

## MOTION REGARDING PARENTING TIME

DO NOT FILE THIS FORM IF THE OTHER PARTY  
IS IN AGREEMENT TO THE CHANGE YOU ARE REQUESTING. YOU MAY  
SUBMIT A SIGNED AND NOTARIZED AGREEMENT REQUESTING AN ORDER BE  
ENTERED BASED UPON YOUR AGREEMENT

Attached is a *Motion Regarding Parenting Time* form. Following instructions A through H, and printing neatly in black ink, please complete the Motion. Once you have completed the form, return it and **three (3) additional copies of the completed form, including any attachments**, to the Bay County Clerk of the Court office, 1230 Washington Avenue Suite 725, Bay City MI 48708, along with a check or money order for \$100.00 payable to the **Clerk of Court** to cover the \$20.00 filing fee and the \$80.00 Judgment Fee which is required in the State of Michigan.

The Clerk of the Court will notify the Friend of the Court Office once the motion has been filed. The Friend of the Court will schedule a hearing date and send copies of the Motion with attachment(s) and Notice of Hearing to the parties.

**DO NOT ATTACH  
CORRESPONDENCE FROM YOUR  
CHILDREN TO YOUR MOTION**

**MCR 3.218(3) (d) identifies communication from a minor child as *confidential information* and will not be accepted as an attachment, when a Motion Regarding Custody or Motion Regarding Parenting Time is filed. However, you may ask that the original communication authored by the child be included in the Friend of the Court file which is considered a non-public record.**

## INSTRUCTIONS FOR COMPLETING “MOTION REGARDING PARENTING TIME”

Items A through H must be completed before your motion can be filed with the court. Please complete **ONLY** these items. Read the instructions for each item. Then neatly print the correct information for that item on the form, using black ink.

- A** Before you fill in the Case No., get your court papers for divorce, separate maintenance, or paternity and copy the Case No. from those court papers 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 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 motion form.
- You are the “moving party.” Once you have written both names where they belong, you must check the box “moving party” in the same box as your name.
- C** **Check only one.** If you have a judgment or order for divorce, separate maintenance, or paternity, read it carefully to find out if there is any information in it about parenting time. If there is information about parenting time, check ‘a’. If there is no information about parenting time, check ‘b’.
- D** Check this only if you checked ‘a’ in C above and the parenting time orders have not been obeyed. Then check those choices ‘a’ through ‘d’ that best explain what has happened. After you check the appropriate choices, use a separate sheet of paper to **explain in as much detail** as possible what has happened. Print this information as neatly as you can.
- E** Check this if you and the other party have agreed to start parenting time or make changes in the parenting time. If you check this, use a separate sheet of paper to **explain in as much detail** as possible what you have agreed on. Print this information as neatly as you can.
- F** Check the choice which best states what you are asking the court to order. You need to explain why you think it is in the best interests of the child(ren) for the court to order this request. Use a separate sheet of paper and print your explanation as neatly as you can.
- G** Check the choice that best explains what you want the court to order. You need to **explain in as much detail** as possible what you want the court to order. Use a separate sheet of paper and print as neatly as you can.
- H** Write in today’s date and sign your name.

<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY</b>	<b>MOTION REGARDING PARENTING TIME</b>	<b>(A) CASE NO.</b>
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Court address Court telephone no.

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

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Third party name, address, and telephone no.  moving party

v

Defendant's name, address, and telephone no.  moving party

**(C)** 1.  a. On \_\_\_\_\_ a judgment  
Date  
or order was entered regarding parenting time.  
 b. There is currently no order regarding parenting time.

2. Attached is a completed Uniform Child Custody Jurisdiction Enforcement Act Affidavit (MC 416).

**(D)**  3. \_\_\_\_\_ has disobeyed the parenting-time order as follows:  
Name  
 a. he/she has denied me parenting time with the child(ren) as follows:  
 b. he/she has not had parenting time with the child(ren) as follows:  
 c. he/she has made changes in parenting time without court order as follows:  
 d. he/she has not followed the specific conditions of parenting time as follows:  
Use a separate sheet to explain in detail what has happened and attach. Include all necessary facts.

**(E)**  4. \_\_\_\_\_ and I have agreed to parenting time as follows:  
Name  
Use a separate sheet to explain in detail what you have agreed on and attach. Include all necessary facts.

**(F)** 5. 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.

**(G)** 6. I ask the court to order that parenting time be  established  changed  made up as follows:  
Use a separate sheet to explain in detail what you want the court to order and attach.

**(H)** \_\_\_\_\_ /s/ \_\_\_\_\_  
Date Moving party's signature

**NOTICE OF HEARING**

**(I)** A hearing will be held on this motion before \_\_\_\_\_ Judge/Referee Bar no. \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
Date Time Location

If you require special accommodations to use the court because of a disability, or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements. When contacting the court, provide your case number(s).

**Note:** If you are the person receiving this motion, you may file a response. Contact the friend of the court office and request form FOC 66.

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this motion, a Uniform Child Custody Jurisdiction Enforcement Act Affidavit and notice of hearing on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

**(J)** \_\_\_\_\_  
Date Moving party's signature