

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

**How to fill out the Pro Per  
Packet Modification of  
Parenting Time Orders**

Updated 08/2013

This presentation is designed to assist you in understanding how to fill out the Pro Per Packet Entitled: **Motion for Modification of Parenting Time.**

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

- 1) A copy of the pink Pro Per Packet Entitled: **Motion for Modification of Parenting Time.** This is available free of charge from the Calhoun County Friend of the Court Office or on the web at: [www.calhouncountymi.gov/foc](http://www.calhouncountymi.gov/foc) and click on Forms.
- 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 slides will guide you through  
the process of filling out the page  
entitled:

## **Motion Regarding 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) Check only one box in section C. Enter the date of your last court order that addressed parenting time or the box that no parenting time order exists.

Approved, SCAO

Original - Court  
1st copy - Other party  
2nd copy - Moving party

3rd copy - Friend of the court  
4th copy - Proof of service  
5th copy - Proof of service

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	MOTION REGARDING PARENTING TIME	(A) CASE NO.
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Court address \_\_\_\_\_ Court telephone no. \_\_\_\_\_

(B) Plaintiff's name, address, and telephone no.  moving party

Defendant's name, address, and telephone no.  moving party

Third party name, address, and telephone no.  moving party

(C) 1.  a. On \_\_\_\_\_, a judgment or order was entered regarding parenting time.  
 b. There is currently no order regarding parenting time.

(D)  2. \_\_\_\_\_ has disobeyed the parenting-time order as follows:  
Name \_\_\_\_\_  
 a. he/she has denied me parenting time with the child(ren) as follows:  
 b. he/she has not had parenting time with the child(ren) as follows:  
 c. he/she has made changes in parenting time without court order as follows:  
 d. he/she has not followed the specific conditions of parenting time as follows:  
Use a separate sheet to explain in detail what has happened and attach. Include all necessary facts.

(E)  3. \_\_\_\_\_ and I have agreed to parenting time as follows:  
Name \_\_\_\_\_  
Use a separate sheet to explain in detail what you have agreed on and attach. Include all necessary facts.

(F) 4. It is in the best interests of the child(ren) to  establish parenting time  change parenting time because:  
Use a separate sheet to explain why it is in the best interests of the child(ren) and attach.

(G) 5. I ask the court to order that parenting time be  established  changed  made up as follows:  
Use a separate sheet to explain in detail what you want the court to order and attach.

(H) Date \_\_\_\_\_ Moving party's signature \_\_\_\_\_

**NOTICE OF HEARING**

(I) A hearing will be held on this motion before \_\_\_\_\_ Referee Name \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
Date Time Hearing Room Number, 161 E. Michigan Ave., Battle Creek MI 49014

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).

NOTE: If you are the person receiving this motion, you may file a response. Contact the friend of the court office and request form FOC 66.

**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.

(J) Date \_\_\_\_\_ Moving party's signature \_\_\_\_\_

FOC 65 (3/12) MOTION REGARDING PARENTING TIME MCL 552.14, MCR 2.119

4) Only use section D if there is an existing parenting time order and that order is not being obeyed.

5) Use section E if both parties have agreed to a change in parenting time.

6) Tell the court why it is in the best interest of the children to establish or change parenting time. Be specific and attach a second sheet if needed.

7) Sign and date the Motion Regarding Parenting Time.

8) 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.

Approved, SCAO

Original - Court  
1st copy - Other party  
2nd copy - Moving party

3rd copy - Friend of the court  
4th copy - Proof of service  
5th copy - Proof of service

STATE OF MICHIGAN  
JUDICIAL CIRCUIT  
COUNTY

MOTION REGARDING PARENTING TIME

CASE NO.

Court address

Court telephone no.

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

Defendant's name, address, and telephone no.  moving party

Third party name, address, and telephone no.  moving party

C 1.  a. On \_\_\_\_\_, a judgment or order was entered regarding parenting time.  
 b. There is currently no order regarding parenting time.

