

**37<sup>th</sup> Judicial Circuit Court  
Family Division  
Friend of the Court**

**How to fill out the Pro Per Packet  
Modification of Custody, Parenting  
Time and Child Support Orders**

Current as of 7/31/09

This presentation is designed to assist you in understanding how to fill out the purple Pro Per Packet Entitled: **Modification of Custody, Parenting Time and Child Support Orders.**

**You will need to obtain the following items in order to complete this packet:**

1) A copy of the purple Pro Per Packet Entitled: **Modification of Custody, Parenting Time and Child Support Orders.** This is available free of charge from the Calhoun County Friend of the Court Office or on the web at:

[www.calhouncountymi.gov/Departments/FriendOfTheCourt/Forms.htm](http://www.calhouncountymi.gov/Departments/FriendOfTheCourt/Forms.htm)

2) A copy of your court papers from your divorce, separate maintenance, custody, paternity, support or eligible interstate case. (To determine if your case is an eligible interstate case contact the Friend of the Court Office at 269-969-6500)

The next four slides will guide you through the process of filling out the page entitled:

**Modification of Custody, Parenting Time and Child Support Orders**

1) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

2) Write or type the Plaintiff's name, address and telephone number. Write or type the defendant's name, address and telephone number.

3) Write or type the name of the Assigned Judge and Assigned Referee. Example: Hon. Gary Reed

STATE OF MICHIGAN  
37<sup>TH</sup> JUDICIAL CIRCUIT  
CALHOUN COUNTY

MOTION REGARDING CUSTODY  
PARENTING TIME AND CHILD SUPPORT

CASE NO. A

Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014  
Court Telephone: (269) 969-6500

**B** Plaintiff's name, address and telephone no.  moving party v Defendant's name, address, and telephone no.  moving party

Intervening Party's name, address and telephone no.  moving party

Assigned Judge: Hon. \_\_\_\_\_  
Assigned Referee: \_\_\_\_\_

C1.  a. On \_\_\_\_\_ date a judgment or order was entered regarding custody.  
 b. There is no current order for custody.

D  2. The current custody orders are as follows:  
Name(s) of child(ren):

1) \_\_\_\_\_  see additional sheet  
2) \_\_\_\_\_  
3) \_\_\_\_\_

joint legal custody to  plaintiff  defendant  Intervening Party  
 joint physical custody to  plaintiff  defendant  Intervening Party  
 sole legal custody to  plaintiff  defendant  Intervening Party  
 sole physical custody to  plaintiff  defendant  Intervening Party

E3. The children have been living with \_\_\_\_\_ at \_\_\_\_\_ since \_\_\_\_\_ date  
Complete address

F 4. Circumstances have changed as follows that require custody or a change in custody:  see attached page.  
(Use a separate sheet to explain in detail what has happened and attach to this motion.)

G 5. Proper cause exists as follows that requires custody or a change in custody:  See attached page.  
(Use a separate sheet to explain in detail which factors of the Child Custody Act for determining best interests of the child(ren) are affected by the circumstances in 4. above. Include all necessary facts.)

4) Check box A or B. By checking box A you are indicating that you have an order entered that requires you to pay current custody. By checking box B you are indicating there is no order currently directing you to pay support.

5) List the minor children that the custody order governs. Check the box representing the current custody as indicated in the order.

6) State who the children are currently living with. Include the address and the date that they began living at the residence.

7) Explain how the circumstances have changed since the current order entered. If you need more space check the box and attach a separate sheet of paper.

Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014  
Court Telephone: (269) 969-6500

**B** Plaintiff's name, address and telephone no.  moving party v Defendant's name, address, and telephone no.  moving party

[ ]

[ ]

Intervening Party's name, address and telephone no.  moving party

[ ]

Assigned Judge: Hon. \_\_\_\_\_

Assigned Referee: \_\_\_\_\_

C1.  a. On \_\_\_\_\_ date a judgment or order was entered regarding custody.

b. There is no current order for custody.

D  2. The current custody orders are as follows:

Name(s) of child(ren):

1) \_\_\_\_\_  see additional sheet

2) \_\_\_\_\_

3) \_\_\_\_\_

joint legal custody to  plaintiff  defendant  Intervening Party  
 joint physical custody to  plaintiff  defendant  Intervening Party  
 sole legal custody to  plaintiff  defendant  Intervening Party  
 sole physical custody to  plaintiff  defendant  Intervening Party

E3. The children have been living with \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ since \_\_\_\_\_  
Complete address date

F 4. Circumstances have changed as follows that require custody or a change in custody:  see attached page.  
(Use a separate sheet to explain in detail what has happened and attach to this motion.)

G 5. Proper cause exists as follows that requires custody or a change in custody:  See attached page.  
(Use a separate sheet to explain in detail which factors of the Child Custody Act for determining best interests of the child(ren) are affected by the circumstances in 4. above. Include all necessary facts.)

8) Explain the causes that require you to have custody or a change in the custody order. If more room is needed check the box and attach a second piece of paper.

