

This packet is being provided to ease the process for individuals that have filed a Pro Per case through the Newaygo County 27th Judicial Circuit court. All individuals need to have child support and medical provisions determined prior to a hearing for entry of a temporary order or final judgment. The Friend of the Court staff will determine an appropriate amount for all individuals that are receiving public assistance in addition to those individuals that request the service. Individuals that are not receiving public assistance can determine their own child support and medical provisions or calculate an amount by using the child support manual at <http://www.courts.michigan.gov/scao/services/focb/mcsf.htm>

The following forms are required to complete the above process:

- (JIF) Domestic Relations Judgment Information Form (FOC 100)
- (USO) Uniform Child Support Order (FOC 10)

All forms are available at <http://www.courts.michigan.gov/> or you may request the forms from the Circuit Court Services office windows at \$1.00 per page.

Case Details

- You have filed a “Pro Per” case. That means you have filed your own domestic case, represent yourself and are preparing and filing your own orders.
- You have minor children. The minor children in your case were born during the marriage or paternity has been established prior to filing of the case.
- You will be working with the Friend of the Court (FOC) on child support, medical support, custody and parenting time issues.
- You need FOC to make a monthly support recommendation for your order.
- You need your order approved by FOC staff.
- You need a hearing date for entry of the temporary order, final judgment and uniform support order.
- Filing fees - \$20.00 motion fee - \$80.00 judgment fee

Steps

- 1) You must complete the (JIF) Domestic Relations Judgment Information Form (FOC 100). This form must be submitted to the FOC office at your appointment before your temporary order or final judgment will be approved.
- 2) A Uniform Child Support Order (FOC 10) must be completed and attached to the temporary order or final judgment. The Uniform Child Support Order should stipulate child support and medical provisions and must be submitted to the FOC office for review when your temporary order or final judgment is approved.

You may request the FOC to review all relevant facts and make a recommendation regarding child support and medical provisions to use in the Uniform Child Support Order. When calculating a recommendation, FOC staff will use the Michigan Child Support Manual.

If you need a support recommendation, there are two ways to obtain a recommendation from the FOC as explained in a) and b) below.

- a) If both parties in your case agree to meet with FOC staff to determine a support amount and medical provisions, you can schedule an appointment. Both parties are required to bring in their four most recent pay stubs and copies of all W-2's and 1099's for the current income tax filing year.

Recommendation Support & Medical Provisions Appointment Date and Time:

- b) If both parties in your case do not agree to meet with FOC staff to determine a support amount and medical provisions, you can file a Motion Regarding Support (FOC 50). Circuit Court Services staff can assist you with a date and time for the motion

Motion Regarding Support Hearing Date and Time:
--

- 3) If both parties meet with Friend of the Court staff and a recommendation is given, it is possible that one of the parties will object to the support recommendation.

Objections to recommended support amounts will be handled as follows:

- a) If there is no public assistance involved you will be required to file a Motion Regarding Support (FOC 50) with the court.
 - b) If there is public assistance involved (Medicaid, Full TANF, etc.) you will be referred for a support review by the Friend of the Court staff.
 - c) The parties may consent to have an immediate hearing before the court if court time is available.
- 4) You must obtain Friend of the Court approval on your temporary order or final judgment. You will need an appointment to meet with Dawn Petry or Rachel Herman at the FOC office to approve your order. FOC staff will review the temporary order or final judgment and the uniform child support order (FOC 10) **with you** to assure they meet legal requirements.

Order approval Appointment Date and Time:
--

If, however, this service was provided to you at the appointment date or motion date scheduled in Item 3, you will not need to schedule the order approval appointment.

- 5) When you have completed Steps 1-4 you can request Circuit Court Administration to provide you with a hearing date and time for entry of your temporary order or final judgment.

Final Judgment Hearing Date and Time:
--