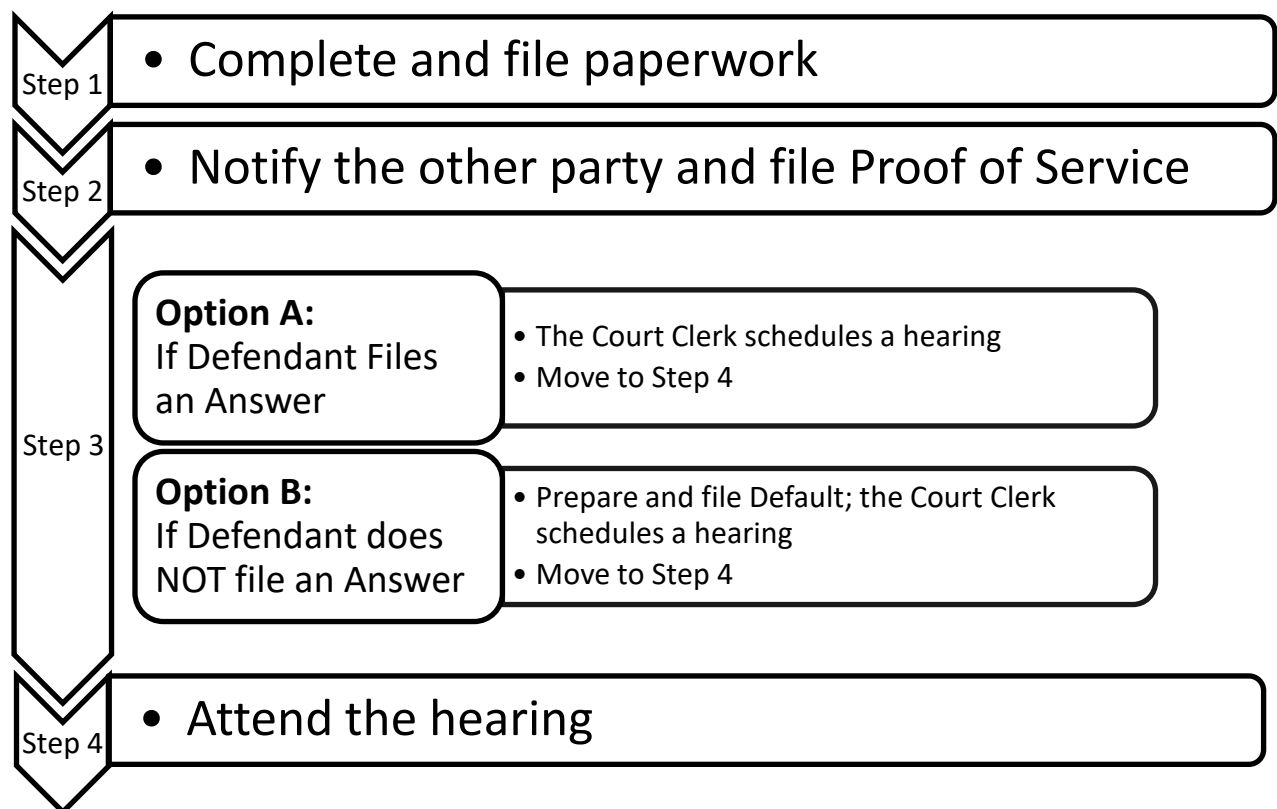




Custody, Parenting Time, and Child Support (DC)

Forms for filing your own **uncontested** custody case in Michigan*



* This is not legal advice. You may want to consult an attorney. This packet is a collaboration among the KPL Law Library, local attorneys, and the courts.

Important Things to Know

Using this Custody Packet

This packet provides you with the basic forms to file and conclude a case for custody, parenting time, and child support. Additional information is available at the Law Library and at [MichiganLegalHelp.org](https://michiganlegalhelp.org). None of these materials can tell you everything you need to know to handle your case or act in your own best interest.



You MUST Have an Affidavit of Parentage to Open a Custody Case

You must have paternity established before you can open a custody case. The child(ren)'s parents must have signed an [Affidavit of Parentage](#) (form DCH 0682) to establish a child's paternity. If you know you signed an Affidavit of Parentage but don't have a copy, reach out to [Vital Records](#) if it was filed in Michigan. There is a fee for a copy of the affidavit. If you need to establish paternity, you may need to bring a paternity action.

This packet assumes that:

- **The parents are not married and the children were not born when the parents were married (either to each other or anyone else).**
- There is no other custody, paternity, or support case already filed with the court in this state or any other state concerning these child(ren).
- The child(ren) reside in Kalamazoo County.
- There is **not** an existing order regarding child custody (in Kalamazoo County, if you have a child support order there is probably a custody order)
- The parties will use Friend of the Court for child support services. If you are asking for child support but opting out of using Friend of the Court, you need to file a Uniform Child Support Order No Friend of the Court Services (form [FOC 10a](#)) instead of the included form FOC 10. You can ask the Law Library for a copy of this form.
- The parties will follow the Michigan Child Support Formula for calculating child support payments. The court **must** order support according to the Michigan Child Support Formula unless the application of the formula is unjust or inappropriate. See the [Michigan Child Support Formula Manual](#) for a list of deviation factors. If you are not using the Michigan Child Support Formula, then fill out and sign a Uniform Child Support Order Deviation Addendum ([FOC 10d](#)) as well as the Uniform Child Support Order (FOC 10/52). You can ask the Law Library for a copy of this form.

Help from the Law Library

Our staff are not attorneys. We do not give legal advice. We provide information, forms, and resources. It is important to us that you use the court successfully, but we cannot do things for you. You are responsible for what happens in your case.

Getting Help from a Lawyer

Some issues in a custody case can be too complicated for someone representing themselves. The Law Library has monthly legal clinics for those who qualify where you can speak to an attorney to help you understand and make decisions about important issues. You should talk with a lawyer if the other party has a lawyer.

Domestic Violence

If you are a survivor of domestic violence, filing for custody may put you at additional risk. Many community resources are available to assist you and you may qualify for free legal representation. Ask the staff of the Law Library to connect you to resources to help keep you safe.

CUSTODY

Legal custody means the right and obligation to make important decisions about your children such as where they will go to school, what religion they practice, and non-emergency medical decisions. Physical custody refers to where the children will live most of the time. Both legal and physical custody can be sole (with one parent only) or joint (shared by both parents). The court decides on custody based on the “best interests of the child.”

BEST INTEREST OF THE CHILD(REN)

The Court uses the “best interest” of the child(ren) factors set forth in the Child Custody Act of 1970 (MCL 722.23) to decide issues in custody cases. See the excerpt of the statute after Step 4 in this packet.

MichiganLegalHelp.org has an explanation of these factors. You need enough to support your claim, but this will be a public document that will be retained by the Court indefinitely, so keep that in mind when you are describing what your claim is based on, especially regarding sensitive or embarrassing facts related to your children.