**B** Plaintiff's name, address and telephone no.  moving party v Defendant's name, address, and telephone no.  moving party

[ ]

[ ]

Intervening Party's name, address and telephone no.  moving party

[ ]

Assigned Judge: Hon. \_\_\_\_\_

Assigned Referee: \_\_\_\_\_

**C** 1.  a. On \_\_\_\_\_ a judgment or order was entered regarding custody.  
date  
 b. There is no current order for custody.

**D**  2. The current custody orders are as follows:  
Name(s) of child(ren):

1) \_\_\_\_\_  see additional sheet

2) \_\_\_\_\_

3) \_\_\_\_\_

joint legal custody to  plaintiff  defendant  Intervening Party  
 joint physical custody to  plaintiff  defendant  Intervening Party  
 sole legal custody to  plaintiff  defendant  Intervening Party  
 sole physical custody to  plaintiff  defendant  Intervening Party

**E** 3. The children have been living with \_\_\_\_\_ at \_\_\_\_\_  
since \_\_\_\_\_  
Complete address date

**F** 4. Circumstances have changed as follows that require custody or a change in custody:  see attached page.  
(Use a separate sheet to explain in detail what has happened and attach to this motion.)

**G** 5. Proper cause exists as follows that requires custody or a change in custody:  See attached page.  
(Use a separate sheet to explain in detail which factors of the Child Custody Act for determining best interests of the child(ren) are affected by the circumstances in 4. above. Include all necessary facts.)

H 6. I ask the court to order custody and parenting time as follows:  
 Use a separate sheet to explain in detail what you want the court to order, and attach to this motion. [ ] see attached page

Further, I ask that child support be set consistent with the Michigan Child Support Formula.

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

I \_\_\_\_\_ Date  
 \_\_\_\_\_ Moving Party's Signature

NOTICE OF HEARING

A hearing will be held on this motion before \_\_\_\_\_ on \_\_\_\_\_  
Name of Referee te  
 J at \_\_\_\_\_ in hearing room # \_\_\_\_\_, Justice Center, 161 E. Michigan Ave, Battle Creek, MI  
Time

NOTE: If you are the person receiving this motion, Regarding Custody. Contact the Friend of the C

to Motior

A hearing date can be obtained by calling 969-6500.

8) Write down exactly what you want the court to order regarding custody and parenting time. If more space is needed check the box and attach a second sheet of paper.

9) Sign and date the motion.

10) Write or type the name of the assigned Family Division Referee and the date and time of the hearing. Also, include the hearing room in the space provided.

11) This page is used if you need more space than what is provided on page one of the motion. If you do not need more room you may discard. If you do utilize the space for additional information, make sure you sign and date this page.

Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014 Court Telephone: (269) 969-6500

**B** Plaintiff's name, address and telephone no. [ ] moving party v Defendant's name, address, and telephone no. [ ] moving party

[Empty box for Plaintiff's name, address and telephone no.]

[Empty box for Defendant's name, address, and telephone no.]

Intervening Party's name, address and telephone no. [ ] moving party

[Empty box for Intervening Party's name, address and telephone no.]

4. Continued from page 1

5. Continued from page 1

6. Continued from page 1.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moving Party's Signature

12) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

13) Write or type the Plaintiff's name, address and telephone number.

Write or type the defendant's name, address and telephone number

14) Make copies of your motion form and attachments for yourself, for the other party, and for the Friend of the Court. Go to the Circuit Court Clerk's office in the Calhoun County Justice Center in Battle Creek with the original and a copy of all pages of this form. These must be filed with the Clerk. Payment of the appropriate fees will be expected at the time of filing.

15) On the date you mail one copy of all pages to the other party, sign and date the Certificate of Mailing. The date that you sign the Certificate of Mailing must be the date that you served your motion on the other party either by personal service or by mailing. You must then file the certificate of mailing with the **Circuit Court Clerk**.

STATE OF MICHIGAN		CASE NO.
37 <sup>TH</sup> JUDICIAL CIRCUIT		MOTION REGARDING CUSTODY
CALHOUN COUNTY		PARENTING TIME AND CHILD SUPPORT
Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014		Court Telephone: (269) 969-6500

**B** Plaintiff's name, address and telephone no. [ ] moving party v Defendant's name, address, and telephone no. [ ] moving party

Intervening Party's name, address and telephone no. [ ] moving party

**CERTIFICATE OF MAILING**

I CERTIFY THAT ON THIS DATE I MAILED A COPY OF THIS MOTION, NOTICE OF HEARING AND CERTIFICATE OF MAILING TO THE OTHER PARTY OR PARTIES BY ORDINARY MAIL TO THE ABOVE ADDRESS(ES).

**K** \_\_\_\_\_  
Date

\_\_\_\_\_ Moving Party's Signature

The next set of slides will guide you through the process of filling out the page entitled:

**Modification of Custody, Parenting Time and Child Support Orders**

1) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

2) Write or type the Plaintiff's name, address and telephone number. Write or type the defendant's name, address and telephone number.

3) Check box A or B. By checking box A you are indicating that you have an order entered that established custody. By checking box B you are indicating there is no order determining custody.

4) List the names and dates of birth for the children. State who the children are currently living with. Include the address and the date that they began living at the residence.

