

THIRTY-SEVENTH JUDICIAL CIRCUIT OF MICHIGAN

Calhoun County

Office of the Friend of The Court

Jeffrey S. Albaugh
Friend of the Court

Calhoun County Justice Center
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Deputy Friend of the Court/Attorney

INSTRUCTIONS MOTION TO SET ASIDE REFEREE'S RECOMMENDATION AND NOTICE OF HEARING

You must file your original motion with the Circuit Court Clerk within 21 days from the date that the recommendation was mailed to you if your case is a domestic case (divorce, custody, parenting time or support)(see the proof of service on your recommended order).

CAPTION: You must indicate the case number on the upper right hand corner. Clearly enter the name, address and telephone number of each of the parties. Check the box indicating "Moving Party" under your name and address.

MOTION: You must state the date of the recommended order and your reasons for objecting to its entry. You must sign and date your motion and print or type your name so that it is clear who is filing the motion.

NOTICE OF HEARING: It is your responsibility to contact the Friend of the Court and ask **which judge** will be hearing your motion. Once you have determined the name of the Judge, check that name on the notice and contact the **Circuit Court Clerk** for the date, time and place of the motion hearing. Make three copies of the motion.

SERVICE AND FILING: You are required to serve a copy of the Motion and Notice of Hearing on the opposite party by sending a copy to their mailing address by ordinary (first class) mail. You must then complete the Certificate of Mailing and file the original motion with the Circuit Court Clerk. *You must provide a copy of the motion designated "Friend of the Court" when you file your motion.* Keep a copy for your records.

YOU MUST ATTEND THE MOTION HEARING OR YOUR MOTION WILL BE DISMISSED AND THE REFEREE'S PROPOSED ORDER WILL ENTER.

