETING A MOTION TO MODIFY SUPPORT BY MAIL

FILING FEES and METHOD OF PAYMENT

\$60 per motion or
\$100 for a parenting time and support motion filed together
A money order is the only payment type accepted by mail.

1. Complete the required motion form all the way to the **"NOTICE OF HEARING"** section.
2. Attach the completed form and **money order** for the filing fee made payable to the **Ottawa County Clerk** and mail to:

Circuit Court Records
414 Washington, Room 320
Grand Haven, MI 49417

DO NOT SEND THE FORM TO THE FRIEND OF THE COURT

Circuit Court Records will record your payment and send your form to the Circuit Court Trial Division Assignment Clerk who will complete the "NOTICE OF HEARING" section. The Assignment Clerk will add the date, time and place to appear for the hearing on the notice and mail it to you and the other party. Your hearing will be scheduled within 4-6 weeks as the Court's calendar allows

Use the following checklist to make sure you have done everything before mailing the form.

DID YOU . . .

- Fill out all requested information on the form? (Please attach a note to your form to let the Court know if you do not know the other party's address or the other party's address is confidential).
- Include a money order for the filing fee? (\$60 if you are filing this motion only or \$100 if you are filing this motion and a parenting time motion at the same time).

By using this form packet you are representing yourself in a court action regarding support. In order to be heard by the Court, you must follow the instructions. If the instructions are not followed, your motion may be delayed or dismissed.

Note: Regardless of the amount of support you ask for, the court must use the **Michigan Child Support Formula** in deciding what support should be, unless the court finds that using the formula would be unjust or inappropriate.

MOTION TO MODIFY SUPPORT

Use this form if:

You already have a court order for divorce, custody, separate maintenance or order of filiation and you want the court to order support for the first time, or change the support amount you already have.

DIRECTIONS FOR COMPLETING A MOTION TO MODIFY SUPPORT IN PERSON

FILING FEES and METHOD OF PAYMENT

\$60 per motion or

\$100 for a parenting time and support motion filed together

Payment can be made with cash, a money order or credit card (Visa, MasterCard or Discover). **Note:** If using a money order, make it payable to the **Ottawa County Clerk.**

1. Complete the required motion form all the way to the **"NOTICE OF HEARING"** section.
2. Take the completed form and **payment** for the filing fee to:

Circuit Court Records
414 Washington, Room 320
Grand Haven, MI 49417

DO NOT BRING THE FORM TO THE FRIEND OF THE COURT

Circuit Court Records will record your payment and send your form to the Circuit Court Trial Division Assignment Clerk who will complete the "NOTICE OF HEARING" section. The Assignment Clerk will add the date, time and place to appear for the hearing on the notice and mail a copy to you and the other party. The hearing will be scheduled within 4-6 weeks as the Court's calendar allows.

Use the following checklist to make sure you have done everything before going to Circuit Court Records.

DID YOU . . .

- Fill out all requested information on the form? (Please attach a note to your form to let the Court know if you do not know the other party's address, or the other party's address is confidential).
- Bring cash, a money order or a credit card to pay the filing fee (\$60 if you are filing this motion only, or \$100 if you are filing this motion and a parenting time motion at the same time).

By using this form packet you are representing yourself in a court action regarding support. In order to be heard by the Court, you must follow the instructions. If the instructions are not followed, your motion may be delayed or dismissed.

Note: Regardless of the amount of support you ask for, the court must use the **Michigan Child Support Formula** in deciding what support should be, unless the court finds that using the formula would be unjust or inappropriate.

**STATE OF MICHIGAN
JUDICIAL CIRCUIT
COUNTY**

MOTION REGARDING SUPPORT

CASE NO.

Court address

Court telephone no.

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

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

v

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

1. a. On _____ a judgment
Date

or order was entered regarding support.

b. There is currently no order regarding support.

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

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

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

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.

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.

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.

Date

Moving party's signature

NOTICE OF HEARING

A hearing will be held on this motion before _____
Judge/Referee

on _____ at _____ at _____ .
Date Time Location

If you require special accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements. When contacting the court, provide your case number(s).

NOTE: If you are the person receiving this motion, you may file a response. Contact the friend of the court office and request form FOC 51.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this motion and notice of hearing on the parties or their attorneys by first-class mail addressed to the last-known addresses as defined in MCR 3.203.

Date

Moving party's signature