STATE OF MICHIGAN  
37<sup>TH</sup> JUDICIAL CIRCUIT  
CALHOUN COUNTY

ANSWER TO  
MOTION REGARDING CUSTODY  
PARENTING TIME AND CHILD SUPPORT

CASE NO. \_\_\_\_\_  
A

Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014 Court Telephone: (269) 969-6500

**B** Plaintiff's name, address and telephone no.  moving party v Defendant's name, address, and telephone no.  moving party

Intervening Party's name, address and telephone no.  moving party

**C** 1.  a. On \_\_\_\_\_ a judgment or order was entered regarding custody.  
Date  
 b. There is no current order for custody.

**D** 2. The  plaintiff  defendant  Intervening Party was ordered to have custody of the children as follows:

List names and dates of birth of the children:

**E** 3. The children have been living with \_\_\_\_\_ at \_\_\_\_\_ since \_\_\_\_\_  
Complete address date

**F** 4. I  agree  do not agree that circumstances have changed as stated in the Motion: (Explain in detail what you do not agree with and why. Include all necessary facts. Use a separate sheet if necessary.)  separate sheet attached.

**G** 5. I  agree  do not agree that proper cause exists as stated in the motion: (Explain in detail what you do not agree with and why. Include all necessary facts. Use a separate sheet if necessary.)  separate sheet attached.

**H** 6. I ask the court to order that custody, parenting time, and support as follows: Use a separate sheet to explain in detail what you want the court to order, and attach to this motion.  separate sheet attached.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responding Party's Signature

ANSWER to Motion Regarding Custody - Page 1





10) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

11) Write or type the Plaintiff's name, address and telephone number. Write or type the defendant's name, address and telephone number.

12) Make copies of your **Answer to Motion** form and attachments for yourself, for the other party, and for the Friend of the Court. Go to the Circuit Court Clerk's office in the Battle Creek Justice Center with the original and a copy of all pages of this form. These must be filed with the Clerk.

13) On the date you mail one copy of all pages to the other party, sign and date the Proof of Service. The date that you sign the Proof of Service must be the date that you served your motion on the other party either by personal service or by mailing.

STATE OF MICHIGAN	ANSWER TO	CASE NO.
37 <sup>TH</sup> JUDICIAL CIRCUIT	MOTION REGARDING CUSTODY	
CALHOUN COUNTY	PARENTING TIME AND CHILD SUPPORT	A
Court Address: 161 E. Michigan Ave, Battle Creek, MI 49014		Court Telephone: (269) 969-6500

**B** Plaintiff's name, address and telephone no. [ ] moving party V Defendant's name, address, and telephone no. [ ] moving party

Intervening Party's name, address and telephone no. [ ] moving party

**PROOF OF SERVICE**

- I CERTIFY THAT ON THIS DATE I PERSONALLY SERVED A COPY OF THIS ANSWER TO MOTION REGARDING CUSTODY, PARENTING TIME AND CHILD SUPPORT ON THE OTHER PARTY.
- I CERTIFY THAT ON THIS DATE I MAILED A COPY OF THIS ANSWER TO MOTION REGARDING CUSTODY, PARENTING TIME AND SUPPORT TO THE OTHER PARTY BY ORDINARY MAIL AT THE ABOVE ADDRESS.

I \_\_\_\_\_  
Date Responding party's signature

The next set of slides will guide you through the process of filling out the page entitled:

**Order Regarding Custody and Parenting Time**

1) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

2) Write or type the Plaintiff's name, address and telephone number. Write or type the defendant's name, address and telephone number.

3) Write or type the name of the Assigned Judge and Assigned Referee. Example: Hon. Gary Reed

4) Check the boxes that represent **exactly** what the referee stated at the hearing.

5) Explain in exact detail what the referee ordered at the hearing.

6) A Uniform Support Order will need to be filed when you file the order with the court.

STATE OF MICHIGAN ORDER REGARDING CUSTODY AND CASE NO.  
37<sup>TH</sup> JUDICIAL CIRCUIT PARENTING TIME  
CALHOUN COUNTY A  
Court Address: 161 E. Michigan Ave. Battle Creek, MI 49014 Court Telephone: (269) 969-6500

B Plaintiff's name, address and telephone no. [ ] moving party v Defendant's name, address, and telephone no. [ ] moving party

Intervening Party's name, address and telephone no. [ ] moving party

C Date: \_\_\_\_\_  
Judge: \_\_\_\_\_  
Referee Approval: \_\_\_\_\_

D 1. This order is [ ] after hearing. [ ] by stipulation of the parties.

E THE COURT FINDS:  
[ ] 2. A motion requesting custody, parenting time, and support or a change in custody, parenting time, and support was filed.  
[ ] 3. A response to the motion was filed.  
[ ] 4. A change in circumstances [ ] does [ ] does not exist which warrants a custody order or change in custody.  
[ ] 5. Proper cause [ ] does [ ] does not exist which warrants a custody order or change in custody.  
[ ] 6. It [ ] is [ ] is not in the best interests of the child(ren) to [ ] establish [ ] change parenting time.  
[ ] 7. A material change of circumstances exists which warrants a change in the support order.  
[ ] 8. It is in the best interests of the child(ren) to dismiss the motion.