D  2. \_\_\_\_\_ has disobeyed the parenting-time order as follows:  
 a. he/she has denied me parenting time with the child(ren) as follows:  
 b. he/she has not had parenting time with the child(ren) as follows:  
 c. he/she has made changes in parenting time without court order as follows:  
 d. he/she has not followed the specific conditions of parenting time as follows:  
Use a separate sheet to explain in detail what has happened and attach. Include all necessary facts.

E  3. \_\_\_\_\_ and I have agreed to parenting time as follows:  
Name \_\_\_\_\_  
Use a separate sheet to explain in detail what you have agreed on and attach. Include all necessary facts.

F 4. It is in the best interests of the child(ren) to  establish parenting time  change parenting time because:  
Use a separate sheet to explain why it is in the best interests of the child(ren) and attach.

G 5. I ask the court to order that parenting time be  established  changed  made up as follows:  
Use a separate sheet to explain in detail what you want the court to order and attach.

H Date \_\_\_\_\_ Moving party's signature \_\_\_\_\_

NOTICE OF HEARING

I A hearing will be held on this motion before \_\_\_\_\_ Referee Name  
on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
Date Time Hearing Room Number, 161 E. Michigan Ave., Battle Creek MI 49014  
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).  
NOTE: If you are the person receiving this motion, you may file a response. Contact the friend of the court office and request form FOC 68.

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.

J Date \_\_\_\_\_ Moving party's signature \_\_\_\_\_

FOC 65 (3/12) MOTION REGARDING PARENTING TIME

MCL 552.14, MCR 2.119

9) 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.

10) 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**.

Approved, SCAO	Original - Court 1st copy - Other party 2nd copy - Moving party	3rd copy - Friend of the court 4th copy - Proof of service 5th copy - Proof of service
<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY</b>	<b>MOTION REGARDING PARENTING TIME</b>	<b>(A) CASE NO.</b>
Court address _____		Court telephone no. _____

**(B)** Plaintiff's name, address, and telephone no.  moving party

Defendant's name, address, and telephone no.  moving party

Third party name, address, and telephone no.  moving party

**(C)** 1.  a. On \_\_\_\_\_, a judgment or order was entered regarding parenting time.  
 b. There is currently no order regarding parenting time.

**(D)**  2. \_\_\_\_\_ has disobeyed the parenting-time order as follows:  
 a. he/she has denied me parenting time with the child(ren) as follows:  
 b. he/she has not had parenting time with the child(ren) as follows:  
 c. he/she has made changes in parenting time without court order as follows:  
 d. he/she has not followed the specific conditions of parenting time as follows:  
 Use a separate sheet to explain in detail what has happened and attach. Include all necessary facts.

**(E)**  3. \_\_\_\_\_ and I have agreed to parenting time as follows:  
 Name \_\_\_\_\_  
 Use a separate sheet to explain in detail what you have agreed on and attach. Include all necessary facts.

**(F)** 4. It is in the best interests of the child(ren) to  establish parenting time  change parenting time because:  
 Use a separate sheet to explain why it is in the best interests of the child(ren) and attach.

**(G)** 5. I ask the court to order that parenting time be  established  changed  made up as follows:  
 Use a separate sheet to explain in detail what you want the court to order and attach.

**(H)** Date \_\_\_\_\_ Moving party's signature \_\_\_\_\_

**NOTICE OF HEARING**

**(I)** A hearing will be held on this motion before \_\_\_\_\_ Referee Name  
 on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_  
 Date Time Hearing Room Number, 161 E. Michigan Ave., Battle Creek MI 49014

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).

NOTE: If you are the person receiving this motion, you may file a response. Contact the friend of the court office and request form FOC 68.

**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.

**(J)** Date \_\_\_\_\_ Moving party's signature \_\_\_\_\_

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

**Answer to Motion for Modification of Parenting Time**

**Reminder: This section is for the Responding Party Only**

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.

4) Write or type the date of the most recent order that addresses Parenting Time and check the box marked (A). If the most recent order does not contain a reference to Parenting Time check the box marked (B).

5) Indicate if you agree or disagree that the motion is in the best interest of the children as stated on the motion form.

Approved, SCAO

Original - Court  
1st copy - Moving party  
2nd copy - Responding party

3rd copy - Friend of the court  
4th copy - Proof of service  
5th copy - Proof of service

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	RESPONSE TO MOTION REGARDING PARENTING TIME	(A) CASE NO.
Court address		Court telephone no.