PARENTING TIME

When one parent has physical custody, the time the children spend with the other parent is called “parenting time.” When the parents have joint custody, both parents have parenting time. Parenting time is also decided based upon the “best interest” factors. The law presumes that it is in the best interest of the children to be close to and spend time with both parents. A parenting time schedule sets out the days and times for parenting time.

WHAT IS THE KALAMAZOO COUNTY PARENTING TIME POLICY?

Often the Court uses a shorthand expression “Kalamazoo County Parenting Time Policy” to describe a standard type of parenting time schedule. A copy of this policy is included in this packet. Familiarize yourself with this schedule, and you can more accurately describe what schedule you’d like, or express yourself by referring to the Kalamazoo County Parenting Time Policy. The Michigan Supreme Court also publishes a [Michigan Parenting Time Guideline](#) to help parents create a schedule.

CHILD SUPPORT

Under the law, both parents have an obligation to provide financial support for their children. Which parent will be required to pay child support to the other is based upon each parent’s income, the number of children, and can be affected by how much time each parent spends with the children. Child support generally continues until a child is 18 but may continue to age 19 if the child is still in high school and likely to graduate.

HOW DO I CALCULATE CHILD SUPPORT?

There is an official formula in Michigan. The calculator is located at: pcal.state.mi.us/calculatorapp

This packet contains the following forms:

- Case Initiation Information
- Summons and Proof of Service (MC 01)
- Complaint for Custody, Parenting Time, and Child Support
- Uniform Child Custody Jurisdiction Enforcement Act Affidavit (MC 416)
- Verified Statement (FOC 23)
- Application for IV-D Services (DHS 1201D)
- Fee Waiver Request (if needed) (MC 20)
- Confidential Case Inventory (if needed)
- Default Request and Entry (MC 07)

You will not use all the forms included in this packet. The forms you use depend on whether the Defendant files an Answer (Step 3A or Step 3B).

WHAT ARE THE FILING FEES?

- Filing Fee: \$255
- Motion Fee: \$20

Other fees may apply.

I CAN'T AFFORD THE FEES!

Fill out the included Fee Waiver Request form.

WHERE IS THE FAMILY COURT?

1536 Gull Road, Kalamazoo, Michigan 49048. Their phone number is (269) 385-6000.

WHAT DOES "UNCONTESTED" MEAN?

That means you agree on the major issues. If you don't, this will be very hard to do on your own. The judge may order you and the other parent to participate in an alternative dispute resolution (ADR) process to try to settle your case. This might be Friend of the Court mediation or another Friend of the Court meeting, or it could be mediation with a private mediator. See MichiganLegalHelp.org for information about Friend of the Court and mediation.

IS KALAMAZOO COUNTY THE RIGHT PLACE TO FILE?

- This Custody action gets filed in the Circuit Court, Family Division, in the County where the child resides.
- For order for Michigan to have jurisdiction, Michigan needs to be the child(ren)'s "home state" which is the state where the child(ren) have resided for the last six months. If that consideration is not met, you will need to do further research on how/what/from where to file your action.
- If the other parent does not currently live in Michigan, then you need to do further research on whether there will be "personal jurisdiction" over the other party.
- Child Support goes together with a custody/parenting time order. Child Support is set by formula in Michigan. It is difficult, if not impossible in some circumstances, to "waive" child support, even if you ask for it to be waived in your Complaint.

THESE FORMS ARE CONFUSING!

MichiganLegalHelp.org has excellent free online articles and forms.

I DON'T KNOW WHERE THE OTHER PARTY IS.

You can file a motion with the court to serve someone another way, called alternate service. Ask the Law Library for the form (Motion and Verification for Alternate Service, MC 303).

HELP! I NEED LEGAL ADVICE!

Call the KPL Law Library to find out when the next free legal clinic is (for residents of Kalamazoo County): (269) 553-7920. The Law Library can also guide you to other resources.

Instructions – Custody, Parenting Time, Child Support (DC)

Step 1: Complete and File Paperwork

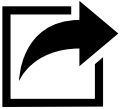


Check the boxes below as you fill out and sign these forms:

- ☐ Case Initiation Information Form
 - ☐ Summons (MC 01)
 - ☐ Complaint for Custody, Parenting Time, and Child Support
 - ☐ Verified Statement (FOC 23)
 - ☐ Application for IV-D Child Support Services (DHS 1201-D)
 - ☐ Uniform Child Custody Jurisdiction Enforcement Act Affidavit (UCCJEA) (MC 416)
- (wait to sign this form until you are in front of the court clerk or a notary)**

Additional forms if they apply to your situation:

- ☐ Fee Waiver Request Form (MC 20)
- ☐ Confidential Case Inventory (MC21)



File paperwork:

After you've filled out the forms, make a copy for yourself. Then take or mail the originals of all the forms above to the Family Division, Gull Road Justice Complex, 1536 Gull Road, Kalamazoo, Michigan 49048.

The clerk will make copies for the other party with the court stamp and seal on them. You will serve the Defendant's copies in Step 2.



Pay the filing fee (or file the Fee Waiver Request Form).

The clerk will assign a case number and judge to your case and will stamp and sign the Summons. They will return copies of all the forms the Court doesn't need.

The following are additional forms if they apply to your situation:

- Fee Waiver Request (MC 20) – use this form if you are asking the court to waive fees
- Confidential Case Inventory (MC 21) – use this form if you have other pending or resolved cases with the defendant

STATE OF MICHIGAN 9TH CIRCUIT COURT KALAMAZOO COUNTY	CASE INITIATION INFORMATION	CASE NO.
--	------------------------------------	-----------------

Court Address
FAMILY DIVISION – 1536 GULL ROAD, KALAMAZOO, MI 48048

Court Telephone No.
(269) 385-6000

To be completed by the attorney/party initiating the case.
It is required that this form be completed and presented to the Court Clerk when filing the case.

PARTIES INFORMATION	
PLAINTIFF	DEFENDANT
First, Middle and Last Name	First, Middle and Last Name
Address:	Address:
Phone Number ()	Phone Number ()
Date of Birth	Date of Birth
Plaintiff's Attorney Name and Address / Bar #	Defendant's Attorney Name and Address / Bar #
☐ I will be representing myself	☐ I will be representing myself

CHILDREN - List individually. List only the common children of the parties.		
Child's Name	Date of Birth	Address of Child

PENDING OR PREVIOUS COURT ACTIONS	
PARTY/PARTIES:	
JUDGE:	NAME OF COURT:
THIS ACTION IS: ☐ CLOSED ☐ OPEN	NEXT HEARING DATE:
TYPE OF ACTION: ☐ ADOPTION ☐ NAME CHANGE ☐ DELINQUENCY ☐ DIVORCE ☐ CUSTODY ☐ PATERNITY ☐ CHILD PROTECTIVE PROCEEDING ☐ OTHER: _____	

Date: _____

 Signature of Attorney/Party Initiating the Case

 Please print name of person signing this form

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	SUMMONS	CASE NO.
Court address		Court telephone no.