IT IS ORDERED:  
[ ] 9. The motion regarding custody, parenting time, and support is dismissed. The prior order remains in effect.  
[ ] 10. Custody is granted as follows:  
Name(s) of child(ren): \_\_\_\_\_  
[ ] Joint legal to [ ] plaintiff [ ] defendant [ ] Intervening Party  
Unless otherwise agreed, a parent whose custody or parenting time of a child is governed by this order shall not change the legal residence of the child except in compliance with Section 11 of the Child Custody Act of 1970 [MCL 722.31].  
[ ] Sole legal to [ ] plaintiff [ ] defendant [ ] Intervening Party  
[ ] Joint physical to [ ] plaintiff [ ] defendant [ ] Intervening Party  
[ ] Sole physical to [ ] plaintiff [ ] defendant [ ] Intervening Party

11. Parenting time is [ ] established [ ] changed, as follows:  
explain in detail what the court has ordered.

12. Support provisions are as ordered on the Uniform Support Order (FOC 10/52)

13. The parents shall cooperate with respect to a child so as, in a maximum degree, to advance a child's health, emotional, and physical well-being and to give and afford a child the affection of both parents and a sense of security. Neither parent will, directly or indirectly, influence a child so as to prejudice a child against the other parent. The parents will endeavor to guide a child so as to promote the affectionate relationship between a child and the mother and a child and the father. The parties will cooperate with each other in carrying out the provisions of this order for a child's best interests. Whenever it seems necessary to adjust, vary or increase the time allotted to either party, or otherwise take action regarding a child, from the child, injure the child's opinion of the other party, or which will hamper the free and natural development of the child for the other party.

14. The parent with primary physical custody shall notify the friend of the court in writing whenever the address of a minor child changes.

Date \_\_\_\_\_ Judge \_\_\_\_\_

The next set of slides will guide you through the process of filling out the page entitled:  
**Uniform Child Support Order**

- 1) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM
- 2) At the top of the order on each page you must check the box indicating that the **Uniform Support Order** is a **modification**.
- 3) Write or type the Plaintiff's name, address and telephone number. Write or type the defendant's name, address and telephone number.
- 4) Write or type the plaintiff and defendant's source of income including address and phone number.
- 5) Write or type the name of the Assigned Judge and Assigned Referee. Example: Hon. Gary Reed
- 6) If the referee ordered that support deviates from the Formula, you must check the box "standard provisions have been modified".

Approved - SCAO Original - Court 1st copy - Plaintiff 2nd copy - Defendant 3rd copy - Friend of the Court

STATE OF MICHIGAN 37<sup>th</sup> JUDICIAL CIRCUIT CALHOUN COUNTY

UNIFORM CHILD SUPPORT ORDER (PAGE 1)

EX PARTE  TEMPORARY  
 MODIFICATION  FINAL

CASE NO.

Court address: 161 E. Michigan Ave., Battle Creek, MI 49014 FAX no. (269) 969-6564 Court telephone no. (269) 969-6500

Plaintiff's name, address, and telephone no.  
 Defendant's name, address, and telephone no.

Plaintiff's attorney name, address, telephone no., and bar no. Defendant's attorney name, address, telephone no., and bar no.

Plaintiff's source of income name, address, and telephone no. Defendant's source of income name, address, and telephone no.

Circuit Court Judge: HONORABLE  
 Probate Court Judge: HONORABLE GARY K. REED (P27878)  
 Family Division Referee:  
 Referee's Approval (init./date): \_\_\_\_\_  
 Date of Referee Hearing: \_\_\_\_\_

UNLESS OTHERWISE ORDERED in item 13:  standard provisions have been modified (see item 13)

1. The support obligation for a child continues until that child reaches age 18. The support obligation for a child continues thereafter until that child reaches age 19 years and 6 months, as long as the child is regularly attending high school full - time with a reasonable expectation of graduating, and the child is residing full - time with the support recipient or at an institution. Child care for a child continues through August 31 following that child's 12th birthday. The parties must notify each other of changes in child - care expenses and must additionally notify the Friend of the Court if the change ends those expenses.
2. Income withholding takes immediate effect. Payments shall be made through the State Disbursement Unit unless otherwise ordered in item 13..
3. **Child Support.** The payer has a monthly child support obligation as follows:

Payer:	Payee:	Support eff. date:		
Children's names and birth dates:				
Children supported: 1 child	2 children	3 children	4 children	5 or more children
Base support: (includes support plus or minus premium adjustment for health care insurance)				
Support:	\$	\$	\$	\$
Premium adjust.	\$	\$	\$	\$
SS pymt. Credit	\$	\$	\$	\$
Total	\$	\$	\$	\$
Ordinary medical:	\$	\$	\$	\$
Child care:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total:	\$	\$	\$	\$

Support includes a parental - time offset using \_\_\_\_\_ overnights for Plaintiff and \_\_\_\_\_ overnights for Defendant.  
 The above ordered support provisions  do  do not follow the child support formula.

