

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR OTTAWA COUNTY

NOTICE

**** YOU MUST REPORT IN THE ZOOM VIRTUAL COURTROOM
AT YOUR SCHEDULED TIME ****

If you are appearing before a Referee at a hearing regarding a change in child support or spousal support/alimony, you (both parties) must submit the following supporting documents to verify your income:

1. Your W-2 forms and personal income tax returns for the last two years, including all attached forms and schedules. Please black out social security numbers.
2. One month's worth of recent pay stubs showing year-to-date earnings and your out-of-pocket costs (health insurance, union dues, etc.).
3. Records of all income from any source received by you during the last two years and the current year-to-date.
4. If you are self-employed, you must submit the most recent profit and loss statement and financial records for your business for the current year, as well as all income and tax information and supporting schedules for the last two years.
5. If you are seeking reimbursement for child care expenses, you must submit proof of the amount of the child care expense and proof that you have paid the expenses.
6. If you claim that you cannot work due to a medical condition or disability, you must submit medical documentation (doctor's statement or other evidence) to support your claim that you cannot work or have work restrictions because of your condition.

There are two ways to submit documents.

1. You may e-file these documents as part of your motion or your response to the motion; OR
2. You may e-mail these documents to:circuitcourt@miottawa.org at least one full business day prior to the hearing. **If you choose to e-mail the documents, you MUST also e-mail them to the other party in the case**, and please include your case number and the date of the hearing in the e-mail.

Please note:

If your hearing is held before a Judge or if you fail to appear for your hearing, you will not have an opportunity to object.

If you need an interpreter, you must request one from the Court at least 7 days prior to the hearing. Please phone (616) 846-8320.