

INSTRUCTIONS FOR MOTION TO CHANGE SUPPORT

The numbers below correspond to the numbers on the Motion. Please complete the following by printing or typing clearly in **black** or **blue ink only** on the Motion:

- (1) The docket number
- (2) Plaintiff's name, address and telephone number (**Note:** The Plaintiff is the party who filed the original complaint for divorce, support, or paternity. This remains true for the entire existence of the case.)
- (3) Defendant's name, address and telephone number
- (4) The Judge assigned to this case (You **must** know the correct **Judge** assigned to your case)
- (5) Your name (the party requesting the change in parenting time)
- (6) Check the box that corresponds with the party who is currently ordered to pay.
- (7) The amount or current child support ordered to be paid a month.
- (8) The reason a change in support is needed. [Example: Increase/Decrease in income, layoff, increase in costs to support the child(ren), etc.] **Do not leave this blank!**
- (9) The amount you believe is fair to be paid for support of your child(ren). **Do not leave this blank!**
- (10) Write any other court ordered provisions pertaining to support you wish to be review at the hearing. [Examples: percentage of medical to be paid by either party, expenses of insurance, child care, etc.]
- (11) The date you completed the form and signed the motion.
- (12) Your signature attesting that the information is true to the best of your knowledge.

HEARING DATE

The notice of hearing and certificate of mailing will no longer be completed by the Friend of the Court Scheduling Clerk; however, a notice of hearing will be sent with the date, time and place of hearing at a later date after you file the motion with the County Clerk office. The following items must be submitted to the County Clerk office to obtain a hearing date:

1. Completed Motion to Change Support
2. **A 60.00 money order made payable to the Monroe County Clerk. Cash is also accepted by the Clerk's office. Pursuant to MCL 600.2529.**

Send or deliver these items to: County Clerk Office
106 E. First Street
Monroe, Michigan 48161

The first available date will be assigned and a copy mailed to both parties along with the Notice of Hearing to the last know address as defined by MCR 3.203.

GETTING READY FOR COURT

- ◆ You must attend the hearing.
- ◆ You are representing yourself in a Court of Law. You are to conduct yourself and follow the same general rules and laws as an attorney.
- ◆ Make a list of information that will help remind you of key points you feel are important to reference to the Referee/Judge.
- ◆ Gather any papers and witnesses that you think will support your position and bring them to the hearing.
- ◆ Bring on the date of the hearing 4 recent pay stubs and/or W-2 of the most recent tax year. **Failure to provide this information to the Referee may result in the dismissal of your motion.**
- ◆ If you feel the need to order someone to attend this hearing, follow the procedure in Michigan Court Rule (MCR) 2.506 or consult a private attorney.
- ◆ The Judge, Referee and the Friend of the Court cannot provide you with legal advice. You **must** consult a private attorney to obtain legal advice.