Muskegon County 14th Circuit Court- Family Division

Instructions for Filing a MOTION REGARDING PARENTING TIME

Please read all instructions carefully. Accuracy and completeness are important. Court staff cannot provide legal advice.

Use this Motion if all of the following apply:

- You have a case involving the child(ren) in Muskegon's Family Court
- You want to establish or change a parenting time order for your child(ren);
- You are not represented by an attorney.

Do NOT use this Motion if any of the following apply:

- You do not have an existing case involving the child(ren) in Muskegon Family Court
- You only want to change custody or child support
- You have an attorney representing you in this matter

Filing your Motion with Circuit Court Records:

- Bring your completed Motion to the Circuit Court Records office to file. They are located at the **Muskegon Hall of Justice** at 990 Terrace Street, Suite 600, Muskegon MI 49442.
- There is a $100 filing fee. If you cannot afford the filing fee**,** ask the clerk for a **Fee Waiver Request** (Form MC 20).
- If desired, make a copy for your records before filing.

What Happens Next?

- You MUST complete the SMILE Orientation (formerly called Parents for Life). You do this by going to the following link: **http://www.co.muskegon.mi.us/476/Parents-for-Life .** A Parenting Time Conference will NOT be scheduled unless the filing party of this motion completes the SMILE Orientation.
- When you complete the SMILE, submit the certification of completion by clicking the link at the bottom of the online orientation page.
- You will receive from Court staff, either by email or mail, a Notice of Parenting time Mediation. If the person who filed the motion fails to appear, the motion will be dismissed.
- If you have an email on file with the Friend of the Court (FOC), hearing notices and documents WILL be emailed to you. If you prefer to receive documents via first class mail, you must fill out and submit the **Request to Discontinue E-Service** form found on our website or at the Muskegon Family Court office.

MPT

STATE OF MICHIGAN 14th JUDICIAL CIRCUIT MUSKEGON COUNTY	MOTION REGARDING PARENTING TIME	FILE NO.

Court address: 990 Terrace Street, Suite 600, Muskegon, MI 49442 Court telephone number (231) 724-6421

Plaintiff's name: Address: City, State, Zip: Telephone #:	Defendant's name: Address: City, State, Zip: Telephone #:
Third party name: Address: City, State, Zip: Telephone #:	

1. ☐ a. On _____ a judgment or order was entered regarding parenting time.

   ☐ b. There is currently no order regarding parenting time.

2. Conditions regarding parenting time have changed as follows (use a separate sheet to explain in detail any change of circumstances and attach):

3. It is in the best interests of the child(ren) to ☐ establish parenting time ☐ change parenting time because (use a separate sheet to explain why it is in the best interests of the child(ren) and attach):

4. I ask the court to order that parenting time be ☐established ☐changed as follows (use a separate sheet to explain in detail what you want the court to order and attach):

I declare that the above statements are true to the best of my information, knowledge, and belief.

_____ _____

Date Signature of party filing motion

STATE OF MICHIGAN 14th JUDICIAL CIRCUIT MUSKEGON COUNTY	MOTION REGARDING PARENTING TIME	FILE NO.

Court Address: 990 Terrace Street, 6th floor, Muskegon, MI 49442 Court telephone number (231) 724-6421

	V.	
Plaintiff Name		Defendant Name

2. Continued from page 1.

3. Continued from page 1.

4. Continued from page 1.