(B) Plaintiff's name, address, and telephone no.  moving party

Defendant's name, address, and telephone no.  moving party

v

Third party name, address, and telephone no.  moving party

(C) 1.  a. On \_\_\_\_\_, a judgment or order was entered regarding parenting time.  
 b. There is currently no order regarding parenting time.

(D)  2. I  have  have not \_\_\_\_\_ disobeyed the parenting-time order as stated in the motion.  
Explain in detail what you do not agree with in item 2. of the motion and why. Include all necessary facts. Use a separate sheet of paper if needed.

(E)  3.  a. I agreed with the other party to start or make changes in parenting time as stated in the motion.  
 b. I agreed with the other party to start or make changes in parenting time. They were not what was stated in the motion.  
 c. I did not agree with the other party to start or make changes in parenting time.  
If b. is checked, explain in detail what you did agree on. Include all necessary facts. Use a separate sheet of paper if needed.

(F) 4. I  agree  do not agree that it is in the best interests of the child(ren) to  establish  change parenting time as stated in the motion.  
If you do not agree with the motion, explain why it is in the best interests of the child(ren). Use a separate sheet of paper if needed.

(G) 5. I ask the court to order that parenting time  be  not be  established  changed  made up as stated in the motion.  
If you do not agree with the request in the motion, explain in detail what you want the court to order. Use a separate sheet of paper if needed.

(H) \_\_\_\_\_ Date \_\_\_\_\_ Responding party's signature \_\_\_\_\_

**CERTIFICATE OF MAILING**

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

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

FOC 66 (3/12) RESPONSE TO MOTION REGARDING PARENTING TIME MCL 552.14, MCR 2.119

6) Write what you want the court to include in the parenting time order. You must explain in detail what you want the court to order.

7) Sign and date the **Response to Motion Regarding Parenting Time**.

8) Make copies of your Response 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.

9) 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. You must then file the certificate of mailing with the **Circuit Court Clerk**.

Approved, SCAO

Original - Court  
1st copy - Moving party  
2nd copy - Responding party

3rd copy - Friend of the court  
4th copy - Proof of service  
5th copy - Proof of service

STATE OF MICHIGAN  
JUDICIAL CIRCUIT  
COUNTY

RESPONSE TO  
MOTION REGARDING PARENTING TIME

(A) CASE NO.

Court address \_\_\_\_\_ Court telephone no. \_\_\_\_\_

(B) Plaintiff's name, address, and telephone no.  moving party

Defendant's name, address, and telephone no.  moving party

v

Third party name, address, and telephone no.  moving party

(C) 1.  a. On \_\_\_\_\_, a judgment or order was entered regarding parenting time.  
 b. There is currently no order regarding parenting time.

(D)  2. I  have  have not disobeyed the parenting-time order as stated in the motion.  
Explain in detail what you do not agree with in item 2. of the motion and why. Include all necessary facts. Use a separate sheet of paper if needed.

(E)  3.  a. I agreed with the other party to start or make changes in parenting time as stated in the motion.  
 b. I agreed with the other party to start or make changes in parenting time. They were not what was stated in the motion.  
 c. I did not agree with the other party to start or make changes in parenting time.  
If b. is checked, explain in detail what you did agree on. Include all necessary facts. Use a separate sheet of paper if needed.

(F) 4. I  agree  do not agree that it is in the best interests of the child(ren) to  establish  change parenting time as stated in the motion.  
If you do not agree with the motion, explain why it is in the best interests of the child(ren). Use a separate sheet of paper if needed.

(G) 5. Ask the court to order that parenting time  be  not be  established  changed  made up as stated in the motion.  
If you do not agree with the request in the motion, explain in detail what you want the court to order. Use a separate sheet of paper if needed.

(H) Date \_\_\_\_\_ Responding party's signature \_\_\_\_\_

**CERTIFICATE OF MAILING**

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

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

FOC 66 (3/12) RESPONSE TO MOTION REGARDING PARENTING TIME MCL 552.14, MCR 2.119