

**DIRECTIONS FOR COMPLETING A  
MOTION REGARDING FOREIGN TRAVEL**

1. Complete required motion form all the way to the “**NOTICE OF HEARING**” section..
2. The motion must be e-filed at MiFile <https://mifile.courts.michigan.gov> or e-file at:

Circuit Court Records  
414 Washington, Room 320  
Grand Haven, MI 49417

**DO NOT SEND THE FORM TO THE FRIEND OF THE COURT**

Circuit Court Records and the Circuit Court Trial Division Assignment Clerk will electronically process the motion. The Assignment Clerk will schedule the hearing and send the notice to you and the other party to your MiFile account, by email, or by mail. Your hearing will be scheduled within 4-6 weeks as the Court’s calendar allows.

Use the following checklist to make sure you have completed all necessary steps.

**DID YOU . . .**

- Fill out all requested information on the form? (Please note for the Court in the address section if you do not know the other party’s address or the other party’s address is confidential.)

By using this form packet, you are representing yourself in a court action regarding support. In order to be heard by the Court, you must follow these instructions. If the instructions are not followed, your motion may be delayed or dismissed.

After the court hearing you must prepare the “Order Regarding Foreign Travel”. The Order must be given to the Judge for signature. The order is attached. **BRING THE ORDER TO THE HEARING!**

**STATE OF MICHIGAN  
20<sup>TH</sup> 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.

- 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  
20<sup>TH</sup> 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