(see Page 2 for remainder of order)

LOC 10 / 52 (708) UNIFORM CHILD SUPPORT ORDER MCL 552.14, MCL 552.517, MCL 552.517b(3), MCR 3.211

7) Make sure you accurately list the name of the **payer** and the **payee**.

Complete this section exactly as the referee indicated at your hearing, including the **effective date of the order**.

Enter the amount of the support obligation: **include support, health care premium adjustment or social security credit, ordinary medical obligation and child care obligation**.

If there is more than one child, their must be "tiered" support (you must enter the support obligation for when there are multiple children and as each turns 18).

You must enter the number of overnights for each of the parties upon which the support calculation is based. The amounts listed must equal 365.

If the referee ordered support that deviates from the Formula, you must check the box labeled **"do not"**. If there is no deviation check the box labeled **"do"**

Approved: SCAO Original - Court 1st copy - Plaintiff 2nd copy - Defendant 3rd copy - Friend of the Court

STATE OF MICHIGAN 37th JUDICIAL CIRCUIT CALHOUN COUNTY

UNIFORM CHILD SUPPORT ORDER (PAGE 1)  
 EX PARTE  TEMPORARY  
 MODIFICATION  FINAL

CASE NO.

Court address: 161 E. Michigan Ave., Battle Creek, MI 49014 FAX no. (269) 969-6564 Court telephone no. (269) 969-6500

Plaintiff's name, address, and telephone no.  
 Defendant's name, address, and telephone no.

Plaintiff's attorney name, address, telephone no., and bar no.  
 Defendant's attorney name, address, telephone no., and bar no.

Plaintiff's source of income name, address, and telephone no.  
 Defendant's source of income name, address, and telephone no.

Circuit Court Judge: HONORABLE  
 Probate Court Judge: HONORABLE GARY K. REED (P27878)  
 Family Division Referee:  
 Referee's Approval (init./date):  
 Date of Referee Hearing:  
 UNLESS OTHERWISE ORDERED in item 13:  standard provisions have been modified (see item 13)

- The support obligation for a child continues until that child reaches age 18. The support obligation for a child continues thereafter until that child reaches age 19 years and 6 months, as long as the child is regularly attending high school full-time with a reasonable expectation of graduating, and the child is residing full-time with the support recipient or at an institution. Child care for a child continues through August 31 following that child's 12th birthday. The parties must notify each other of changes in child-care expenses and must additionally notify the Friend of the Court if the change ends those expenses.
- Income withholding takes immediate effect. Payments shall be made through the State Disbursement Unit unless otherwise ordered in item 13.
- Child Support.** The payer has a monthly child support obligation as follows:

Payer:	Payee:	Support eff. date:		
Children's names and birth dates:				
Children supported: 1 child	2 children	3 children	4 children	5 or more children
Base support: (includes support plus or minus premium adjustment for health care insurance)				
Support:	\$	\$	\$	\$
Premium adjust.	\$	\$	\$	\$
SS pymt. Credit	\$	\$	\$	\$
Total	\$	\$	\$	\$
Ordinary medical:	\$	\$	\$	\$
Child care:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total:	\$	\$	\$	\$
<input type="checkbox"/> Support includes a parental time offset using _____ overnights for Plaintiff and _____ overnights for Defendant. The above ordered support provisions <input type="checkbox"/> do <input type="checkbox"/> do not follow the child support formula.				

(see Page 2 for remainder of order)

8) Write or type the case number from your court papers in the space provided.  
 Example: 1927-009999-DM

8) Write or type the plaintiff and defendants name in the correct box.

9) If the referee ordered that one or both parties are to provide health insurance for the minor child check the correct box .

In addition write the maximum amount of insurance premium ordered, or check the **not to exceed % of the gross income box.**

10) Write the percentage of uninsured health care expense ordered by the referee. The percentage for each party must not be greater than 90% or less than 10%, and together must equal 100%. **Make sure that you only use whole percentages.**

The annual ordinary medical amount is \$345.00 per year multiplied by the number of children covered by the order.

11) At the bottom of the page indicate who prepared the order, "Prepared by" and include your name. If you did not prepare the document state the name of the actual person who did.

Approved: SCAC

Original - Court 1st copy - Plaintiff

2nd copy - Defendant  
3rd copy - Friend of the Court

STATE OF MICHIGAN 37 <sup>th</sup> JUDICIAL CIRCUIT CALHOUN COUNTY	UNIFORM CHILD SUPPORT ORDER (PAGE 2) <input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	CASE NO.
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Court address: 161 E. Michigan Ave., Battle Creek, MI 49014 FAX no. (269) 969-6564 Court telephone no. (269) 969-6500

Plaintiff Name \_\_\_\_\_ v \_\_\_\_\_ Defendant Name \_\_\_\_\_

4. **Insurance.** For the benefit of the children,  plaintiff  defendant shall maintain health care coverage through an insurer (as defined in MCL 552.602) that includes payment for hospital, dental, optical, and other health care expenses when that coverage is available at a reasonable cost, including coverage available as a benefit of employment or under an individual policy  
 up to a maximum of \$ \_\_\_\_\_ for plaintiff.  up to a maximum of \$ \_\_\_\_\_ for defendant.  
 not to exceed 5% of the plaintiff's/defendant's gross income.

