

FRIEND OF THE COURT INSTRUCTIONS FOR MOTION TO CHANGE PARENTING TIME ORDER

1. **BEFORE** you file this motion you must contact the other party and tell them what parenting time schedule change you are requesting. If the other party refuses your request then you may file this motion. (6th Judicial Circuit Local Rule 2.119.)
2. By filing this motion you are requesting a hearing in front of a Friend of the Court Referee only.
3. A \$100.00 motion fee will be required with the filing of this motion.
4. You must state the specific circumstances that have changed since the last parenting time order that require a change in your order. You may include an additional sheet if you need more room to state your reasons. MCR 2.119 (A)(1)(c).
5. You must state the parenting time arrangement you are requesting. You may attach an additional sheet if you need more room. MCR 2.119 (A)(1)(c).
6. Please review your completed motion to make sure that you have provided all requested information.
7. Upon completion, use the MiFile system to electronically file this motion. **DO NOT FILE THE INSTRUCTION PAGE WITH YOUR MOTION. THAT WILL CAUSE IT TO BE REJECTED BY THE CLERKS OFFICE.**

You can access the MiFile system here: <https://mifile.courts.michigan.gov/login> Information about eFiling is available here: <https://www.oakgov.com/clerkrod/court-records/Pages/efiling.aspx>
8. 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.