

**DIRECTIONS FOR COMPLETING A
MOTION TO PERMIT FOREIGN TRAVEL BY MAIL**

- 1) Complete required motion form up to the “Notice of Hearing”.
- 2) Attach the completed form, and a money order made payable to the **Ottawa County Clerk** in the amount of \$20.00 and mail to:

Circuit Court Records
414 Washington Ave – 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 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 as the Court’s calendar allows, which is typically in 4-6 weeks.

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? (\$20)

By using this form packet you are representing yourself in a court action

After the court hearing you must prepare the “Order Regarding Foreign Travel”. The order must then be given to the Judge for his signature. The order is attached to this packet. Make sure to hold on to it and bring it to your hearing!

**DIRECTIONS FOR COMPLETING A
MOTION TO PERMIT FOREIGN TRAVEL IN PERSON**

- 1) Complete the motion form up to the “Notice of Hearing”.
- 2) Bring cash, money order made payable to the **Ottawa County Clerk**, or credit card (Visa, MasterCard, or Discover) in the amount of \$20.00. Take the motion and method of payment to Circuit Court Records, 414 Washington Ave – Room 320, Grand Haven.

DO NOT BRING THE FORM TO FRIEND OF THE COURT

Circuit Court Records will record your payment and send your form to the Circuit Court 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 as the Court’s calendar allows, which is typically in 4-6 weeks.

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).
- Pay the filing fee? (\$20)

By using this form packet you are representing yourself in a court action

After the court hearing you must prepare the “Order Regarding Foreign Travel”. The order must then be given to the Judge for his signature. The order is attached to this packet. Make sure to hold on to it and bring it to your hearing!

**STATE OF MICHIGAN
20TH JUDICIAL CIRCUIT
OTTAWA COUNTY COURT**

**MOTION TO PERMIT
FOREIGN TRAVEL**

CASE NO.

Court address : 414 Washington Ave, Grand Haven MI 49417

Telephone no.
616-846-8320

Plaintiff's name and address	<input type="checkbox"/> moving party

Attorney:

v

Defendant's name and address	<input type="checkbox"/> moving party

Attorney:

I request:

- An order permitting me to take the following child(ren) out of Michigan to _____
Name of country of planned trip
for purposes of _____
Explain nature of planned trip
Specify name(s) and date(s) of birth of child(ren).

Authority to apply for a passport for the minor child(ren) named above.

2. Other:

_____ Date

_____ Moving party's signature

NOTICE OF HEARING

A hearing will be held on this motion on _____ at _____ at the court address above.
Date Time

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).

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 their last-known addresses as defined in MCR 3.203.

_____ Date

_____ Signature of moving party

**STATE OF MICHIGAN
20TH JUDICIAL CIRCUIT
OTTAWA COUNTY COURT**

**ORDER REGARDING
FOREIGN TRAVEL**

CASE NO.

Court address : 414 Washington Ave, Grand Haven MI 49417

Telephone no.
616-846-8320

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

Attorney:

v

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

Attorney:

Date of hearing: _____ Judge/Referee: _____ Bar no. _____

IT IS ORDERED:

- 1. The motion to permit foreign travel is denied.
- 2. _____ is permitted to take the following child(ren) out of Michigan to
Name of parent _____
Name of country of planned trip _____ for purposes of _____
Explain nature of planned trip _____

Specify name(s) and date(s) of birth of child(ren).

Authority to apply for a passport for the minor child(ren) named above is granted.

Plaintiff's signature (only if by consent)

Defendant's signature (only if by consent)

Date

Judge

CERTIFICATE OF MAILING

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

Date

Signature of moving party