5. **Uninsured Health - Care Expenses.** All uninsured health care expenses exceeding the annual ordinary medical amount will be paid by the plaintiff and % by the defendant. Uninsured expenses exceeding the annual ordinary medical amount for the year they are incurred that are not paid within 28 days of a written payment request may be enforced by the friend of the court. The yearly ordinary medical amount is \$345.00 per year for one minor child.

6. **Qualified Medical Support Order.** This order is a qualified medical support order pursuant to 29 USC 1169. To qualify this order, the friend of the court shall issue a notice to enroll under MCL 552.626b. A parent may contest the notice by requesting a review or hearing concerning availability of health care at a reasonable cost.

7. **Retroactive Modification, Surcharge for Past Due Support, and Liens for Unpaid Support.** Except as provided by MCL 552.603, support is a judgment the date it is due and is not modifiable retroactively. A surcharge will be added to past due support. Unpaid support is a lien by operation of law and the payer's property can be encumbered or seized if an arrearage accrues in an amount greater than the periodic support payments payable for two months under the payer's support order.

8. **Change of Address, Employment Status, Health Insurance.** Both parties shall notify the friend of the court in writing, within 21 days of any change in: a) their mailing or residence address and telephone numbers; b) the names, addresses, and telephone numbers of their sources of income; c) their health maintenance or insurance companies, insurance coverage, persons insured, or contract numbers; d) their occupational or drivers' licenses; and e) their social security numbers unless exempt by law under MCL 552.603.

9. **Redirection and Abatement:** Subject to statutory procedures, the friend of the court : 1) may redirect support paid for a child to the person who is legally responsible for that child; 2) shall abate support charges for a child who resides on a full-time basis with the payer of support; or 3) shall redirect support to the Department of Human Services for a child placed in foster care.

10. **Fees.** The payer of support shall pay statutory and service fees as required by law.

11. **Review.** Each party to a support order may submit a written request to have the friend of the court review the order. The friend of the court is not required to investigate more than 1 request received from a party each 36 months. A party may also file a motion to modify this support order.

12. **Prior Orders.** Except as changed in this order, prior provisions remain in effect. Support payable under any prior order is preserved. Any past-due support shall be paid in the amount calculated using the Michigan Child Support Formula.

13. **Other (Attach separate sheet if necessary)**

8) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

9) Write or type the plaintiff and defendant's name in the correct box.

**Items 11 & 12 are to be followed after completing the Notice of Entry Procedures**

11) Make copies of your **Uniform Child Support Order** and attachments for yourself, for the other party, and for the Friend of the Court. Go to the Circuit Court Clerk's office in the Calhoun County Justice Center in Battle Creek with the original and a copy of all pages of this form. These must be filed with the Clerk. Payment of the appropriate fees will be expected at the time of filing.

12) On the date you mail one copy of all pages to the other party, sign and date the Certificate of Mailing. The date that you sign the Certificate of Mailing must be the date that you

Approved: SCAO

Original - Court 1st copy - Plaintiff

2nd copy - Defendant  
3rd copy - Friend of the Court

STATE OF MICHIGAN 37 <sup>th</sup> JUDICIAL CIRCUIT CALHOUN COUNTY	UNIFORM CHILD SUPPORT ORDER (PAGE 3) <input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	CASE NO. →
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Court address: 161 E. Michigan Ave., Battle Creek, MI 49014      FAX no. (269) 969-6564    Court telephone no. (269) 969-6500

Plaintiff Name \_\_\_\_\_ v \_\_\_\_\_ Defendant Name \_\_\_\_\_

**INTERIM EFFECT OF REFEREE'S DECISION**

IT IS FURTHER ORDERED that this recommended order shall enter forthwith and the Referee's findings shall be given immediate effect on an interim basis pending judicial hearing. If a motion to set aside Referee's recommended order is filed, this order will remain in effect and must be obeyed unless changed by later order of this Court. This order will become a final order if no motion to set aside the Referee's recommendation is filed with the Clerk of the Court within 21 days of the date of the service of this recommended order or after de novo hearing as the Court may determine.

IT IS SO ORDERED:

\_\_\_\_\_ Date

\_\_\_\_\_ Circuit Court Family Division Judge

**NOTICE OF RIGHT TO REQUEST JUDICIAL HEARING**

Either party has the right to request a judicial hearing, within 21 days after date of service, set forth below, by filing a Motion to Set Aside Referee's Recommendation, along with a Notice of Hearing, properly scheduling the matter before the assigned Honorable. The party requesting the judicial hearing must serve the motion and notice of hearing on all interested parties and attorneys of record. The original motion and notice of hearing, together with the proof of service, must be filed with the Circuit Court Clerk's Office, Family Division.

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this order on the parties and their attorneys by first class mail addressed to their last known addresses as defined in MCR 3.203.

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Representative

The next set of slides will guide you through the process of filling out the page entitled:  
**Notice of Entry of Order**

1) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM

2) Write or type the Plaintiff's name, address and telephone number.

Write or type the defendant's name, address and telephone number.

