



THIRD JUDICIAL CIRCUIT COURT
FRIEND OF THE COURT

MOTION TO CHANGE PARENTING TIME

This Motion cannot be used to change custody

Please read this instruction sheet first.

- **YES**, the child(ren) in my case are under the age of 18; and
- **YES**, I want to change the parenting time schedule with my child(ren); or
- **YES**, I want to change the most recent Court Order so that it describes my current parenting time schedule; or
- **YES**, my Court Order gives “reasonable parenting time” and I would like a specific schedule.

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 \$100.00 to file this motion. The County Clerk’s Office accept cash; debit cards; MasterCard, 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 Praecept 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 parenting time/custody Order.** If you do not attach a copy of your most recent Order, the processing of your Motion may take longer.
4. Make 3 sets of copies.
5. Always keep a copy of every paper you file with the Court and bring your copies with you to the hearing.
6. Once you file your Motion to Change Parenting Time, your motion will be scheduled for hearing before the referee. Prior to the hearing, your motion may be reviewed and one of the following actions occur:
 - a. A decision will be made about whether you have filed a valid Motion under the Law. If you have not filed a valid Motion, you will receive a letter in the mail.
 - b. Your case may be referred to the Dispute Resolution Unit/Family Assessment Mediation and Education Unit of the Court for mediation with a qualified mediator. This process allows the parties to try to resolve this matter. You will receive a mediation date in the mail.

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 ePraecept at <https://www.3rdcc.org/efiling/epraepcept> to schedule your motion for hearing before the referee assigned to your case.
4. Once you have submitted the ePraecept, 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 ePraecept, due to Court availability.

IF YOU ARE FILING IN PERSON:

1. Take your original set of motion form, 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 corner of all original documents and copies. Case labels are free and available in **Room 201**.
4. Give the Clerk your original motion forms. If you have a Chief Judge Order waiving your filing fees, give it to 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 Praecept" form with a red stamp on it. This proves that you filed the Motion with the Clerk's office.
7. Take that stamped "Motion Praecept" form, your original Financial Information 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 a 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. Mail your original forms, 3 sets of copies and a money order or certified check for the filing fees to: **Wayne County Clerk, Room 201, Coleman A. Young Municipal Center, Detroit, MI 48226.**
2. Keep copies of everything you mail to the Court.
3. 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."
4. 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 or 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 TO CHANGE PARENTING TIME	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 <input type="checkbox"/> This party is incarcerated and a telephone hearing is required. Prisoner ID# _____ Department of Corrections' Prison Name _____	Defendant name, address, telephone no., and email address Attorney name, address, telephone no., and email address <input type="checkbox"/> This party is incarcerated and a telephone hearing is required. Prisoner ID# _____ Department of Corrections' Prison Name _____
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1. An Order regarding our child(ren) has been entered in this case. (Attach most current parenting time order).
2. I believe that my current parenting time Order lets me have the following parenting time with my child(ren):

3. State what has changed since the last Order and why it is in the best interest of the child(ren) to change parenting time. (Attach additional pages if necessary).

4. I ask the Court to change parenting time for the child(ren) as follows. Please be specific. (Attach additional pages 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

We have agreed to the parenting time in #4 above as shown by **both** of our dated signatures below. ***If you have reached an agreement, the Court will mail you a hearing date to place your agreement on the record before the Parenting Time Referee.**

Signature of Plaintiff /
Date

Signature of Defendant /
Date