

INSTRUCTIONS FOR MOTION TO CHANGE SUPPORT

FORM A

PLEASE COMPLETE THE FOLLOWING IN BLACK OR BLUE INK ONLY:

1. The case number.
2. Plaintiff's name address and telephone number (the party who filed the original divorce complaint or paternity complaint – not necessarily the party filing the motion).
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 support).
6. Check either Plaintiff or Defendant for who is currently ordered to pay support.
7. List the amount or current child support ordered to be paid – do not include any arrearage repayments.
8. List the frequency of payments ordered – weekly, bi-weekly, monthly, etc.
9. The reason why a change in support is needed: Examples: Increase or decrease in income, layoff, increase in costs to support the children , etc. **DO NOT LEAVE THIS BLANK.**
10. The amount you believe is fair to be paid for support of your children. **DO NOT LEAVE THIS BLANK.**
11. List any other court ordered provisions that pertain to support that you wish to review. Examples: Credit for extended parenting time, percentage of medical to be paid by either party, expenses of insurance, child care, etc.
12. The date you completed the form and signed the motion.
13. Your signature attesting that all of the information is true.
14. Attach 4 most recent pay stubs and W2 for the most recent tax year.

FORM B

Complete Form B (4 pages) with as much information as possible.

**YOU WILL NEED A \$20.00 MONEY ORDER MADE PAYABLE TO THE
MONROE COUNTY CLERK FOR A FILING FEE
NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.**

HEARING DATE

The notice of hearing and certificate of mailing will be completed by the Friend of the Court Scheduling Clerk. The following items must be submitted to the Scheduling Clerk to obtain a hearing date:

1. Completed Form A, the Motion to Change Support, to line 13.
2. A \$20.00 money order made payable to the Monroe County Clerk. No cash or personal checks will be accepted.

Send or deliver these items to: **Friend of the Court
Attention: Scheduling Clerk
106 E. First Street
Monroe, MI 48161**

The first available date will be assigned and a copy mailed to you at the address submitted on Form A. Any questions on Hearing Date or Time, please call Scheduling Clerk.

PURSUANT TO MCL 600.2529 ALL POST JUDGMENT ORDERS MODIFYING SUPPORT WILL REQUIRE PAYMENT OF A \$40.00 FEE FOR THE ENTRY OF THE ORDER.

GETTING READY FOR COURT

- 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 would.
- Make a written list of information which you feel is important for the Judge or Referee to know – this list may remind you to bring up the points you feel are important.
- Gather any papers and witnesses that you think will support your position and bring them to the hearing.
- If you feel the need to order someone to attend this hearing, follow the procedure in Michigan Court Rules (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 with a private attorney to obtain legal advice.