Plaintiff's name, address, and telephone no.

Defendant's name, address, and telephone no.

v

Plaintiff's attorney, bar no., address, and telephone no.

Instructions: Check the items below that apply to you and provide any required information. Submit this form to the court clerk along with your complaint and, if necessary, a case inventory addendum (MC 21). The summons section will be completed by the court clerk.

Domestic Relations Case

- ☐ There are no pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint.
- ☐ There is one or more pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint. I have separately filed a completed confidential case inventory (MC 21) listing those cases.
- ☐ It is unknown if there are pending or resolved cases within the jurisdiction of the family division of the circuit court involving the family or family members of the person(s) who are the subject of the complaint.

Civil Case

- ☐ This is a business case in which all or part of the action includes a business or commercial dispute under MCL 600.8035.
- ☐ MDHHS and a contracted health plan may have a right to recover expenses in this case. I certify that notice and a copy of the complaint will be provided to MDHHS and (if applicable) the contracted health plan in accordance with MCL 400.106(4).
- ☐ There is no other pending or resolved civil action arising out of the same transaction or occurrence as alleged in the complaint.
- ☐ A civil action between these parties or other parties arising out of the transaction or occurrence alleged in the complaint has

been previously filed in ☐ this court, ☐ _____ Court, where

it was given case number _____ and assigned to Judge _____

The action ☐ remains ☐ is no longer pending.

Summons section completed by court clerk.

SUMMONS

NOTICE TO THE DEFENDANT: In the name of the people of the State of Michigan you are notified:

1. You are being sued.
2. **YOU HAVE 21 DAYS** after receiving this summons and a copy of the complaint to **file a written answer with the court** and serve a copy on the other party **or take other lawful action with the court** (28 days if you were served by mail or you were served outside of Michigan).
3. If you do not answer or take other action within the time allowed, judgment may be entered against you for the relief demanded in the complaint.
4. If you require accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Issue date	Expiration date*	Court clerk
------------	------------------	-------------

*This summons is invalid unless served on or before its expiration date. This document must be sealed by the seal of the court.

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the summons and complaint and file proof of service with the court clerk before the expiration date on the summons. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE OF SERVICE / NONSERVICE

- ☐ I served ☐ personally ☐ by registered or certified mail, return receipt requested, and delivery restricted to the addressee (copy of return receipt attached) a copy of the summons and the complaint, together with the attachments listed below, on:
- ☐ I have attempted to serve a copy of the summons and complaint, together with the attachments listed below, and have been unable to complete service on:

Name	Date and time of service
Place or address of service	
Attachments (if any)	

- ☐ I am a sheriff, deputy sheriff, bailiff, appointed court officer or attorney for a party.
- ☐ I am a legally competent adult who is not a party or an officer of a corporate party. I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of a copy of the summons and complaint, together with

Attachments (if any) _____ on _____ Date and time _____

Signature _____ on behalf of _____

Name (type or print) _____

STATE OF MICHIGAN 9TH CIRCUIT COURT KALAMAZOO COUNTY	COMPLAINT FOR CUSTODY, PARENTING TIME, AND CHILD SUPPORT	CASE NO.
--	---	-----------------

Court address
FAMILY DIVISION – 1536 GULL ROAD, KALAMAZOO, MI 49048

Court telephone no.
(269) 385-6000

Plaintiff (person who starts the case)

Name:	<i>In Pro Per</i>
Address:	
Phone number:	

Defendant (other party)

Name:	<i>In Pro Per</i>
Address:	
Phone number:	

v

I state:

- ☐ Plaintiff ☐ defendant has/have lived in Michigan for more than 180 days immediately before filing this Complaint.
- ☐ Plaintiff ☐ defendant has/have lived in Kalamazoo County more than 10 days immediately before filing this Complaint.
- The child(ren) live with ☐ plaintiff ☐ defendant in _____ County, Michigan.
- The parties were never married, and no custody, parenting time, or child support order has been entered by this Court or any other Court.
- The plaintiff and defendant have minor children together. The name and age of each child is:

Full Name of Minor Child (under age 18):	Age:

- The plaintiff and defendant acknowledged paternity by signing an Affidavit of Parentage for the following minor children: _____. A copy of the Affidavit of Parentage for each minor child accompanies this Complaint.
- It is in the best interests of the child(ren) to award custody as follows:

Full Name of Minor Child (under age 18):	Legal Custody	Physical Custody
	☐ sole to plaintiff ☐ sole to defendant ☐ joint	☐ sole to plaintiff ☐ sole to defendant ☐ joint
	☐ sole to plaintiff ☐ sole to defendant ☐ joint	☐ sole to plaintiff ☐ sole to defendant ☐ joint
	☐ sole to plaintiff ☐ sole to defendant ☐ joint	☐ sole to plaintiff ☐ sole to defendant ☐ joint

8. It is in the best interests of the child(ren) to award parenting time to:

☐ plaintiff ; **or** ☐ defendant; **or** ☐ both parties as follows:

☐ Reasonable parenting time on dates and times we agree to; **or**

☐ According to this specific schedule: _____

_____.

9. The minor child(ren) need financial support, including health and hospitalization insurance, other medical support, and child care expenses. Child support and other expenses should be calculated and ordered according to the Michigan Child Support Formula.

I REQUEST that the Court:

- a. Enter an order regarding custody, parenting time, and child support as specified in this Complaint.
- b. Order the parties to provide health and hospitalization insurance for the minor child(ren) and to pay medical, dental, orthodontic, and hospital expenses not covered by insurance, both permanently and while this action is pending.
- c. Order a fair division of the costs related to this case.
- d. Grant any other relief that the Court believes is fair and appropriate.

The statements in this Complaint are true to the best of my knowledge.

Date

Plaintiff Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT PROBATE COURT COUNTY	UNIFORM CHILD CUSTODY JURISDICTION ENFORCEMENT ACT AFFIDAVIT	CASE NUMBER and JUDGE
--	--	-----------------------

Court address

Court telephone number

Plaintiff's name	v	Defendant's name
In the matter of _____		

1. The name and present address of each child (under 18) in this case is:
2. The Cities/States/Countries the child(ren) have lived in during the last 5 years along with the dates the child(ren) lived there (include addresses if available):
3. The name(s) and present address(es) of custodians with whom the child(ren) has/have lived within the last 5 years are:
4. I do not know of, and have not participated (as a party, witness, or in any other capacity) in any other court decision, order, or proceeding (including divorce, separate maintenance, separation, neglect, abuse, dependency, guardianship, paternity, termination of parental rights, and protection from domestic violence) concerning the custody or parenting time of the child(ren), in this state or any other state, **except**: Specify case name and number, court name and address, and date of child custody determination, if one.

