

**Form FOC 10 / 52  
and Form FOC 89**

**UNIFORM CHILD SUPPORT ORDER  
AND ORDER REGARDING  
CUSTODY AND PARENTING TIME**

**Use this form if:**

- you had a hearing on your Motion Regarding Custody (form FOC 87) and both you and the other party (and a third party) agree to sign the order without another hearing; or
- you had a hearing on your Motion Regarding Custody (form FOC 87) and the other party (and a third party) will not sign the order; or
- you and the other party (and a third party) have agreed on the custody, parenting time, and support and want the court to sign your proposed order without having to file a motion and attend a hearing on the motion.

## 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? YES
2. Make all necessary copies? YES
3. Get the judge's signature? (NOTE: See pages 3-5 for details) YES
4. Return to the clerk's office with **all** copies of the signed order? YES
5. Make sure the clerk stamps all copies of the signed order? YES
6. Keep one copy of the signed order for yourself? YES
7. Mail (serve) a copy of the order on the other party and on any other custodian/guardian after it was stamped by the clerk? YES
8. Give two copies of the completed form to the clerk of the court? YES

If you cannot answer "yes" to all the above steps, you do not have a valid order.

By using this form packet you are representing yourself in a court action regarding custody, parenting time, and support. In order to receive the action you seek, you must follow the instructions in this packet. If you fail to do even one of the required steps, the order you get from the court may not give you the custody you want. **Note:** Regardless of the custody you ask for, the court is required to use the Child Custody Act in deciding what custody should be. If you filed the motion form FOC 87, you are responsible for preparing the order even if it is not what you asked for.

**If you have any questions about any steps in the process, refer to pages 3 through 5 of this booklet for details.**

**What instructions are in this packet:**

Pages 3 and 4 - Instructions for getting a stipulated (mutually agreed upon) order signed.

Page 5 - Instructions for getting an order signed after a hearing.

**INSTRUCTIONS FOR GETTING A STIPULATED (MUTALLY AGREED UPON) ORDER SIGNED**  
(when both parties have signed the order without a hearing)

**»» SIGNING AND FILING OF ORDER**

**NOTE:** A hearing on a stipulated order is not necessary unless the judge requests it.

**1. Fill out the order form.**

Use the instructions on page 6. Be careful not to make mistakes.

**Make at least five copies of the form after you have filled it out.**

**2. Approval by friend of the court.**

In some courts the order has to be approved by the friend of the court before the judge will sign it. Contact the friend of the court office and ask if the order must be approved by the friend of the court. Then complete either step a or b below.

- a. If the order must be approved by the friend of the court, go to the friend of the court office with the original and five copies of the order. Leave the order with the office. Someone from the office should tell you when to come back for the order or should call you when the order has been approved. If you do not hear from the office within 5 days, contact the office to find out when to pick up the order. Go back and pick up the order. Then complete step 3 below.
- b. If the order does not need to be approved by the friend of the court, complete step 3 below.

**3. Get the order to the judge and get signed copies.**

Since the other party or third party has signed the order, contact the clerk of the court for instructions to get the order signed by the judge. Listen carefully to all the instructions for getting the order signed. Every circuit has a different way of handling the signing of orders. Ask how to get at least four copies of the order after it is signed by the judge.

## »» SERVING THE ORDER ON THE OTHER PARTY OR PARTIES

### 1. Serve the signed order on the other party.

The other party must be served with (notified of) one copy of the signed order.

**NOTE:** Serve the papers by mailing them to the other party by first-class mail.

#### **What you need for service:**

One Copy of FOC 10 / 52 and 89 - for the other party

Two Copies of FOC 10 / 52 and 89 - for proof of service

Any additional copies of FOC 10 / 52 and 89 - for other custodian or guardian if there is someone other than the other parent who has care or custody of the child(ren)

Mail one copy to the other party. If there is a custodian or guardian, mail one copy to them. Then fill out the Certificate of Mailing on the front of the remaining three copies. Keep one copy for your own records.

### 2. Return to the county clerk.

Once you have mailed the order and filled out the Certificate of Mailing on the remaining three copies, return to the county clerk's office with two copies. Remember to keep one copy for your own records. The clerk will deliver one copy to the friend of the court.

## INSTRUCTIONS FOR GETTING THE ORDER SIGNED AFTER A HEARING

### »» SIGNING AND FILING OF AN ORDER

#### 1. Fill out the order form.

Normally you will fill out the order at the hearing on the motion. Use the instructions on page 6. Be careful not to make mistakes.

**Make copies of the form based on the instructions on either page 3 of this booklet or in booklets for forms FOC 53 or FOC 54 depending on your situation.**

#### 2. Approval by friend of the court.

In some courts the order has to be approved by the friend of the court before the judge will sign it. Contact the friend of the court office and ask if the order must be approved by the friend of the court. Then complete either step a or b below.