3) Write or type the name of the Assigned Judge. Example: Hon. Gary Reed

4) Check the box of the Assigned Family Division Referee.

5) Check the box for all of the individuals to whom the Notice is being sent.

6) Check the box of what order is being attached to the Notice.

Plaintiff's name, address and telephone no. v Defendant's name, address, and telephone no.

[ ] [ ]

Attorney: Attorney:  
Hon. \_\_\_\_\_  
Assigned Judge

- ASSIGNED REFEREE:
- Norman J. Fryer, Jr., Chief Family Division Referee
  - Steven J. Keller, Family Division Referee
  - Tina Yost, Family Division Referee
  - Phillip Netz, Family Division Referee
  - Kristen Getting, Family Division Referee

**NOTICE**

To:  Plaintiff  Plaintiff's Attorney  
 Defendant  Defendant's Attorney

The attached  UNIFORM SUPPORT ORDER  
 ORDER REGARDING CUSTODY, PARENTING TIME AND CHILD SUPPORT  
 ORDER REGARDING PARENTING TIME

will be submitted to the assigned Family Division Referee for approval and for entry by the Court if there are no objections filed within 7 days of the service of this Notice. (Note: an objection may only address accuracy or completeness of the proposed order.)

Signature of Moving Party \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this Notice of Entry of Order on the  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney by mailing by first class mail addressed to their last known addresses as defined in MCR 3.203.

Date \_\_\_\_\_ Signature \_\_\_\_\_

7) Sign and date the Notice of Entry of Order.

8) On the date you mail one copy of all pages to the other party, sign and date the Certificate of Mailing. The date that you sign the Certificate of Mailing must be the date that you mailed your motion to the other party.

Plaintiff's name, address and telephone no.

[Empty box for Plaintiff's name, address and telephone no.]

Attorney:

v Defendant's name, address, and telephone no.

[Empty box for Defendant's name, address, and telephone no.]

Attorney:

Hon. \_\_\_\_\_  
Assigned Judge

ASSIGNED REFEREE:

- Norman J. Fryer, Jr., Chief Family Division Referee
- Steven J. Keller, Family Division Referee
- Tina Yost, Family Division Referee
- Phillip Netz, Family Division Referee
- Kristen Getting, Family Division Referee

**NOTICE**

To:  Plaintiff  Plaintiff's Attorney  
 Defendant  Defendant's Attorney

The attached  UNIFORM SUPPORT ORDER  
 ORDER REGARDING CUSTODY, PARENTING TIME AND CHILD SUPPORT  
 ORDER REGARDING PARENTING TIME

will be submitted to the assigned Family Division Referee for approval and for entry by the Court if there are no objections filed within 7 days of the service of this Notice. (Note: an objection may only address accuracy or completeness of the proposed order.)

\_\_\_\_\_  
Signature of Moving Party

\_\_\_\_\_  
Date

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this Notice of Entry of Order on the  Plaintiff  
 Plaintiff's Attorney  Defendant  Defendant's Attorney by mailing by first class mail  
addressed to their last known addresses as defined in MCR 3.203.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

The next set of slides will guide you through the process of filling out the page entitled:

## **Objection to Entry of Order**

**Remember: The basis for an objection under this Section must be that the Order that was prepared and noticed for entry does not reflect accurately and/or completely what was stated by the Referee at the hearing**

- 1) Write or type the case number from your court papers in the space provided. Example: 1927-009999-DM
- 2) Write or type the Plaintiff's name, address and telephone number.
- 3) Write or type the defendant's name, address and telephone number.
- 4) Write or type the name of the Assigned Judge. Example: Hon. Gary Reed
- 5) Check the box of the Assigned Family Division Referee.
- 6) Check the box of who filed the **Notice of Entry of Order** and the box indicating the type of order to which you are objecting. Include the **date** that the order was **noticed for entry**.

STATE OF MICHIGAN      OBJECTION TO ENTRY OF ORDER      CASE NUMBER  
 37<sup>th</sup> JUDICIAL CIRCUIT      MCR 3.215  
 CALHOUN COUNTY      Referee 7-Day Rule

Court Address: 161 E. Michigan Ave., Battle Creek, MI 49014

Court Telephone: (269) 969-6500

Plaintiff's name, address and telephone no.

Attorney:

v Defendant's name, address, and telephone no.

Attorney:

HON. \_\_\_\_\_

**Assigned Judge**

ASSIGNED REFEREE:

- Norman J. Fryer, Jr., Chief Family Division Referee
- Steven J. Keller, Family Division Referee
- Tina Yost, Family Division Referee
- Phillip Netz, Family Division Referee
- Kristen Getting, Family Division Referee

**OBJECTION**

To:  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney

Objection is filed to the entry of a  UNIFORM SUPPORT ORDER;  ORDER REGARDING CUSTODY, PARENTING TIME AND CHILD SUPPORT;  ORDER REGARDING PARENTING TIME which was noticed for entry by the  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney on \_\_\_\_\_

Date

The Order as noticed is inaccurate or incomplete as follows: (Attach a separate sheet if necessary)

Attached is an alternate order, which accurately reflects the findings of the Family Division Referee.

