

## **FRIEND OF THE COURT INSTRUCTIONS FOR MOTION TO CHANGE PARENTING TIME ORDER**

1. **BEFORE** you file this motion you must contact the other party and tell them what parenting time schedule change you are requesting. If the other party refuses your request then you may file this motion. (6th Judicial Circuit Local Rule 2.119.)
2. By filing this motion you are requesting a hearing in front of a Friend of the Court Referee only.
3. A \$100.00 motion fee **MUST** be included with the filing of this motion.
  - a. **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.**
  - b. **If filing in person with the Clerk's Office**, you may pay by check, money order, cash, Mastercard, Visa or Discover.
4. You must state the specific circumstances that have changed since the last parenting time order that require a change in your order. You may include an additional sheet if you need more room to state your reasons. MCR 2.119 (A)(1)(c).
5. You must state the parenting time arrangement you are requesting. You may attach an additional sheet if you need more room. MCR 2.119 (A)(1)(c).
6. Please review your completed motion to make sure that you have provided all requested information.
7. Upon completion, return the motion with payment, and attachments to:

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

8. 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.

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

**MOTION TO CHANGE  
PARENTING TIME 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**

**\$100.00 Filing Fee  
No Out of State Checks**

Plaintiff's Name, Address & Telephone No.

Defendant's Name, Address & Telephone No.

v

**1. A judgment or order regarding parenting time with: *(names and birth dates of children)***

has  has not been entered.

**2. It is in the best interest of the minor children to change the parenting time because:**  
*(You must provide specific reasons for requesting this change.)*

**3. I ask the court to change the parenting time order to:**  
*(You must specify what parenting time schedule you are requesting.)*

**I declare that the above statements are true to the best of my information and belief AND that I have requested the above change from the other party on \_\_\_\_\_, but that request has been refused.**

Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Party Filing Motion