5. I do not know of any pending proceeding that could affect the current child custody proceeding, including a proceeding for enforcement or a proceeding relating to domestic violence, a protective order, termination of parental rights, or adoption, in this state or any other state, **except:** Specify case name and number, court name and address, and nature of the proceeding.

That proceeding _____ is continuing. _____ has been stayed by the court.
Temporary action by this court is necessary to protect the child(ren) because the child(ren) has/have been subjected to or threatened with mistreatment or abuse or is/are otherwise neglected or dependent. Attach explanation

6. I do not know of any person who is not already a party to this proceeding who has physical custody of, or who claims rights of legal or physical custody of, or parenting time with, the child(ren), **except:** State name(s) and address(es) of each person.

7. The child(ren)'s "home state" is _____. *See definition of "home state" below.

8. I state that a party's or child's health, safety, or liberty would be put at risk by the disclosure of this identifying information.

I have filled this form out completely, and I acknowledge a continuing duty to advise this court of any proceeding in this state or any other state that could affect the current child-custody proceeding.

Signature of affiant _____ Name of affiant (type or print) _____ Address of affiant _____

Subscribed and sworn to before me on _____
Date

Deputy clerk/Notary public signature _____

My commission expires on _____
Name (type or print) _____

Notary public, State of Michigan, County of _____. Acting in the County of _____.
This notarial act was performed using an electronic notarization system or a remote electronic notarization platform.

*"Home state" means the state in which the child(ren) lived with a parent or a person acting as a parent for at least 6 consecutive months immediately before the commencement of a child-custody proceeding. In the case of a child less than 6 months of age, the term means the state in which the child lived from birth with a parent or person acting as a parent. A period of temporary absence of a parent or person acting as a parent is included as part of the period. MCL 722.1102(g).

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	VERIFIED STATEMENT	CASE NO. and JUDGE
--	---------------------------	---------------------------

Friend of the court address

Telephone no.

Information about you:

1. Last name		First name		Middle name		2. Any other names by which you have been known	
3. Date of birth			4. Social security number			5. Driver's license number and state	
6. Mailing address and residence address (if different)							
7. E-mail address							
8. Eye color	9. Hair color	10. Height	11. Weight	12. Race	13. Gender	14. Scars, tattoos, etc.	
15. Mobile telephone no.		16. Home telephone no.		17. Work telephone no.		18. Occupation	
19. Business/Employer's name and address						20. Gross weekly income	
21. Did you apply for or receive public assistance? If yes, please specify kind and case number. ☐ Yes ☐ No							
22. Any other country(ies) of citizenship:			23. Foreign/international identifying number(s) and source(s) (driver's license, passport, social/tax no., etc.)				

Information about the other parent in this case:

24. Last name		First name		Middle name		25. Any other names by which parent has been known	
26. Date of birth			27. Social security number			28. Driver's license number and state	
29. Mailing address and residence address (if different)							
30. E-mail address							
31. Eye color	32. Hair color	33. Height	34. Weight	35. Race	36. Gender	37. Scars, tattoos, etc.	
38. Mobile telephone no.		39. Home telephone no.		40. Work telephone no.		41. Occupation	
42. Business/Employer's name and address						43. Gross weekly income	
44. Did this parent apply for or receive public assistance? If yes, please specify kind and case number. ☐ Yes ☐ No ☐ Unsure							
45. Any other country(ies) of citizenship:			46. Foreign/international identifying number(s) and source(s) (driver's license, passport, social/tax no., etc.)				

Information about the minor child(ren):					
47. a. Name and sex of minor child in case	M/F	b. Birth date	c. Age	d. Soc. sec. no.	e. Residential address

48. a. Name and sex of other minor child of either party	M/F	b. Birth date	c. Age	d. Residential address

49. Health care coverage available for each minor child			
a. Name of minor child	b. Name of policy holder	c. Name of insurance Co./HMO	d. Policy/Certificate/Contract/Group No.

50. Name(s) and address(es) of person(s) other than parties, if any, who may have custody of child(ren) during pendency of this case.

I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief.

Date

Signature

You are required to notify friend of the court, in writing, if any of your public assistance information changes before your judgment is entered. If you want child support services, complete form DHS-1201D. DHS-1201D is available online at <https://www.courts.michigan.gov/49752a/siteassets/forms/scao-approved/dhs1201d.pdf>. Or you may request a copy from your local friend of the court office.

APPLICATION FOR IV-D CHILD SUPPORT SERVICES

(For Privately Filed Domestic Relations Cases Only)

State of Michigan
Friend of the Court

FOR OFFICE USE ONLY

App Request
Date

App Returned
Date

IV-D Case
Number

Instructions: This is an application for IV-D child support services, and is intended only for parents filing a domestic relations case (divorce, annulment, separate maintenance, paternity, or custody) on their own or through their own attorney. This form is not intended for people without children or those who are not a party to a domestic relations case. This application is designed to be used with a Verified Statement, Judgment Information Form, or other similar court form.

AUTHORITY: 45 Code of Federal Regulations 302.33. **Completion of this application for IV-D child support services is voluntary.**

Domestic Relations Filing/Docket Number (if available)

Who does the child(ren) live with most of the time? (This information is used for administrative purposes only and has no impact on any pending custody hearings.)

What is your relationship to the child(ren) for whom you are applying for child support services?

☐ Mother ☐ Father

☐ Mother ☐ Father ☐ Both

A. Mother's Information

Mother's Name (First, Middle, Last)

Mother's Social Security Number

Mother's Mailing Address (Street, City, State, Zip Code)

Mother's Telephone Number

B. Father's Information

Father's Name (First, Middle, Last, Suffix)

Father's Social Security Number

Father's Mailing Address (Street, City, State, Zip Code)

Father's Telephone Number

C. Family Violence Disclosure

I believe that disclosure of my address or other identifying information may result in physical or emotional harm to me or the child(ren). If yes, additional information will be requested by Friend of the Court staff.

☐ Yes ☐ No

D. Acknowledgement for Child Support Recipient

If I am sent money in error or overpaid, the Michigan IV-D child support program will take action to correct this error. By checking the "yes" box below, I give the IV-D program permission to pay back the error or overpayment by keeping 25% (or otherwise as directed below) from my future child support payments. If I later change my mind, I must contact the Friend of the Court office. Failure to check "yes" has no effect on my eligibility for IV-D child support services.

☐ Yes (Check one if different than 25%) ☐ 10% ☐ 50%

☐ No, please contact me before you try to recover an amount from my support payments.

E. Acknowledgement for Applicant

I understand that I must provide my Social Security number pursuant to the Social Security Act, 42 USC 66(a)(13), in order for Michigan's child support program to provide services.

I have received or have had an opportunity to review a copy of DHS-Pub-748, *Understanding Child Support: A Handbook for Parents*, at www.michigan.gov/childsupport in the Popular Forms section. I understand that I can also ask for a printed copy from the Friend of the Court.