**NOTICE OF HEARING**

A hearing shall be held before the assigned Family Division Referee on \_\_\_\_\_ (date)

at \_\_\_\_\_ am/pm in Hearing Room \_\_\_\_\_, Justice Center, Battle Creek, Michigan.

Signature of Submitting Party

Date

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this Objection to Entry of Order to the  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney by mailing by first class mail addressed to their last known addresses as defined in MCR 3.203.

Date

Signature

7) You must state how the order is inaccurate or incomplete compared to the Referee ruling in the previously held support hearing. If you need more room than what is provided, you may attach an additional sheet of paper.

8) You must also attach an order that you state accurately reflects the findings of the Family Division Referee. This order is to be completed on the **Uniform Support Order** (see prior slides on how to fill out this order).

STATE OF MICHIGAN      OBJECTION TO ENTRY OF ORDER      CASE NUMBER  
37<sup>th</sup> JUDICIAL CIRCUIT      MCR 3.215  
CALHOUN COUNTY      Referee 7-Day Rule

Court Address: 161 E. Michigan Ave., Battle Creek, MI 49014

Court Telephone: (269) 969-6500

Plaintiff's name, address and telephone no.

v Defendant's name, address, and telephone no.

Attorney:

Attorney:

HON. \_\_\_\_\_

**Assigned Judge**

ASSIGNED REFEREE:

- Norman J. Fryer, Jr., Chief Family Division Referee
- Steven J. Keller, Family Division Referee
- Tina Yost, Family Division Referee
- Phillip Netz, Family Division Referee
- Kristen Getting, Family Division Referee

**OBJECTION**

To:     Plaintiff     Plaintiff's Attorney     Defendant     Defendant's Attorney

Objection is filed to the entry of a  UNIFORM SUPPORT ORDER;  ORDER REGARDING CUSTODY, PARENTING TIME AND CHILD SUPPORT;  ORDER REGARDING PARENTING TIME which was noticed for entry by the  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney on \_\_\_\_\_

Date

The Order as noticed is inaccurate or incomplete as follows: (Attach a separate sheet if necessary)

Attached is an alternate order, which accurately reflects the findings of the Family Division Referee.

**NOTICE OF HEARING**

A hearing shall be held before the assigned Family Division Referee on \_\_\_\_\_ (date)

at \_\_\_\_\_ am/pm in Hearing Room \_\_\_\_\_, Justice Center, Battle Creek, Michigan.

\_\_\_\_\_  
Signature of Submitting Party

\_\_\_\_\_  
Date

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this Objection to Entry of Order to the  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney by mailing by first class mail addressed to their last known addresses as defined in MCR 3.203.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

9) Obtain a hearing date for your objection from the assigned Referee Assistant.

Write the date, time and location of the objection hearing obtained from the Referee Assistant.

10) Sign and date the **Objection to Entry of Order**.

11) On the date you mail one copy of all pages to the other party, sign and date the **Proof of Service**. The date that you sign the **Proof of Service** must be the date that you mailed your motion to the other party.

STATE OF MICHIGAN      OBJECTION TO ENTRY OF ORDER      CASE NUMBER  
37<sup>th</sup> JUDICIAL CIRCUIT      MCR 3.215  
CALHOUN COUNTY      Referee 7-Day Rule

Court Address: 161 E. Michigan Ave., Battle Creek, MI 49014

Court Telephone: (269) 969-6500

Plaintiff's name, address and telephone no.

v Defendant's name, address, and telephone no.

[Empty box for Plaintiff's name, address and telephone no.]

[Empty box for Defendant's name, address, and telephone no.]

Attorney:

Attorney:

HON. \_\_\_\_\_

**Assigned Judge**

ASSIGNED REFEREE:

- Norman J. Fryer, Jr., Chief Family Division Referee
- Steven J. Keller, Family Division Referee
- Tina Yost, Family Division Referee
- Phillip Netz, Family Division Referee
- Kristen Getting, Family Division Referee

**OBJECTION**

To:  Plaintiff  Plaintiff's Attorney  Defendant  Defendant's Attorney  
Objection is filed to the entry of a  UNIFORM SUPPORT  
CUSTODY, PARENTING TIME AND CHILD SUPPORT;   
which was noticed for entry by the  Plaintiff  Plaintiff's Attorney  
Attorney on \_\_\_\_\_ Date \_\_\_\_\_

The Order as noticed is inaccurate or incomplete as follows: (Attach a separate sheet if necessary)

Attached is an alternate order, which accurately reflects the findings of the Family Division Referee.

**NOTICE OF HEARING**

A hearing shall be held before the assigned Family Division Referee on \_\_\_\_\_ (date)

at \_\_\_\_\_ am/pm in Hearing Room \_\_\_\_\_, Justice Center, Battle Creek, Michigan.

Signature of Submitting Party \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this Objection to Entry of Order to the  Plaintiff  
 Plaintiff's Attorney  Defendant  Defendant's Attorney by mailing by first class mail addressed  
to their last known addresses as defined in MCR 3.203.

Date \_\_\_\_\_

Signature \_\_\_\_\_

A hearing date can be obtained by calling 969-6500.