

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.
- 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, send all copies of this motion to:

**OAKLAND COUNTY CLERK'S OFFICE
ATTN: LEGAL RECORDS
1200 N TELEGRAPH DEPT 413
PONTIAC, MI 48341**

- This motion may only be used for child support. It may not be used for spousal support (also known as alimony).
- 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; a Child Care Verification form is 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
- **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 **MUST** be included with the filing of this motion.
 - **If filing by mail**, make in-state check or money order payable to: **Oakland County Clerk. (OUT OF STATE CHECKS ARE NOT ACCEPTED) DO NOT SEND CASH.**
 - **If filing in person with the Clerk's Office**, you may pay by check, money order, cash, Mastercard, Visa or Discover.
 - **Once your motion has been successfully filed by the Clerk's Office, 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.**

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.

**STATE OF MICHIGAN
SIXTH JUDICIAL CIRCUIT
FAMILY DIVISION**

**MOTION TO CHANGE
SUPPORT ORDER
(FOC REFEREE HEARING ONLY)**

CASE NO.

Court Address, 230 Elizabeth Lake, PO Box 436012, Pontiac, MI 48343-6012 Telephone No: (248) 858-0424;

FAX No: (248) 858-0461

PLEASE PRINT OR TYPE INFORMATION

**\$60.00 Filing Fee
No Out of State Checks**

Plaintiff's Name, Address & Telephone No.

v

Defendant's Name, Address & Telephone No.

I, _____ state:
Name of party filing petition

1. In this matter the plaintiff defendant is currently ordered to pay support in the amount of \$ _____ per _____.
2. Circumstances and/or financial conditions have changed as follows:

3. The support order be increased decreased in the amount the court finds fair and equitable.

I declare that the above statements are true to the best of my information and belief.

Date

Signature of Party Filing Motion