



THIRD JUDICIAL CIRCUIT COURT
FRIEND OF THE COURT

MOTION FOR A **REFEREE HEARING**

This Motion cannot be used to change custody, parenting time, income withholding orders, or your monthly child support amount

USE THIS SET OF FORMS IF:

- You want to schedule a hearing in front of the Friend of the Court Referee assigned to your case
- You want a hearing on an issue that is not contained in any of the other motion form packets

NOTE: These instructions have been updated to reflect the current filing options. As filing options can change, please visit the Court's website at www.3rdcc.org/divisions/family-domestic/emergency-and-non-emergency-filings for the most up to date filing information.

This Motion must be filed and scheduled in the Coleman A. Young Municipal Center (CAYMC) building at Two Woodward Avenue, Detroit, MI 48226. It will cost you \$20.00 to file this motion. The County Clerk's Office accepts cash; debit cards; MasterCard, and American Express, and Discover credit cards; and, money orders made payable to the **Wayne County Clerk.**

If you cannot afford the filing fee, you can ask the Chief Judge for an Order waiving the filing fee. Fee Waiver forms can be obtained from Room 201 (CAYMC 2nd floor) or online [here](#). You must provide a copy of your State-issued photo ID card and proof of income and/or public assistance. Requests for Fee Waivers can be submitted in person at CAYMC or online using the Domestic Case Filings system. You cannot obtain a Fee Waiver by mail. If the Chief Judge waives your filing fee, the waiver is only good the same day as it is signed. You must file your motion the same day. Instructions on the different options to obtain a Fee Waiver may be found online at www.3rdcc.org/divisions/family-domestic/emergency-and-non-emergency-filings.

INSTRUCTIONS:

1. Fill out Praecipe and Motion. **USE BLACK OR BLUE INK ONLY.**
2. Write your Case Number in the upper right corner of every page.
3. **Attach a copy of your most recent Court order(s) that are related to the reason you want a hearing. For example: Judgement of Divorce, support order, custody and parenting time order.**
4. Leave the forms in numerical order. Make 3 sets of copies and all of your attachments before you bring them to Court to file them.
5. Bring all the original forms plus the 3 sets of copies to file.
6. Always keep a copy of every paper you file with the Court and bring your copies with you to the hearing.
7. To get a Court date, you need to file the motion properly with the Court.

IF YOU ARE FILING ONLINE (RECOMMENDED):

1. The electronic filing system can be found at www.3rdcc.org/agency-resources. Click on Outside Agency Web Access under Applications Access to set up an account and to access the Domestic Case Filings System. Review User Guide for Domestic Case Electronic Filers under How to Tutorials for detailed instructions on how to access the system.
2. You will receive an email once your Motion has been accepted for filing.
3. Once you receive the email that your Motion has been accepted, you must submit a Friend of the Court ePraecipe at <https://www.3rdcc.org/efiling/epraecipe> to schedule your motion for hearing before the referee assigned to your case.
4. Once you have submitted the ePraecipe, you will receive a completed copy back with your hearing date on it. Please note that the final hearing date may be different from what was requested on the ePraecipe, due to Court availability.

IF YOU ARE FILING IN PERSON:

1. Take your original set of motion forms, your copies, and your money to pay the filing fee with you to CAYMC.
2. Take your original set of motion forms, your copies, and your filing fees (or signed Order waiving filing fees) to the Wayne County Clerk in **Room 201 (CAYMC 2nd floor)**.
3. Put case labels (stickers) in the upper right hand corner of all original documents and each of your copies. Case labels are free and available in **Room 201**.
4. If you have a Chief Judge Order waiving your filing fees, give it the Clerk.
5. The Clerk will keep the original forms and have you pay at the Cashier counter.

6. The Clerk will give back to you the “Motion Praecipe” form with a red stamp on it. This proves that you filed the Motion with the Clerk’s office.
7. Take that stamped “Motion Praecipe” form and your copies to: the FOC Scheduling Office in **Room 900A (CAYMC 9th floor)**.
8. At the window of **Room 900A**, an FOC representative will take all of your paperwork and give you your hearing date.
9. **Go to your hearing with all documents that prove the request in your motion.** If you do not show up, or if you show up late, your motion will be dismissed.

IF YOU ARE FILING BY MAIL:

1. Write your Case Number in the upper right corner of every page.
2. Mail your original forms, 3 sets of copies and a money order for the filing fees to: **Wayne County Clerk, Room 201, Coleman A. Young Municipal Center, Detroit, MI 48226.**
3. Keep copies of everything you mail to the Court.
4. Include a Self-Addressed Stamped Envelope and a letter asking the County Clerk to mail you a receipt and a copy of your motion stamped “filed.”
5. You will receive your hearing date by mail.

QUESTIONS?

Call the Wayne County Friend of the Court at (844) 785-7593 or email CustomerService@3rdcc.org. Employees of the Friend of the Court and the Wayne County Circuit Court cannot give you legal advice or help prepare documents. General Court information can be found on the website: www.3rdcc.org.

Failure to complete all of the above steps may result in delay or dismissal of your motion.

The Court is required by law to use the Michigan Child Support Formula to set the child support amount, unless the Court finds that application of the formula would be unjust or inappropriate

STATE OF MICHIGAN THIRD JUDICIAL CIRCUIT WAYNE COUNTY	MOTION FOR:	CASE NO. HON.
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Please print or type information

Plaintiff name, address, telephone no., and email address Attorney name, address, telephone no., and email address	Defendant name, address, telephone no., and email address Attorney name, address, telephone no., and email address
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_____ is incarcerated and a telephonic hearing is required. They are incarcerated at
 Name
 _____ and their inmate number is _____
 Name of Facility MDOC or Other Number

This motion is being filed by _____ . I am asking
 Name
 the court to: (Write an explanation. Attach additional sheets if necessary)

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

Date

Signature of party filing motion