

INSTRUCTIONS

for a stipulated or mutually agreed upon:

- UNIFORM CHILD SUPPORT ORDER

The following packet contains instructions for obtaining a stipulated or mutually agreed upon “Uniform Child Support Order” in **Tuscola County**. Therefore, only use these instructions if **both** you and the other party have agreed on the child support amount and you want the judge to sign your proposed order without having to file a motion and attend a hearing.

ORDER CHECKLIST

Use the following checklist to make sure you have done all the steps that are needed.

DID YOU . . .

1. Fill out all requested information on the form?
2. Make sure you have all necessary copies of order (Original plus 2 copies)?
3. Take your proposed order and copies to the Friend of the Court for Approval?
4. Once approved by the Friend of the Court, did you take your proposed order along with the 2 copies to the Clerk's Office?
5. Did you give the Clerk's Office a self-addressed and stamped envelope for each of the parties?

If you cannot answer "YES" to all of the above questions, the Clerk's Office may not present your order to the judge for signature and entry.

Please remember by filing forms with the court, you are considered to be representing yourself in a court action regarding support. In order to receive the action you seek, you must follow the instructions in this packet. If you fail to do even follow one of the required steps, the order you get from the court may not give you the support you want.

INSTRUCTIONS FOR GETTING A STIPULATED (MUTUALLY AGREED UPON) ORDER SIGNED

1. Fill out the form.
 - a. Be sure that you have included ALL necessary information on the form.
 - b. Stipulated or mutually agreed upon orders MUST be signed by **BOTH** parties.
 - c. Make at least 2 copies of the proposed order plus the original (3 total).
2. Bring the completed original order plus the 2 copies to the Tuscola County Friend of the Court for approval.
 - a. The Friend of the Court will make sure that all necessary sections of your order are completed. NOTE: THE FRIEND OF THE COURT DOES NOT ACT AS EITHER PARTY'S ATTORNEY AND REVIEWS PROPOSED ORDERS AS TO FORM ONLY.
 - b. If you are attempting to modify your child support, the Friend of the Court will verify whether your child is receiving public assistance. Depending on the circumstances, you might not be able to stipulate/consent to modifying support if your child is receiving public assistance. Please contact the Friend of the Court if you have questions or concerns regarding how to modify support when a child is receiving public assistance.
 - c. The Friend of the Court will attempt to approve all proposed orders the same day they are received, but depending on the circumstances, it may take up to 3 days before the Friend of the Court has the opportunity to review your proposed order.
3. Take your approved **original** proposed order and 2 copies to the Clerks Office, along with a self-addressed and stamped envelope for each of the parties.
 - a. The Clerk's Office will present the proposed order and copies to the judge for signature.
 - b. Once the judge signs the order along with the copies, the Clerk's Office will file the original in your court file and will mail a copy of the order back to each of the parties using the self-addressed and stamped envelopes that were provided.
 - i. If you fail to provide the Clerk's Office with a self-addressed and stamped envelope, you are responsible for coming to the Clerks Office to pick up a copy of your signed order. (you may want to call ahead and get the total copy fee cost.)

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	UNIFORM CHILD SUPPORT ORDER (PAGE 1) <input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	CASE NO.
--	---	-----------------

Court address _____ **Court telephone no.** _____

Plaintiff's name, address, and telephone no.
Plaintiff's attorney name, bar no., address, and telephone no.
Plaintiff's source of income name, address, and telephone no.

v

Defendant's name, address, and telephone no.
Defendant's attorney name, bar no., address, and telephone no.
Defendant's source of income name, address, and telephone no.

This order is entered after hearing. after statutory review. on stipulation/consent of the parties.

- The friend of the court recommends support be ordered as follows.
- If you disagree with this recommendation, you must file a written objection with _____ on or before **21 days** from the date this order is mailed. If you do not object, this proposed order will be presented to the court for entry.
- Attached are the calculations pursuant to MCL 552.505(1)(h) and MCL 552.517b.

IT IS ORDERED, UNLESS OTHERWISE ORDERED in item 15: Standard provisions have been modified (see item 15).

1. The support obligation for a child continues through the end of the month of the later: 1) the child's 18th birthday, or 2) the last day of regularly attending high school full time with the reasonable expectation of graduating, as long as the child is residing full time with the recipient of support or at an institution, but under no circumstances shall the support obligation continue after the month that the child reaches age 19 1/2. Child care for a child continues through August 31 following that child's 12th birthday. The parties must notify each other of changes in child-care expenses and must additionally notify the friend of the court if the change ends those expenses.
2. Income withholding takes immediate effect. Payments shall be made through the Michigan State Disbursement Unit unless otherwise ordered in item 15.
3. **Child Support.** The payer is ordered to pay a monthly child-support obligation as follows.

