

DIRECTIONS FOR COMPLETING A MOTION TO MODIFY SUPPORT BY MAIL

1. Complete required motion form all the way to the “NOTICE OF HEARING” section. Pre-judgment motions must be signed by your attorney, if you have an attorney.
2. Attach the completed form, and money order made payable to the “**Ottawa County Clerk**” in the amount of \$60.00 (\$20 filing fee plus \$40 entry fee) or \$100 for simultaneous motions to modify support and parenting time (\$20 filing fee plus \$80 entry fee) and mail to:

Circuit Court Assignment Clerk
414 Washington Ave – Room 303
Grand Haven, MI 49417

**NO CHECKS ACCEPTED.
DO NOT SEND THE FORM TO THE FRIEND OF THE COURT.**

The assignment clerk will complete the “NOTICE OF HEARING” section. The notice will indicate the date, time and place to appear for your hearing. The assignment clerk will mail this notice to you and the other party.

DIRECTIONS FOR COMPLETING A MOTION TO MODIFY SUPPORT IN PERSON

1. Complete required motion form all the way to the “NOTICE OF HEARING” section. Pre-judgment motions must be signed by your attorney, if you have an attorney.
2. Attach the completed form, and a money order made payable to the “**Ottawa County Clerk**” in the amount of \$60.00 (\$20 filing fee plus \$40 entry fee) or \$100 for simultaneous motions to modify support and parenting time (\$20 filing fee plus \$80 entry fee). Take all to the Circuit Court Assignment Clerk – Room 303, Ottawa County Building, 414 Washington Ave, Grand Haven, MI.

**NO CHECKS ACCEPTED.
DO NOT SEND THE FORM TO THE FRIEND OF THE COURT.**

The assignment clerk will complete the “NOTICE OF HEARING” section. The notice will indicate the date, time and place to appear for your hearing. You will be directed to the Circuit Court Records office to file your motion. Records will give you two copies; one for you and the other must be mailed by you to the other party.

Process Following Motions to Modify Support or Parenting Time

Upon filing a motion to modify support or parenting time, the Circuit Court office will schedule a hearing. The motion may be held before a Judge or a Referee.

If the motion is heard by a Judge, a final order will be prepared and will be entered by the court. This type of court order will not have an objection period.

If the hearing is held before a Referee, two types of orders may result:

1. The Referee may prepare a Recommended Order which is not immediately effective. There is a twenty-one (21) day objection period. **Please note the exception to the right to object: Parties who do not appear for the hearing have no opportunity to object.** The Referees' Recommended Order becomes effective when the objection period expires and there has been no objection, or if either party files an objection, a DeNovo hearing will be held before a Judge and an order will be entered as a result of that hearing.
2. The Referee may enter a Temporary/Interim order which is effective immediately. This Temporary/Interim order still contains a twenty-one (21) day objection period. **Please note the exception: Parties who do not appear for the hearing have no opportunity to object.** If an objection is filed, the Temporary Order remains in effect until affirmed or modified by the Judge at the DeNovo hearing.

MONDAY EVENING HEARINGS

Hearings on motions to modify support or parenting time may be scheduled on a Monday night (one Monday night per month). **If you wish to have a Monday evening hearing, you must make your request, in writing, at the time you file your motion.**

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	MOTION REGARDING SUPPORT	CASE NO.
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Court address _____ Court telephone no. _____

Plaintiff's name, address, and telephone no. _____	<input type="checkbox"/> moving party
Third party name, address, and telephone no. _____	<input type="checkbox"/> moving party

Defendant's name, address, and telephone no. _____	<input type="checkbox"/> moving party

v

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:

6. _____ and I have agreed to support as follows:
Name

7. I ask the court to order that support be paid as follows:

I declare that the above statements are true to the best of my information, knowledge, and belief.

Date Moving party's signature

NOTICE OF HEARING

A hearing will be held on this motion before _____
Name of judge or referee
on _____ at _____ at _____
Date Time Place

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 mailed a copy of this motion and notice of hearing on the other party(ies) by ordinary mail at the above address(es).

Date Moving party's signature