

In Pro Per Motion to Change Parenting Time

ATTENTION

If you need help completing this form, you may contact the **Legal Assistance Center** at (616) 632-6000, or you may visit them at the Courthouse, 180 Ottawa NW, 5th floor, Grand Rapids, MI 49503.

PLEASE NOTE

In addition to the \$20 filing fee, you will be required to pay an \$80 order entry fee when you file this motion.

INSTRUCTIONS FOR IN PRO PER MOTION TO CHANGE PARENTING TIME

BEFORE you file this motion you **must** ask the other parent, in person or in writing, for the change in parenting time. You may do this yourself or you may ask for a Friend of the Court Mediation meeting to help both parents come to an agreement and avoid filing a court action. If the other parent **does not agree** to the change(s) you are asking for, **then** you may file this motion.

Please **Print** or **Type** all information.

Case No.: Write the full court order number that is on your court order.

Plaintiff's and Defendant's Name/Address/Telephone: Write the name as listed on your court order and the most current address and telephone numbers (home and work) for both parents.

List your child(ren)'s name(s) and date(s) of birth.

Write your name on the line "Name of parent filing the Motion" then complete the following on the Motion form:

ITEM 1. Write an "X" on the line which shows what your parenting time order is now. **YOU MUST ATTACH A COPY OF YOUR CURRENT PARENTING TIME (VISITATION) ORDER.** If you have lost your copy, you may get one from the Circuit Court Clerk at the Kent County Courthouse.

ITEM 2. Write what has happened since the last parenting time order.

ITEM 3. Write what parenting time schedule or change(s) (times, days, etc) is in your child(ren)'s best interest.

ITEM 4. Write the date you asked the other parent for the change in parenting time and sign your name on the line "Signature of parent filing the Motion", stating that all information given to the Court by you in your Motion is true to the best of your knowledge.

THEN, make three (3) photocopies of the completed Motion and your complete **current** parenting time order.

AND, MAIL THE MOTION AND THREE (3) COPIES PLUS A CHECK OR MONEY ORDER FOR \$100.00 (\$20.00 FILING FEE and \$80.00 ORDER ENTRY FEE), PAYABLE TO 'CLERK OF THE COURT' TO:

Clerk of the Court
17th Judicial Circuit Court Circuit Court
Kent County Courthouse
180 Ottawa Ave NW, Suite 2400
Grand Rapids MI 49503

**INSTRUCTIONS FOR IN PRO PER
MOTION TO CHANGE PARENTING TIME (con't)**

DO NOT SEND THIS MOTION TO THE FRIEND OF THE COURT.

This Motion must be filed with the Circuit Court Clerk at the Kent County Courthouse.

A \$100.00 fee **MUST** be paid when you file this motion. **DO NOT MAIL CASH.** Your petition will automatically be dismissed if your check is returned by your bank unpaid.

FILING CHECK LIST

- Make three (3) copies of the Motion **and** the attached parenting time order.
- Send the original Motion and the three (3) copies to the Clerk of the Court with the \$100.00 fee.

IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, YOUR MOTION WILL NOT BE ACCEPTED BY THE CLERK FOR FILING.