- a. If the order must be approved by the friend of the court, go to the friend of the court office with the original and five copies of the order. Leave the order with the office. Someone from the office should tell you when to come back for the order or should call you when the order has been approved. If you do not hear from the office within 5 days, contact the office to find out when to pick up the order. Go back and pick up the order. Then complete step 3 below.
- b. If the order does not need to be approved by the friend of the court, complete step 3 below.

#### 3. Get the order signed by the judge.

After you have filled out the order, you must have it signed by the judge. **If both you and the other party sign the order to show you both approve the order, then go to pages 3 and 4 of this booklet for further instructions on getting the order signed by the judge.** Otherwise you must do either of the following:

- a. Schedule and attend a hearing to get the order signed.  
**(Use packet for form FOC 53, Notice of Hearing to Enter Order.)**
- b. Notify the other party in writing that the order will be given to the judge to sign and that he or she has 7 days to file any written objections. If no objections are filed by the other party, the order can be signed.  
**(Use packet for form FOC 54, Notice to Enter Order without Hearing.)**

**INSTRUCTIONS FOR COMPLETING "ORDER REGARDING CUSTODY AND PARENTING TIME"  
AND "UNIFORM CHILD SUPPORT ORDER"**

**Please print neatly. After filling in the form, you will need to make copies.**

Items A through E and form FOC 10 / 52 must be completed before the order can be given to the judge for signature. Please read the instruction for each item. Then fill in the correct information for that item on the form.

- A** Before you fill in the Case No., get your copy of the Motion (form FOC 87) or your court papers for custody, divorce, annulment, separate maintenance, family support, or paternity. Copy the Case No. from that paper onto this form.
- B** Also use your court papers to fill in the "Plaintiff" and "Defendant" boxes, and if applicable, the "Third party" box. Copy the names from these court papers onto all 3 pages of 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 order form.
- C** Fill in this information only if there was a hearing on a Motion Regarding Custody.
- D** If you filed a Motion Regarding Custody (form FOC 87) and the other party will not sign the order, a hearing to enter the order is required. Check the box "after hearing."

If you filed a Motion Regarding Custody (form FOC 87) and the other party will sign the order without a hearing to enter the order, check the box "on consent of the parties."

If you and the other party are filling out this order based on an agreement between both of you and you are not filing a motion with the court, check the box "on stipulation of the parties." Even if you have checked this box, the court may still require a hearing. If a hearing is required, follow the directions on scheduling a hearing in the booklet for form FOC 53, Notice of Hearing to Enter Order.

- E** Check the box for item 2 only if you filed a Motion Regarding Custody (form FOC 87). Check the box for item 3 only if the other party filed a Response to Motion Regarding Custody (form FOC 88). Use the following instructions for items 4 through 11.

Check only those boxes that say what the judge or referee ordered at the hearing on the motion. Then write in the blank spaces provided what the judge or referee ordered at the hearing. This information must state as closely as possible the exact words of the judge or referee. Use the notes you took at the hearing when filling out this part of the order form.

If you did not check item 2, you and the other party are stipulating to the order. This means that you both have agreed on what you want the court to order and have not filed a motion. Since there may not be a hearing, you must write in as much detail as possible exactly what you agree on. Make sure you include everything you agreed on. Anything that you do not write down on this form will not be ordered even if you and the other party had agreed on it.

**Complete FOC 10 / 52 using the instructions for that form.**

If you filed a motion (form FOC 87) and the other party has agreed to sign the order without a hearing to enter the order, both you and the other party must sign the order. If the other party will not sign the order without a hearing to enter the order, follow the directions on scheduling a hearing in the booklet for form FOC 53, Notice of Hearing to Enter Order. If you and the other party are stipulating to the order, you both must sign the order.

Some courts require the friend of the court to approve the order before the judge will sign it. To find out if this is required, contact the friend of the court office. If it is required, see either page 3 or 5 of this booklet for directions on getting the friend of the court's approval.

To find out how to get the order signed, contact the friend of the court office for instructions. See either page 3 or 5 of this booklet for details.

On the date you serve a copy on the other party, write in the date and sign your name on the remaining three copies. Return to the county clerk with two copies.

**You must read this booklet and other booklets dealing with orders for directions on the legal process.**

**STATE OF MICHIGAN  
JUDICIAL CIRCUIT  
COUNTY**

**ORDER REGARDING CUSTODY AND  
PARENTING TIME**

**(A) CASE NO.**

Court address

Court telephone no.

**(B)** Plaintiff's name, address, and telephone no.

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Third party's name, address, and telephone no.

v

Defendant's name, address, and telephone no.

**(C)** Date: \_\_\_\_\_  
Judge: \_\_\_\_\_

Bar no.

- (D)** 1. This order is entered  after hearing.  on consent of the parties.  on stipulation of the parties.

**(E) THE COURT FINDS:**

- 2. A motion requesting custody, parenting time, and support or a change to custody, parenting time, and support was filed.
- 3. A response to the motion was filed.
- 4. A change of circumstances  does  does not exist that warrants a custody order or change in custody.
- 5. Proper cause  does  does not exist that warrants a custody order or a change in custody.
- 6. It  is  is not in the best interests of the child(ren) to  establish  change parenting time.
- 7. A material change of circumstances exists that warrants a change in the support order.
- 8. It is in the best interests of the child(ren) to dismiss the motion.

