

INSTRUCTIONS FOR FILING A PETITION

CHECKLIST. DID YOU INCLUDE THE FOLLOWING?

1. **Case Number** (the number that appears on your court documents)?
2. **Names and most recent addresses and phone numbers** of both the Plaintiff & Defendant?
3. Did you **sign the petition and date it**?
4. Have you **checked AND described the specific items and the reasons** you are requesting the change? (The law requires the Judge to address *only the items that have been requested on the petition*).
5. **A check or money order payable to the TUSCOLA COUNTY CLERK** for the proper amount of fees? (See schedule below).

*******Upon completion of the above five items*******

- **MAKE TWO COPIES**
- **FILE THE ORIGINAL PETITION WITH THE COUNTY CLERK**
- **KEEP A COPY FOR YOURSELF**
- **SERVE THE 2ND COPY TO THE OTHER PARTY AND FILE THE ATTACHED PROOF OF SERVE WITH THE COUNTY CLERK**

**TUSCOLA COUNTY CLERK
COURTHOUSE (MAIN FLOOR)
440 N STATE ST
CARO MI 48723**

After filing by the clerk, a hearing will be scheduled. Both parties will receive written notice with the date and time that the hearing will be held.

Current schedule of fees to be paid upon the filing of the petition or motion:**

Custody, Parenting Time or Change of Domicile	\$100.00
Support (Support means child support; medical, dental or other health care; education; child care or surcharge)	\$60.00
Combination of custody or parenting time and support	\$100.00
Alimony or spousal support through the FOC	\$20.00
Issues other than custody, parenting time or support	\$20.00

**You may request that the Court orders reimbursement of fees by the other party.
See petition form.***

Please note: If fees are SUSPENDED by the Court, that means that you will pay the amounts due and owing at a later date. Amounts are ZERO when ordered waived.

State of Michigan 54 th Judicial Circuit Family Division Tuscola County	PETITION TO CHANGE ORDER	Case Number
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County Clerk: 440 N STATE STREET, CARO, MI 48723

(989) 672-3780

All Petitions must be typewritten or printed in ink. Please complete all areas that apply. If an area does not apply please enter N/A (not applicable).

PLAINTIFF'S NAME, ADDRESS, AND TELEPHONE NUMBER

I, _____ state:
 (Name of Party Filing Petition)

State that the conditions have changed regarding:

- custody
- parenting time
- domicile
- support (child support, education, child care, surcharge, medical, dental or other health care)

other: _____

DEFENDANT'S NAME, ADDRESS, AND TELEPHONE NUMBER

of the minor child(ren), namely: (Please list child(ren)'s names and dates of birth):

Circumstances have changed since the last order(s) as follows:

(Briefly state changes in box below that have occurred since the last court order. If you need additional space, please use a separate sheet of paper and attach to the petition). ***THIS SECTION MUST BE COMPLETED OR YOUR REQUEST MAY BE DENIED***

WHEREFORE PETITIONER PRAYS:

Items a.-f.: Place an X in the box, which indicates your request regarding the current order(s).

- a. That the Court award **custody** of the minor child(ren) in this matter as follows: (CHECK ONE)
- Joint legal and physical custody to both parties.
 - Joint legal custody, physical custody to the: Plaintiff Defendant.
 - Sole custody to the: Plaintiff Defendant.
 - Other: _____

SEE REVERSE SIDE OF THIS PAGE

Always complete section b when requesting a change of custody.

State of Michigan 54 th Judicial Circuit/Family Division	PROOF OF SERVICE	Case Number
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440 N STATE STREET, CARO MI 48723

Plaintiff

Defendant

v

The undersigned states he/she served the following:

WHAT SERVED:

WHO SERVED: TUSCOLA COUNTY CLERK
440 N. STATE STREET
CARO MI 48723

(Name) _____
(Address) _____

HOW SERVED: () First Class Mail, postage pre-paid, to the above listed
addresses; or

() Personal Service, hand delivered.

Dated: _____

Signature of Petitioner