

STATE OF MICHIGAN  
IN THE 20<sup>th</sup> CIRCUIT COURT FOR OTTAWA COUNTY

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**You are scheduled for a hearing via Zoom before an attorney referee.**

Important:

- Please e-file your written response to the motion.
- If you do not attend your hearing, you will lose the opportunity to object to the referee's recommendation.
- Please make sure any witnesses you want to testify have the Zoom information.
- Children should not be allowed to watch or listen to the hearing.
- The referee will not consider documents unless or until admitted at the hearing.

**WHAT YOU MUST DO:**

**At least one business day before your hearing, you must email any exhibits and necessary documents to:**



The other party to your case; **AND**

The Court at [circuitcourt@miottawa.org](mailto:circuitcourt@miottawa.org).

Please indicate your case number and the date of the hearing in the e-mail. If you don't send the documents to the Court AND the other party, your documents may not be considered at the hearing.

**Necessary Documents for Child Support/Spousal Support Hearings:**



W-2 and personal Income Tax Returns for the last two years. Please black out social security numbers.



One month's worth of pay stubs.

Record of all income from the last two years.



If you are self-employed, you must submit the most recent profit and loss statements and financial records for the business for the current year AND income and tax information for the last two years.



Proof of child care expenses.



Medical documentation showing your restrictions if you can't work due to a medical condition or disability.

If you have any questions or need an interpreter, please e-mail [circuitcourt@miottawa.org](mailto:circuitcourt@miottawa.org) or call (616) 846-8320.