**IT IS ORDERED:**

- 9. The motion regarding custody, parenting time, and support is dismissed. The prior order remains in effect.
- 10. Custody is granted as follows:

Name(s) of child(ren): \_\_\_\_\_

- Joint legal to  plaintiff.  defendant.  third party.

Unless otherwise agreed, a parent whose custody or parenting time of a child is governed by this order shall not change the legal residence of the child except in compliance with MCL 722.31.

- Joint physical to  plaintiff.  defendant.  third party.
- Sole legal to  plaintiff.  defendant.  third party.
- Sole physical to  plaintiff.  defendant.  third party.

- 11. Parenting time is  established  changed as follows:  
Explain in detail what the court has ordered.

12. The parents shall cooperate with respect to a child so as, in a maximum degree, to advance a child's health, emotional, and physical well-being and to give and afford a child the affection of both parents and a sense of security. Neither parent will, directly or indirectly, influence a child so as to prejudice a child against the other parent. The parents will endeavor to guide a child so as to promote the affectionate relationship between a child and the mother and a child and the father. The parties will cooperate with each other in carrying out the provisions of this order for a child's best interests. Whenever it seems necessary to adjust, vary, or increase the time allotted to either party, or otherwise take action regarding a child, each of the parties shall act in the best interests of the child. Neither party shall do anything which may estrange the other from the child, injure the child's opinion of the other party, or which will hamper the free and natural development of the child for the other party.

13. The parent with primary physical custody shall notify the friend of the court in writing whenever the address of a minor child changes. The domicile of the minor child may not be moved from the State of Michigan without prior approval of the court.

- 14. The Uniform Child Support Order is incorporated by reference (form FOC 10/52).

\_\_\_\_\_ Date

\_\_\_\_\_ Judge

<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY</b>	<b>UNIFORM CHILD SUPPORT ORDER (PAGE 1)</b> <input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	<b>CASE NO.</b>
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Court address FAX no.                      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 of the parties.     on 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 14:**                       Standard provisions have been modified (see item 14).

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 14.
3. **Child Support.** The payer is ordered to pay a monthly child-support obligation as follows.

Payer:	Payee:	Support effective date:			
Children's names and birth dates:					
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:	\$	\$	\$	\$	\$
<b>Total:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

(See Page 2 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

FAX no.

Court telephone no.

Plaintiff's name

v

Defendant's name

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.

13. **Prior Orders.** Except as changed in this order, prior provisions remain in effect. Support payable under any prior order is preserved. Any past-due support shall be paid in the amount calculated using the Michigan Child Support Formula.

14. **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)

\_\_\_\_\_  
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

**COURTUSE ONLY**

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

Court address FAX no. 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.    on stipulation of the parties.    on consent of the parties.

An order exempting this case from friend of the court services was entered on \_\_\_\_\_ .

(NOTE: If there is no order exempting this case from friend of the court services, form FOC 10/52 must be used.)

**IT IS ORDERED, UNLESS OTHERWISE ORDERED in item 10:**    Standard provisions have been modified (see item 10).

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. **Child Support.** The payer is ordered to pay a monthly child-support obligation as follows.

Payer:	Payee:	Support effective date:
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Children's names and birth dates:

	1 child	2 children	3 children	4 children	5 or more children
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:	\$	\$	\$	\$	\$
<b>Total:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Support was reduced because payer's income was reduced.

Support includes a parental-time offset using \_\_\_\_\_ overnights for \_\_\_\_\_ and \_\_\_\_\_ overnights for \_\_\_\_\_.

Defendant Plaintiff

The support provisions ordered above  do  do not follow the child-support formula.

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

<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY</b>	<b>UNIFORM CHILD SUPPORT ORDER, NO FRIEND OF COURT SERVICES (PAGE 2)</b> <input type="checkbox"/> EX PARTE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MODIFICATION <input type="checkbox"/> FINAL	<b>CASE NO.</b>
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Court address \_\_\_\_\_ FAX no. \_\_\_\_\_ Court telephone no. \_\_\_\_\_

Plaintiff's name	v	Defendant's name
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3. **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.
4. **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 filing a motion with the court. The annual ordinary medical amount is \_\_\_\_\_.
5. **Qualified Medical Support Order.** This order is a qualified medical support order pursuant to 29 USC 1169. Further details, as prescribed by 29 USC 1169(a)(3), are stated in item 10.
6. **Retroactive Modification 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. 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.
7. **Change of Address, Employment Status, Health Insurance.** Both parties shall notify each other in writing, within 21 days of any change in: 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.
8. **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.
9. **Prior Orders.** Except as changed in this order, prior provisions remain in effect. Support payable under any prior order is preserved.
10. **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)

\_\_\_\_\_ 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**