

REQUIRED DOCUMENTATION FOR FILING A DC (Custody, Parenting Time and Child Support) CASE

NEWAYGO COUNTY 27TH CIRCUIT COURT

1092 NEWELL ST., PO BOX 885

WHITE CLOUD, MI 49349

(231)689-7252

*****\$255.00 DUE AT TIME OF FILING PAPERWORK****

REQUIRED PAPERWORK CAN BE FOUND AT WWW.MICHIGANLEGALHELP.ORG

USE COURT ADDRESS LISTED ABOVE ON ALL NECESSARY DOCUMENTS

PAPERWORK TO BEGIN THE PROCESS

- SUMMONS / PROOF OF SERVICE (MC01)
 - Need original plus 4 copies
- COMPLAINT (CC-MLH498)
 - Original plus 3 copies
- UNIFORM CHILD CUSTODY AFFIDAVIT (MC416)
 - Original plus 3 copies
 - Must be notarized
- VERIFIED STATEMENT (FOC23)
 - Original plus 2 copies
- APPLICATION FOR IV-D CHILD SUPPORT SERVICES (DHS1201-D)
 - Original plus 2 copies

PAPERWORK NEEDED FOR LATER IN PROCEEDINGS

- DEFAULT REQUEST AND ENTRY (MC07)
 - Original plus 3 copies
- MOTION TO ENTER DEFAULT JUDGMENT/NOTICE OF HEARING
 - Original plus 3 copies
- ORDER REGARDING COMPLAINT FOR CUSTODY
 - **2 ORIGINAL AND 3 COPIES**

FOR FRIEND OF THE COURT ONLY YOU WILL NEED THE FOLOWING 2 DOCUMENTS

- UNIFORM CHILD SUPPORT ORDER (USO) (FOC 10 OR 10A)
- DOMESTIC RELATIONS FORM (FOC100)

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OTHER REQUIREMENTS

*After filing a Complaint for Custody, Parenting Time, and Child Support with the Circuit Court Clerk, the Plaintiff is responsible for having the Defendant served via personal service (friend/family member/process server), certified restricted mail, or acknowledgment of service signed by the Defendant.

*There are two separate appointments that you will be required to attend prior to the finalization of your custody case. The first appointment is for **Friend of the Court Orientation**. The second appointment is to have your **Judgment of Custody, Parenting Time and Child Support** approved by Friend of The Court.

*Plaintiff must file **default paperwork** if the other party does not answer within the necessary time frames (21 days for personal service or 28 days by certified mail/restricted out of state).

*You must schedule a final hearing with Circuit Court Services (**Motion to Enter Default/Consent Judgment of Custody, Parenting Time and Child Support**). There will be a **\$20.00 Motion Fee** due at the time the motion is filed with the Circuit Court Clerk unless fees were waived at the time the complaint for custody was filed. An appointment with Friend of the Court to have the Judgment of Custody, Parenting Time and Child Support approved must be scheduled at this time. ***YOUR JUDGMENT OF CUSTODY, PARENTING TIME AND CHILD SUPPORT AND USO MUST BE APPROVED BY THE FRIEND OF THE COURT OFFICE PRIOR TO YOUR HEARING DATE. IF THIS IS NOT DONE, THIS MAY CAUSE DELAYS IN THE FINALIZATION OF YOUR JUDGMENT OF CUSTODY, PARENTING TIME AND CHILD SUPPORT.**

* You must serve the motion to enter default judgment of custody, parenting time and child support, notice of hearing, AND the proposed default judgment to the other party.

*You must attend your final hearing.

Should there be no action within 91 days of the original filing of the complaint for custody, parenting time and child support your case will be scheduled for a hearing to dismiss the case for lack of progress.

DEFAULT JUDGMENT HEARING DATE: _____

FOC JUDGMENT REVIEW APPOINTMENT DATE: _____