Payer:	Payee:	Support effective date:			
Children's names, birth dates, and annual overnights with payer:					
Children supported:	1 child	2 children	3 children	4 children	5 or more children
Base support: (includes support plus or minus premium adjustment for health-care insurance)					
Support:	\$	\$	\$	\$	\$
Premium adjust.	\$	\$	\$	\$	\$
Subtotal:	\$	\$	\$	\$	\$
Ordinary medical:	\$	\$	\$	\$	\$
Child care:	\$	\$	\$	\$	\$
Other:	\$	\$	\$	\$	\$
SS benefit credit:	\$	\$	\$	\$	\$
Total:	\$	\$	\$	\$	\$

(See page 2 for the remainder of the order.)

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	UNIFORM CHILD SUPPORT ORDER (PAGE 2) <input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	CASE NO.
--	---	-----------------

Court address Court telephone no.

Plaintiff's name	v	Defendant's name
------------------	---	------------------

3. Child Support (continued).

Support was reduced because payer's income was reduced.

4. **Insurance.** For the benefit of the children, the plaintiff defendant shall maintain health-care coverage through an insurer (as defined in MCL 552.602) that includes payment for hospital, dental, optical, and other health-care expenses when that coverage is available at a reasonable cost, including coverage available as a benefit of employment or under an individual policy
 up to a maximum of \$_____ for plaintiff. up to a maximum of \$_____ for defendant.
 not to exceed 5% of the plaintiff's/defendant's gross income.
5. **Uninsured Health-Care Expenses.** All uninsured health-care expenses exceeding the annual ordinary medical amount will be paid _____% by the plaintiff and _____% by the defendant. Uninsured expenses exceeding the annual ordinary medical amount for the year they are incurred that are not paid within 28 days of a written payment request may be enforced by the friend of the court. The annual ordinary medical amount is _____.
6. **Qualified Medical Support Order.** This order is a qualified medical support order with immediate effect pursuant to 29 USC 1169. To qualify this order, the friend of the court shall issue a notice to enroll pursuant to MCL 552.626b. A parent may contest the notice by requesting a review or hearing concerning availability of health care at a reasonable cost.
7. **Retroactive Modification, Surcharge for Past-Due Support, and Liens for Unpaid Support.** Except as provided by MCL 552.603, support is a judgment the date it is due and is not modifiable retroactively. A surcharge may be added to past-due support. Unpaid support is a lien by operation of law and the payer's property can be encumbered or seized if an arrearage accrues in an amount greater than the periodic support payments payable for two months under the payer's support order.
8. **Address, Employment Status, Health Insurance.** Both parties shall notify the friend of the court in writing of: a) their mailing and residential addresses and telephone numbers; b) the names, addresses, and telephone numbers of their sources of income; c) their health-maintenance or insurance companies, insurance coverage, persons insured, or contract numbers; d) their occupational or drivers' licenses; and e) their social security numbers unless exempt by law pursuant to MCL 552.603. Both parties shall notify the friend of the court in writing within 21 days of any change in this information. Failure to do so may result in a fee being imposed.
9. **Foster-Care Assignment.** When a child is placed in foster care, that child's support is assigned to the Department of Human Services while under the state's jurisdiction and to the funding county while placed in a county-funded program.
10. **Redirection and Abatement.** Subject to statutory procedures, the friend of the court : 1) may redirect support paid for a child to the person who is legally responsible for that child, or 2) shall abate support charges for a child who resides on a full-time basis with the payer of support.
11. **Fees.** The payer of support shall pay statutory and service fees as required by law.
12. **Review.** Each party to a support order may submit a written request to have the friend of the court review the order. The friend of the court is not required to act on more than one request received from a party each 36 months. A party may also file a motion to modify this support order.

(See page 3 for the remainder of the order.)

**STATE OF MICHIGAN
JUDICIAL CIRCUIT
COUNTY**

UNIFORM CHILD SUPPORT ORDER (PAGE 3)

EX PARTE TEMPORARY
 MODIFICATION FINAL

CASE NO.

Court address

Court telephone no.

Plaintiff's name

v

Defendant's name

13. **Prior Orders.** This order supersedes all prior child-support orders and all continuing provisions are restated in this order. Past-due amounts owed under any prior support order are preserved and paid at the rate calculated using the arrearage guideline in the Michigan Child Support Formula.

14. **Deviation.** The support provisions ordered do do not follow the child-support formula. (If there is a deviation, state the amount and reasons for deviation in item 15.)

15. **Other: (Attach separate sheets as needed.)**

Plaintiff (if consent/stipulation) Date

Defendant (if consent/stipulation) Date

Plaintiff's attorney Date

Defendant's attorney Date

Prepared by: _____
Name (type or print)

Friend of the Court Approval Date

Date

Judge Bar no.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

Date

Signature

COURT USE ONLY