

# 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:

**FRIEND OF THE COURT  
P.O. Box 436012  
Pontiac, Michigan 48343-6012**

- 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 TO USE.**
- You DO NOT need to bring in proof of everyday expenses (e.g. rent, food, clothes).
- A \$60.00 fee for this motion is required by law. **YOU MUST SEND A CHECK OR MONEY ORDER IN THE AMOUNT OF \$60.00 PAYABLE TO "CLERK OF THE COURT" WITH THIS MOTION.**
- Upon receipt (receiving this motion and filing fee), the Friend of the Court office will file the formal motion and schedule a hearing date and time with the court. The Friend of the Court will also send copies of the motion and notification of hearing date and time to all parties.

**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.**

