

CASE QUESTIONNAIRE INSTRUCTIONS

The Friend of the Court is reviewing your child support order to determine if it should be changed under the Michigan Child Support Formula to reflect the current earnings and parenting time of each party. This review could result in a recommendation for a decrease, an increase, or no change depending on the calculation results. However, no recommended order will be adopted by the Court before both parties have an opportunity to object and request a hearing before the assigned referee or judge.

PLEASE BE ADVISED:

YOU MUST COMPLETE THE ENTIRE CASE QUESTIONNAIRE AND ENCLOSE ALL REQUESTED FINANCIAL INFORMATION TO ENSURE AN ACCURATE RECOMMENDATION. WITHOUT COMPLETE INFORMATION, THE FRIEND OF THE COURT MAY CALCULATE YOUR INCOME BASED ON YOUR PRIOR EARNINGS, YOUR ABILITY TO EARN, OR THE OTHER PARTY'S ESTIMATE OF YOUR EARNINGS; and,

THE INFORMATION YOU SUBMIT WILL NOT BE SHARED WITH THE PUBLIC; HOWEVER, IT MAY BE SHARED WITH THE OTHER PARTY. THEREFORE, YOU MAY CROSS-OUT ALL PERSONAL IDENTIFYING INFORMATION SUCH AS YOUR FAMILY'S ADDRESSES, EMPLOYER'S NAME/ADDRESS, SOCIAL SECURITY NUMBERS, DATES OF BIRTH, AND ACCOUNT NUMBERS.

IF YOU ARE WORKING:

1. Provide complete filed copies of your federal and state income tax returns for the last two years, including all pages, schedules, and attachments.

It is not acceptable to just send copies of W-2's and/or 1099's. You must also include copies of the entire return, even if you are earning no income yourself. (If you are married to a non-party, the Friend of the Court will not use your current spouse's income in its child support calculations);

2. You must include copies of your last 4 paystubs or a letter from your employer that verifies your current earnings.
3. If you are self-employed, you must also provide complete filed copies of your business or corporate income tax returns for the last two years; and,

IF YOU ARE UNEMPLOYED:

1. You must provide a verification of your layoff or termination date and a copy of your most recent unemployment benefits paystub;
2. You must provide verification of your Social Security benefits or disability compensation; and,
3. If you are receiving no income, you must provide a statement that says you have no income with a brief explanation of how you are supporting yourself. Additionally, you must provide complete details of your situation under item #74 on the questionnaire.

***CHILDCARE EXPENSES:**

If the child/ren in this case are presently placed in childcare by you, the enclosed verification form must be **completed and signed by the provider, and then returned by you to the Friend of the Court.** Childcare may only be considered for working hours or for hours you attend school.