

STATE OF MICHIGAN  
IN THE CIRCUIT COURT FOR OTTAWA COUNTY

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**NOTICE**

**\*\* YOU MUST REPORT IN THE COURTROOM AT YOUR SCHEDULED TIME\*\***

If you are appearing before a Referee or Judge at a hearing regarding a change in child support or alimony, you (both parties) must bring the following documents with you 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.
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 bring 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 bring 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 bring medical documentation (doctor's statement or other evidence) to support your claim that you cannot work or have work restrictions because of your condition.

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 3 days prior to the hearing. Please phone (616) 846-8334.

If you live outside Ottawa County and the surrounding Counties, you may ask to participate in the hearing by telephone (form attached). This form must be completed and filed with the Court prior to the date of hearing.

If your request to participate in your hearing by telephone is approved, you must submit your income information (as listed above) prior to the date of hearing.