

FRIEND OF THE COURT INSTRUCTIONS FOR MOTION TO CHANGE SUPPORT ORDER

- Case Number:** Insert the case number indicated on your court order.
- Plaintiff and Defendant Name and address:** Insert both the names as they appear on your existing support order. Insert the most current address for both parties or provide an alternate address if current address is confidential
- Item #1:** Identify who is ordered to pay support and the amount of the current support. Do not include payments on support arrearages.
- Item #2:** Briefly state the changed financial conditions in your case. Changed financial conditions are defined by law as increases or decreases in the resources available to either party from any source.
- Item #3:** Place an "X" in the box which indicates your request regarding the current support order.
- Party Signature and Filing Date:** Sign your name and date the form.

Upon completion, use the MiFile e filing system to electronically file this motion. You can access the MiFile system here: <https://mifile.courts.michigan.gov/login>. **DO NOT FILE THE INSTRUCTION SHEET WITH YOUR MOTION. THAT WILL CAUSE IT TO BE REJECTED BY THE CLERKS OFFICE.**

Information about e filing is available here: <https://www.oakgov.com/clerkrod/court-records/Pages/efiling.aspx>

- This motion may only be used for child support. It may not be used for spousal support (also known as alimony).
- All parties will receive a copy of this motion and any attachments submitted along with the motion
- Please use the following list to make sure you bring all your paperwork to the hearing:

These items are needed in all hearings:

- Pay stubs (at least your last six)
- Complete federal and state income tax returns (all schedules and attachments such as your W-2s and 1099s)
- Proof of income and business expenses for the last 12 months (if self-employed)

These items are needed if you have any of these expenses:

- Child care costs (a signed statement from your child care provider listing past and future child care expenses; (Child Care Verification forms are available at the FOC office and website)
 - Health insurance premium costs for you and all of your children covered by your insurance
 - Union or professional dues
 - Court orders for other child support and spousal support cases
 - Names of additional minor children living in your household
- **IF YOU BRING PAPERS FOR THE COURT TO REVIEW IN THE HEARING, YOU MUST PROVIDE EXTRA COPIES FOR THE COURT AND FOR THE OTHER PARTY TO USE.**
 - You DO NOT need to bring in proof of everyday expenses (e.g. rent, food, clothes).
 - A \$60.00 motion fee will be required with the filing of this motion.
 - **Once your motion has been successfully filed, the Friend of the Court will schedule a referee hearing and notify both parties of the date and time they are to appear at Friend of the Court. It is not necessary for you to file a praecipe, which is a document that places your matter on the court's docket. Instead, the FOC will schedule this for you.**

NOTE: At the hearing, you will be required to present evidence showing changed financial conditions. The Friend of the Court does not represent either party at this hearing. Based on the evidence presented, the court will determine whether the support order should be changed.