I request child support services available under Title IV-D of the Social Security Act for the child(ren) listed in my domestic relations court filing (refer to DHS-Pub-748 for a list of available services).

Applicant or Attorney of Record Signature (Signature is required)

Applicant or Attorney of Record Printed Name

Date

If signed by an attorney, (s)he is acting on behalf of

Printed Name (Required)

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

Return this completed application to your local Friend of the Court Office.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	FEE WAIVER REQUEST	CASE NO. and JUDGE
--	---------------------------	---------------------------

Court address

Court telephone no.

Plaintiff/Petitioner's name, address, and telephone no.

Defendant/Respondent's name, address, and telephone no.

V

Plaintiff/Petitioner's attorney, bar no., address, and telephone no.

Defendant/Respondent's attorney, bar no., address, and telephone no.

In the matter of _____

Instructions: Complete this form and file it with the court. If this request is filed by a prisoner, a certified statement of the prisoner's trust account showing a current balance and a 12-month history of deposits and withdrawals must accompany this form. After you receive a decision on your request, you must serve your request and the decision on the other party(ies).

I, _____, request a waiver of my filing fees for the following reason: (Check 1, 2, or 3)

Print or type your name

☐ 1. I receive the following type(s) of public assistance because of indigence:

- ☐ Food Assistance Program through the State of Michigan (also known as FAP or SNAP)
- ☐ Medicaid (including Healthy Michigan, CHIP, and ESO)
- ☐ Family Independence Program through the State of Michigan (also known as FIP or TANF)
- ☐ Women, Infants, and Children benefits (WIC)
- ☐ Supplemental Security Income through the federal government (SSI)
- ☐ Other means-tested public assistance: _____

My public assistance case number(s) (if any) is _____.

Write "none" if no case number. Do not write your Social Security Number

☐ 2. I am represented by a legal services program or I receive assistance from a law school clinic because of indigence. The name of the legal services program or law school clinic is _____.

☐ 3. I am unable to pay the fees and I did not check item 1 or 2 above.

My gross household income is \$ _____ every _____.

The number of people in my household is _____. Week/Two weeks/Month/Year

My source of income is _____.

List assets and their worth, such as bank accounts. If you need more space, attach a separate sheet.

List obligations and how much you pay, such as rent or other debts. If you need more space, attach a separate sheet.

I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

CLERK WAIVER

1. Payment of filing fees is waived.

Signature of court clerk and date

ORDER

IT IS ORDERED:

- ☐ 1. Payment of filing fees is waived because:
- ☐ a. Your gross household income is under 125% of the federal poverty guidelines.
 - ☐ b. Your gross household income is above 125% of the federal poverty guidelines, but payment of the fees would constitute a financial hardship for you.
 - ☐ c. Other:

If you become able to pay the fees before this case is resolved, you must notify the court.

- ☐ 2. The fee waiver request is denied because:
- ☐ a. Your gross household income is above 125% of the federal poverty guidelines and payment of the fees would not constitute a financial hardship for you
 - ☐ b. Other:

Judge/Magistrate (when authorized) signature and date

NOTICE

IF YOUR REQUEST WAS DENIED: To continue your case and preserve your filing date, you have 14 days from the issue date below to pay the filing fees or request a review. To request a review, fill out a Request for Review of Denied Fee Waiver (form MC 114) and file it with the court.

Issue date (completed by clerk)

STATE OF MICHIGAN CIRCUIT COURT - FAMILY DIVISION COUNTY	CONFIDENTIAL CASE INVENTORY (DOMESTIC RELATIONS AND JUVENILE CODE)	CASE NUMBER PETITION NUMBER JUDGE
---	---	--

Plaintiff's name	v	Defendant's name
In the matter of _____		

Instructions: List any known pending or resolved family division or tribal court cases involving the person(s) named in the complaint or petition or family members of the person(s) named in the complaint or petition. File the completed form with the complaint or petition, but do not attach or staple together. Complete and file additional sheets if necessary.

Examples of family division cases include personal protection orders, divorce, custody, paternity, child support, juvenile delinquency, and child protective proceedings. See MCL 600.1021 for a complete list.

Note: This form is confidential and not to be served on other parties in this case.

Court information (name, number, and county/state)		
☐ This court ☐ Other court or tribunal:		
Case name	Case/File number	
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state)		
☐ This court ☐ Other court or tribunal:		
Case name	Case/File number	
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state)		
☐ This court ☐ Other court or tribunal:		
Case name	Case/File number	
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Court information (name, number, and county/state)		
☐ This court ☐ Other court or tribunal:		
Case name	Case/File number	
Assigned judge	Case status ☐ Pending ☐ Resolved	Are support or custody/parenting time orders in effect? ☐ Support ☐ Custody/Parenting Time

Date

Signature

Instructions – Custody, Parenting Time, Child Support (DC)

Step 2: Notify the Other Party and File Proof of Service



You will need a helper who is over 18 years old to complete this step. Your helper must give (serve) the other party with the paperwork you filled out in Step 1:

- Summons signed by the clerk
- Complaint
- Uniform Child Custody Jurisdiction Enforcement Act Affidavit

Serve the other party in one of two ways. Use **EITHER**:

- **Personal Service**

Your helper can deliver the papers in person. If the other party agrees to accept service of the papers, they can fill out and sign the Acknowledgement of Service on the second page of the Summons. If they don't do this, it's OK. Your helper can fill out and sign the Certificate of Service on the second page of the Summons form.

OR

- **Service by Mail**

You or your helper can go to the Post Office and send the papers by Certified Mail, Restricted Delivery, Return Receipt Requested. The Post Office charges a fee for these services. If you do not use certified **and** restricted mail, someone else may sign for the papers. If someone other than the other party signs, you will need to send the papers again. Complete a green card at the Post Office to request this service. The green card looks like this:

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits.	A. Signature X ☐ Agent ☐ Addressee
1. Article Addressed to:	B. Received by (Printed Name) C. Date of Delivery
2. Article Number (Transfer from service label) 9590 9401 0000 5191 0000 12	D. Is delivery address different from item 1? ☐ Yes If YES, enter delivery address below: ☐ No
	3. Service Type ☐ Adult Signature ☐ Adult Signature Restricted Delivery ☐ Certified Mail® ☐ Certified Mail Restricted Delivery ☐ Collect on Delivery ☐ Insured Mail ☐ Insured Mail Restricted Delivery (over \$500)
	☐ Priority Mail Express® ☐ Registered Mail™ ☐ Registered Mail Restricted Delivery ☐ Signature Confirmation™ ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

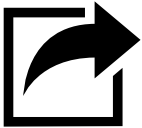
The person who mails the papers must fill out and sign the Certificate of Service on the second page of the Summons form.

You have 91 days from the issue date on the Summons to serve the other party with the custody papers, or your case will be dismissed.

