

## INSTRUCTIONS

**\*\*\*If you have not checked all of the boxes on the front of this page, you cannot use this form. Please contact the Friend of the Court at (734) 222-3050 to get the correct form.\*\*\***

**Please print neatly.** Items A through E must be completed before your petition can be filed with the Court. This form is used to modify current child support only and cannot be used to change custody, parenting time, or past-due support.

- A. Before you fill in the Case Number, get your court papers from your divorce, separate maintenance, paternity action, or child support case. Copy the case number from the court papers on this form.
- B. Also use your court papers to fill in the "Plaintiff" and "Defendant" boxes. Copy the names from the court papers onto this form. For example, if your name is in the box that says "Plaintiff", then you should write your name in the "Plaintiff" box on this petition. **You must include your complete current address. If you do not know the other party's current address, fill in only their name in the appropriate box.**
- C. You are the person filing the petition. Explain why the support should be changed and what you want changed. You cannot use this form to change custody or parenting time. You cannot use this form to stop support.
- D. Check the box for an increase, decrease, or establishment of support. **You must send a copy of the petition to the other party by first-class mail.** Write in the date you sent the form to the other party and sign the form. If you wish to use this mailing date as the notice date, you must be prepared to provide written verification that you mailed the petition to the other party. Otherwise, the date the Friend of the Court provides notice to the parties will control.
- E. Hand the form to the County Clerk along with the \$20.00 filing fee (payable to Washtenaw County Clerk). If you cannot afford to pay the motion fee, ask the Clerk for an Affidavit and Order, Suspension of Fees/Costs.

The office is located on the first floor of the **Washtenaw County Courthouse, Room 1105, at the corner of Main St. and Huron St. in Ann Arbor.**

**You may mail the form to Court Services/Domestic Clerk, PO Box 8645, Ann Arbor, MI 48107-8645.**

You will be required to provide documentation of your income and any other evidence used to support your petition. The Friend of the Court does not represent either party.

Once your Petition is received by the Friend of the Court, you will receive a Notice of Administrative Review or a Notice of Hearing and a request for information. **If you do not provide the information requested by the Friend of the Court by the deadline, your Petition may be dismissed.**

**PETITION TO CHANGE CHILD SUPPORT ORDER  
(FOR PETITIONERS WHO ARE NOT REPRESENTED BY AN ATTORNEY)  
\$20.00 FILING FEE**

**PLEASE CHECK THE BOXES BELOW. IF YOU ARE UNABLE TO CHECK ALL OF THESE BOXES, THEN YOU CANNOT USE THIS FORM. PLEASE CONTACT THE FRIEND OF THE COURT FOR ASSISTANCE AT (734) 222-3050.**

**This form cannot be used to modify your past due child support amounts.**

- The youngest child in this case is under the age of 18 and/or has not graduated from high school.
  
- You have a **current child support charge** with the Friend of the Court. If you do not know whether the charges are for current child support, please contact the Friend of the Court.
  
- Support has not been reviewed for at least three years or there has been a significant change in circumstances.**
  
- You are not represented by an attorney.
  
- You do not wish to change your parenting time with the child(ren). If you wish to change your parenting time and the child support, please contact the Friend of the Court at (734) 222-3050 and request a Motion to Change Parenting Time.
  
- Note: Support will be recommended using the Michigan Child Support Formula. This means your support order may go up even if you request a decrease, or down even if you request an increase.**

(A)

PCS

STATE OF MICHIGAN  
22<sup>nd</sup> CIRCUIT COURT  
WASHTENAW COUNTY

PETITION TO CHANGE CHILD SUPPORT  
ORDER  
(for petitioners not represented by an  
attorney)

CASE NUMBER:  
JUDGE NAME:

Friend of the Court, P.O. Box 8645, Ann Arbor, MI 48107, TEL (734) 222-3050

(B)

Plaintiff's Name, Address, and Phone Number

v.

Defendant's Name, Address, and Phone Number

PLAINTIFF

DEFENDANT

(C)

My name is \_\_\_\_\_.

Custody, parenting time, and spousal support **cannot** be changed using this form.

- There is a *current child support charge* in this case of \_\_\_\_\_ per month. *Do not include past-due support amounts. Contact the Friend of the Court if you do not know the current child support amount.*
- Custody and parenting time cannot be changed using this form. I am not requesting a change in parenting time or custody. There is a different form to use if I wish to change parenting time or custody.
- I am not currently represented by an attorney.

I want support changed because:

(D)

**I REQUEST:**

The support order be  increased  decreased  established in an amount the Court finds fair and equitable.

**Note: Support will be recommended using the Michigan Child Support Formula. This means your support order may go up even if you request a decrease, or down even if you request an increase.**

Services under the child support enforcement program of Title IV-D of the Social Security Act.

The statements above are true to the best of my information, knowledge, and belief. I certify that on this date I mailed a copy of this petition to the other party by first-class mail.

\_\_\_\_\_  
Date

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