

REQUIRED DOCUMENTATION FOR FILING A DM (Divorce with Minor Children) CASE

NEWAYGO COUNTY 27<sup>TH</sup> 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](http://WWW.MICHIGANLEGALHELP.ORG)

USE COURT ADDRESS LISTED ABOVE ON ALL NECESSARY DOCUMENTS

**PAPERWORK TO BEGIN THE PROCESS**

- SUMMONS AND COMPLAINT (MC01)
  - Need original plus 4 copies
- COMPLAINT (CC-MLH408)
  - Original plus 3 copies
- RECORD OF DIVORCE (DCH-0838)
- 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**

- UNIFORM CHILD SUPPORT ORDER (USO)(FOC 10 OR 10A)
- DOMESTIC RELATIONS FORM (FOC100)
- DEFAULT REQUEST, AFFIDAVIT, AND ENTRY (MC07)
  - Original plus 3 copies
- MOTION TO ENTER DEFAULT JUDGMENT OF DIVORCE
  - Original plus 3 copies
- COMPLETED TESTIMONY PAGE
- DEFAULT JUDGMENT OF DIVORCE
  - Original plus 3 copies

**OTHER REQUIREMENTS**

\*After filing a Complaint for Divorce 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.

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\*There are three separate appointments that you will be required to attend prior to the finalization of your divorce. The first is the **Conciliation Appointment**. The second appointment is for **Friend of the Court Orientation**. The final appointment is to have your **Judgment of Divorce Approved** with Friend of the Court.

\*The Friend of the Court will schedule a Conciliation Appointment where both parties can meet to set up temporary custody, parenting time, and support. The documents generated in the conciliation appointment can be helpful tools used to assist you in developing your final judgment paperwork (i.e. **Uniform Child Support Order**).

\*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 Judgment of Divorce**). 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 divorce was filed. An appointment with Friend of the Court to have the Judgment of Divorce approved must be scheduled at this time. **\*YOUR JUDGMENT OF DIVORCE 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 DIVORCE.**

\*You must attend your final hearing. When you check in you will need a **completed Testimony Page** which may be obtained from the Circuit Court Clerk's office if you do not already have it. Bring your **Judgment of Divorce** form (original plus 3 copies) for filing with the Circuit Court Clerk.

*Parties wishing to change back to their maiden name will need to have this stated in the Judgment of Divorce and obtain a **Certified Copy** of your Judgment of Divorce from the Circuit Court Clerk as proof for the Secretary of State and Social Security Office. Please note there is a **\$10.00 Certified Copy fee** in addition to the **\$1.00 Copy Fee per page**.*

*Should there be no action within 91 days of the original filing of the complaint for divorce 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:** \_\_\_\_\_