Proof of Service

If you used personal service, you should receive the completed Proof of Service (the second page of the Summons form, also known as the Return of Service of the Summons) back from your helper. If the forms were sent by mail, you will get the green card back from the Post Office signed by the Defendant.

For more information on serving court papers, read “How to Serve Custody Papers” at MichiganLegalHelp.org.



File the Proof of Service:

After the other party has been served with the custody papers, file one of these with the Family Court:

- If you used **PERSONAL** service, file the Proof of Service on the second page of the Summons form. Make sure either the Certificate of Service is signed by your helper or the Acknowledgement of Service is signed by the other party.
- If you used **MAIL** service, file the Proof of Service on the second page of the Summons form. Make sure the Certificate of Service is signed by whoever mailed the papers. Make sure the green Return Receipt card the other party signed is stapled to the second page of the form.

This proves to the Court that you served the defendant with a copy of the paperwork in Step 1.

You can take or mail the proof of service paperwork to the Family Division, Gull Road Justice Complex, 1536 Gull Road, Kalamazoo, Michigan 49048.

Instructions – Custody, Parenting Time, Child Support (DC)

Step 3A: If Defendant Files an Answer

If the other party wants to participate in the case, they may file an Answer. This is a document that responds to each paragraph of your Complaint. If your helper handed the papers to the other party, the Answer must be filed **21** days from the date they served the other party. If your helper mailed the papers, the Answer must be filed within **28** days.



If the other party does NOT file an Answer, move on to Step 3B

If the other party **does** file an Answer to the Complaint, **and you both agree on the major issues in this case, the court will schedule a hearing for you.**

You and the other party may resolve issues by:

- Talking with one another and reaching an agreement, or
- Using a mediator to reach an agreement, or
- Requesting and attending a court settlement conference to reach an agreement

If you and the other party do not agree on the major issues in your case, you may want to talk with a lawyer.

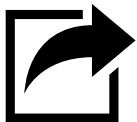
Step 3B: If Defendant Does NOT File an Answer: Prepare and File Default

If the other party does not respond (file an Answer) to the Summons and Complaint, you may file a default. If your helper handed the papers to the other party, wait **21** days from the date they served the other party to take this step. If your helper mailed the papers, wait **28** days.

Check the boxes as you fill out and sign these forms:



☐ Default Request and Entry (MC 07). **WAIT to sign this form. The court clerk or a notary must witness your signature.**



File originals of the forms with the Family Division, Gull Road Justice Complex, 1536 Gull Road, Kalamazoo, Michigan 49048. The Court Clerk will schedule a hearing and write the hearing date on the form and make copies for you and the Defendant.



Pay the motion fee (unless you were granted a fee waiver in Step 2). Sign the first page of the Default Request and Entry form in front of the Clerk or in front of a notary. The Clerk will fill out the Default Entry portion. They will keep an original and give you a signed copy.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	DEFAULT REQUEST AND ENTRY	CASE NO. and JUDGE
--	------------------------------	--------------------

Court address

Court telephone no.

Plaintiff's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant's name, address, and telephone no.
Defendant's attorney, bar no., address, and telephone no.

Party in default: _____

REQUEST

1. I request the clerk to enter the default of the party named above for failure to plead or otherwise defend as provided by law.
2. The defaulted party is not an infant or incompetent person.
3. ☐ It is unknown whether the defaulted party is in the military service. ☐ The defaulted party is not in the military service.
☐ The defaulted party is in the military but there has been notice of pendency of the action and adequate time and opportunity to appear and defend has been provided. Attached, as appropriate, is a waiver of rights and protections provided under the Servicemembers Civil Relief Act. Facts upon which this conclusion is based are: (specify)
4. This request is made on my personal knowledge and, if sworn as a witness, I can testify competently to the facts in this request.

I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Applicant/Attorney signature

Subscribed and sworn to before me on _____
Date

Deputy clerk/Notary public signature

My commission expires on _____
Name (type or print)

Notary public, State of Michigan, County of _____. ☐ Acting in the County of _____.
☐ This notarial act was performed using an electronic notarization system or a remote electronic notarization platform.

NOTE: Default can be entered by a district court clerk without the request of a party.

DEFAULT ENTRY

The default of the party named above for failure to plead or otherwise defend is entered.

Court clerk signature and date

Use note: The party who sought the entry of the default is responsible for serving all parties in accordance with MCR 2.603(A)(2).

CERTIFICATE OF MAILING

I served a copy of this default request and entry on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

Instructions – Custody, Parenting Time, Child Support (DC)

Step 4: Attend the Hearing



The Court will prepare a Judgment of Custody, Parenting Time, and Child Support for you. They will also prepare a Uniform Child Support Order (FOC 10/52) and any other paperwork you need.

CHILD CUSTODY ACT OF 1970 (EXCERPT) **Act 91 of 1970** **722.23 "Best interests of the child" defined.**

Sec. 3.

As used in this act, "best interests of the child" means the sum total of the following factors to be considered, evaluated, and determined by the court:

- (a) The love, affection, and other emotional ties existing between the parties involved and the child.
- (b) The capacity and disposition of the parties involved to give the child love, affection, and guidance and to continue the education and raising of the child in his or her religion or creed, if any.
- (c) The capacity and disposition of the parties involved to provide the child with food, clothing, medical care or other remedial care recognized and permitted under the laws of this state in place of medical care, and other material needs.
- (d) The length of time the child has lived in a stable, satisfactory environment, and the desirability of maintaining continuity.
- (e) The permanence, as a family unit, of the existing or proposed custodial home or homes.
- (f) The moral fitness of the parties involved.
- (g) The mental and physical health of the parties involved.
- (h) The home, school, and community record of the child.
- (i) The reasonable preference of the child, if the court considers the child to be of sufficient age to express preference.
- (j) The willingness and ability of each of the parties to facilitate and encourage a close and continuing parent-child relationship between the child and the other parent or the child and the parents. A court may not consider negatively for the purposes of this factor any reasonable action taken by a parent to protect a child or that parent from sexual assault or domestic violence by the child's other parent.
- (k) Domestic violence, regardless of whether the violence was directed against or witnessed by the child.
- (l) Any other factor considered by the court to be relevant to a particular child custody dispute.

NINTH JUDICIAL CIRCUIT COURT POLICY		
SUBJECT: PARENTING TIME POLICY	SECTION: FAMILY	DATE: 07/01/2019
CREATED BY: Tiffany Ankley (02/05/2009) LAST MODIFIED BY: Robin King	NUMBER: FA-438-p	SUPERSEDES: 02/05/2009

REFERENCES:

- Child Custody Act, MCL 722.27
- Divorce Act, MCL 552.1
- Acknowledgement of Parentage Act, MCL 722.1001
- Paternity Act, MCL 722.711
- Family Support Act, MCL 552.451
- Support and Parenting Time Enforcement Act, MCL 552.601
- 2008-2018 Michigan Child Support Formula
- "Promoting Positive Relationships Between Parents and Young Children When There are Two Homes," Children's Charter of the Courts of Michigan, Inc., 1996

DEFINITIONS AND ABBREVIATIONS: None.

BACKGROUND:

Policy was developed to provide consistency with parenting time in cases where parents are unable to negotiate parenting time and to provide a definition of reasonable parenting time.

POLICY STATEMENT:

Parents are strongly encouraged to negotiate parenting time that will meet the needs of their children and their particular circumstances. Otherwise, "reasonable parenting time" shall be defined as follows:

A. SCHOOL YEAR SCHEDULE.

1. "School year" is defined as beginning on the Sunday prior to the first day of school at 6:00 p.m. and ending on the Sunday after the last day of school at 6:00 p.m.
2. During the school week, the parent with whom the minor child(ren) do not primarily reside shall have parenting time on Wednesdays beginning at 6:00 p.m. and ending at 8:00 p.m. (distance between parents permitting). Additionally, the parent with whom the minor child(ren) do not primarily reside shall have parenting time on alternate weekends beginning on Friday at 6:00 p.m. and ending on Sunday at 6:00 p.m.

B. SUMMER SCHEDULE.

1. "Summer" is defined as beginning on the Sunday after the last day of school at 6:00 p.m. and ending on the Sunday prior to the first day of school at 6:00 p.m.
2. Alternatives:

Alternative 1.

Each parent shall have one-half of the summer vacation period in alternating 7-day periods such that the father has the first 7-day period beginning on the Sunday after the last day of school at 6:00 p.m. and ending 7 days later on Sunday at 6:00 p.m.

Each parent shall have the right to have a 14-day period of uninterrupted parenting time each summer vacation period. In even-numbered years, the mother shall notify the father by May 1st as to which 14-day period she will exercise parenting time and the father shall notify the mother by May 15th as to which 14-day period he will exercise parenting time. In odd-numbered years, the father shall notify the mother by May 1st as to which 14-day period he will exercise parenting time and the mother shall notify the father by May 15th as to which 14-day period she will exercise parenting time.

Alternative 2.

Each parent shall have one-half of the summer vacation period in alternating 14-day periods such that the father has the first 14-day period beginning on the Sunday after the last day of school at 6:00 p.m. and ending 14 days later on Sunday at 6:00 p.m.

Alternative 3.

Each parent shall have one-half of the summer vacation period such that the summer is divided into two (2) halves. The 1st half of the summer vacation period is defined as beginning on the Sunday after the last day of school at 6:00 p.m. and ending on the day that falls half-way through the summer as defined above at 6:00 p.m. The 2nd half of the summer vacation period is defined as beginning on the day that falls half-way through the summer at 6:00 p.m. and ending on the Sunday prior to the first day of school at 6:00 p.m. The father shall have the 1st half of the summer vacation period in even-numbered years and the mother shall have the 1st half of the summer vacation period in odd-numbered years. The father shall have the 2nd half of the summer vacation period in odd-numbered years and the mother shall have the 2nd half of the summer vacation period in even-numbered years. The alternate weekend schedule shall continue on the school year schedule such that each parent will continue to have alternate weekend parenting time as set forth above during the other parent's half of the summer vacation period.

3. If the parents are not able to agree as to which alternative to be exercised, alternative 1 shall apply.
4. The school year schedule will resume upon the commencement of school.

C. SPRING BREAK SCHEDULE.

"Spring Break" is defined as beginning on the day that school is dismissed at 6:00 p.m. and ending on the Sunday prior to school commencing at 6:00 p.m. Spring Break shall be alternated. See the *Holiday/Special Occasion Parenting Time Chart* below.

D. WINTER HOLIDAY BREAK SCHEDULE.

1. "Winter Holiday Break" is defined as beginning on the day that school is dismissed at 6:00 p.m. and ending on the day prior to school commencing at 6:00 p.m. The Winter Break shall be divided into two (2) halves. The 1st half of Winter Holiday Break and the 2nd half of Winter Holiday Break shall be alternated. See Holiday/Special Occasion Parenting Time Chart below.
2. 1st Half of Winter Holiday Break.
"1st Half of Winter Holiday Break" is defined as beginning on the day that school is dismissed at 6:00 p.m. and ending on the day that falls half-way through the Winter Holiday Break as defined above at 6:00 p.m.
3. 2nd Half of Winter Holiday Break
"2nd Half of Winter Holiday Break" is defined as beginning on the day that falls half-way through the Winter Holiday Break as defined above at 6:00 p.m. and ending on the day before school commences at 6:00 p.m.

E. HOLIDAY/SPECIAL OCCASION PARENTING TIME.

1. The holidays and special occasions are listed in calendar order and shall be alternated unless otherwise specified. See Holiday/Special Occasion Parenting Time Chart below.

Easter

The Easter holiday shall begin on Easter Sunday at 9:00 a.m. and shall end on Easter Sunday at 8:00 p.m.

Mother's Day

The mother shall have parenting time each year on Mother's Day beginning at 9:00 a.m. and ending at 8:00 p.m.

Memorial Day

The Memorial Day holiday shall begin on Memorial Day at 9:00 a.m. and shall end on Memorial Day at 8:00 p.m.

Father's Day

The father shall have parenting time each year on Father's Day beginning at 9:00 a.m. and ending at 8:00 p.m.

Independence Day

Independence Day shall begin on July 3 at 6:00 p.m. and shall end on July 5 at 9:00 a.m.

Labor Day

The Labor Day holiday shall begin on Labor Day at 9:00 a.m. and shall end on Labor Day at 8:00 p.m.

Halloween

The Halloween holiday is defined as that day of the week that is designated for “trick-or-treating.” The Halloween holiday shall begin at 4:00 p.m. and shall end on Halloween at 8:00 p.m.

Thanksgiving

The Thanksgiving holiday shall begin on the Wednesday before Thanksgiving at 6:00 p.m. and shall end on the Friday following Thanksgiving at 6:00 p.m.

Christmas Eve

The Christmas Eve holiday shall begin on December 23 at 6:00 p.m. and shall end on December 24 at 9:00 p.m.

Christmas Day

The Christmas Day holiday shall begin on December 24 at 9:00 p.m. and shall end on December 25 at 9:00 p.m.

New Year's

The New Year's holiday shall begin on December 31 at 6:00 p.m. and shall end on January 1 at 8:00 p.m. The even/odd year designation is controlled by the year in which December 31 falls.

Child(ren)'s and Parent's Birthday(s)

Each parent shall have parenting time in alternating years for the child(ren)'s birthday(s). If the child's birthday occurs on a school day, parenting time shall occur for four (4) hours. If the child's birthday occurs on a non-school day, parenting time shall occur for eight (8) hours. If there is more than one (1) child, parenting time shall include all of the children. See *Holiday/Special Occasion Parenting Time Chart* below.

Each parent shall have parenting time each year on her/his birthday. If mother's/father's birthday occurs on a school day, parenting time shall occur for four (4) hours. If mother's/father's birthday occurs on a non-school day, parenting time shall occur for eight (8) hours.

2. Holiday/Special Occasion parenting time shall take precedence over regularly scheduled parenting time. Additionally, if a parent's holiday/special occasion parenting time either precedes or follows her/his regularly scheduled parenting time, then the parenting time shall be one continuous period of parenting time. For example, if a parent has the weekend preceding Memorial Day and Memorial Day is also that parent's holiday, parenting time would begin on Friday at 6:00 p.m. and end on Memorial Day at 8:00 p.m.

F. TELEPHONE CONTACT.

The child(ren) shall be allowed reasonable access to each parent via telephone, e-mail, etc., when the child(ren) is(are) in the care of the other parent. Unless otherwise agreed, this shall include at least one telephone contact each week.

G. TRANSPORTATION.

1. Generally, the parent exercising parenting time shall provide round-trip transportation for the minor child(ren) for her or his parenting time. If, however, the parents reside more than 20 miles (as the crow flies) away from each other, transportation for parenting time shall be shared.

2. Alternatives:

Alternative 1.

The parents can meet half way at the beginning and at the end of parenting time.

Alternative 2.

One parent can pick up the minor child(ren) at the beginning of parenting time and the other parent can pick up the minor child(ren) at the end of parenting time.

Alternative 3.

One parent can provide the round-trip transportation with monetary reimbursement for mileage from the other parent.

3. If the parents are not able to agree as to which alternative to be exercised, Alternative 1 shall apply.

H. GENERAL PROVISIONS.

1. Parents should exercise parenting time in a prompt manner.
2. Each parent shall have the child(ren) ready for parenting time at the specified time.
3. Extracurricular activities for a child are generally positive and to be encouraged. However, extracurricular activities for a child should not unreasonably interfere with the exercise of parenting time.
4. Parents shall at all times keep each other advised of their home address and telephone numbers.
5. A general itinerary (including airline, flight numbers, hotel, etc.) and emergency telephone number(s) shall be provided to the other parent if an out of town vacation is planned.
6. Clothing, prescription medication and other personal items shall be sent with the child for parenting time and shall return with the child at the end of parenting time.

I. HOLIDAY/SPECIAL OCCASION PARENTING TIME CHART.

<u>Holiday</u>	<u>Odd-Numbered Years</u>	<u>Even-Numbered Years</u>
Easter	Father	Mother
Memorial Day	Mother	Father
Independence Day	Father	Mother
Labor Day	Mother	Father
Halloween	Father	Mother
Thanksgiving	Mother	Father
Christmas Eve	Father	Mother
Christmas Day	Mother	Father
New Year's	Father	Mother
Child(ren)'s Birthday(s)	Mother	Father
Mother's Birthday	Mother	Mother
Father's Birthday	Father	Father
Mother's Day	Mother	Mother
Father's Day	Father	Father
Spring Break	Father	Mother
1 st Half of Winter Break	Mother	Father
2 nd Half of Winter Break	Father	Mother

J. NUMBER OF OVERNIGHTS FOR PURPOSES OF CALCULATING CHILD SUPPORT IN ACCORD WITH THE MICHIGAN CHILD SUPPORT FORMULA.

For purposes of calculating child support in accord with the Michigan Child Support Formula, parents who exercise "reasonable parenting time" shall be deemed to have 94 overnights per year.

FORMS USED: None

APPROVAL:

Approved at CCMT: July 1, 2019

Date: 07/09/2019

/s/
Alexander C. Lipsey, Chief Circuit/Probate Judge

For the Parent who Wants to

Receive Support:

What do I do?

Your Child Support Case

Studies show children whose parents are involved live happier, healthier and more successful lives. It's why we encourage you to work with the other parent, all for the sake of your child.

If you don't have a child support case and you want help, you may apply online with MiChildSupport.

If you or your children currently receive public assistance from the state, such as food, cash, medical or child care assistance, or you have received assistance in the past, you should already have a child support case. If you don't have a case yet, or you don't know if you have a case, call **866-540-0008**, and we'll help you.

Work with Our Team

The Office of Child Support and the Prosecuting Attorney's office may contact you for information to start your case. Tell us who your child's father is and work with us to have a say in your case. If you do not work with us, your public assistance may stop. If you already have a child support order from the court, the Friend of the Court can answer your questions about child support, parenting time and insurance.

Call the Office of Child Support at
866-540-0008 when:

- You want to start a child support case and don't have one
- Your child moves in or out of your household
- You or your child goes on public assistance, Social Security Disability (SSD) or Supplemental Security Income
- You have questions about receiving child support from a parent you think may hurt you or the child

Call your Friend of the Court Office at
877-543-2660 when:

- You move and have a new address
- You change your name
- Your child's health insurance coverage stops
- The parent paying support changes jobs
- The parent paying support is in jail, prison or on work release



Michigan Department of Health and Human Services, Office of Child Support

Your connection between public assistance and child support. Call them when you're ready to start a case.



Prosecuting Attorney

Your child support court order and legal fatherhood happens here. Work with them to have a say in what happens.



Friend of the Court

Reviews and monitors your court order. Call them whenever something changes in your life, or when you have questions about parenting time.



Michigan State Disbursement Unit

Receives and sends your child support payments. Contact them when you have questions about payments.



m i c h i g a n
child support



michigan.gov/childsupport

For the Parent who

Pays Support:

What do I do?

Your Child Support Case

Your child needs your support – both financially and emotionally. Studies show children whose parents are involved live happier, healthier and more successful lives. It's why we encourage you to work with the other parent, all for the sake of your child.

Work with Our Team

The Office of Child Support and the Prosecuting Attorney's office may contact you for information to start your case. Work with us to have a say in it. If you think you may not be the father, ask for a paternity test. If you already have a child support order from the court, the Friend of the Court can answer your questions about child support, parenting time and insurance.

Call the Office of Child Support at **866-540-0008** when:

- You or your child moves in or out of the mother's household
- You or your child goes on public assistance, Social Security Disability (SSD) or Supplemental Security Income

Call your Friend of the Court Office at **877-543-2660** when:

- You move and have a new address
- You change your name or phone number
- The custody of your child changes
- There is a new court order
- You can't make a payment or need help with child support debt
- You change jobs, become unemployed, are injured or sent to jail



Michigan Department of Health and Human Services, Office of Child Support

Your connection between public assistance and child support. Call them when you're ready to start a case.



Prosecuting Attorney

Your child support court order and legal fatherhood happens here. Work with them to have a say in what happens.



Friend of the Court

Reviews and monitors your court order. Call them whenever something changes in your life, or when you have questions about parenting time.



Michigan State Disbursement Unit

Receives and sends your child support payments. Contact them when you have questions about payments.

MDHHS-Pub-1207 (8-17)

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.



m i c h i g a n
child support



michigan.gov/childsupport