



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: March 1, 2023
FROM: SCAO Forms Team
RE: Revision of various friend of the court forms.

Below is a list of SCAO-approved court forms revised or created by the SCAO. An explanation of the changes to each form is provided, along with instructions on use of previously approved versions and a copy of the form with the changes highlighted.

If a form is used by the court through a JIS case management system, you will receive a separate notice from JIS regarding the release of the form. Until then, please use the current version posted to the One Court of Justice website.

For suggestions about these court forms, please contact CourtFormsInfo@courts.mi.gov.

[FOC 30, Notice of Registration of Out-of-State or Foreign Support Order \(UIFSA\)](#)

Most recent update: (3/23) version

Use of existing paper stock: (7/21) version of the form can be used until March 29, 2023

➤ [Click here to see the form.](#)

Revisions were made to ensure the form addresses the registration of both out-of-state and foreign support orders under the UIFSA. Where necessary, language was modified to align with statutory text. Additionally, the proof of service form was updated to remove the notarization requirement to reflect the service requirements under Michigan statutes and court rules.

[FOC 30a, Order Vacating/Confirming Registration of Out-of-State, Foreign, or Convention Support Order \(UIFSA/Hague\)](#)

Most recent update: (3/23) version

Use of existing paper stock: (3/21) version of the form can be used until March 29, 2023

- [Click here to see the form.](#)

Revisions were made to ensure the order addresses the registration of out-of-state, foreign, or convention support orders. Where necessary, language was modified to align with statutory text.

[*NEW FORM* FOC 30h, Notice of Registration of Convention Support Order \(Hague\)](#)

Most recent update: (3/23) version

Use of existing paper stock: NEW FORM

- [Click here to see the form.](#)

Form was created for use when registering Convention (Hague) support orders.

[FOC 89, Order Regarding Custody and Parenting Time](#)

Most recent update: (3/23) version

Use of existing paper stock: (2/20) version of the form can be used until stock is depleted

- [Click here to see the form.](#)

The form was revised for use by pro per litigants through removal of items related to FOC ADR and re-organization of items on the form. Additionally, formatting changes were made to meet new form standards.

[InstFOC 89, Instructions for FOC 89, Order Regarding Custody and Parenting Time](#)

Most recent update: (3/23) version

Use of existing paper stock: can be used until stock of 2/20 version of FOC 89 is depleted

- [Click here to see the form.](#)

The instructions were revised to reflect the changes in FOC 89 for use by pro per litigants.

[*NEW FORM* FOC 89a, Order Regarding Custody and Parenting Time Following Alternative Dispute Resolution](#)

Most recent update: (3/23) version

Use of existing paper stock: NEW FORM

- [Click here to see the form.](#)

This form was developed for use following FOC ADR under MCR 3.224.

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	NOTICE OF REGISTRATION OF OUT-OF-STATE OR FOREIGN SUPPORT ORDER (UIFSA)	CASE NO. and JUDGE
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Court address

Court telephone no.

TO: Respondent's name, address, and telephone no.
(nonregistering party)

Petitioner's name

v

Respondent's name

1. Date of registration: _____

2. Date of notice: _____

3. An order for payment of support, income withholding to pay child support, issued by a court in _____ has been registered with the county clerk of this county for enforcement. modification.

4. Arrearage as of _____ : \$ _____ .
Date

5. A copy of the registered support order and other related documents are attached to this notice.
6. The attached order is an ORDER OF THIS COURT, immediately enforceable in this state as if the order was issued in this state. Payments shall be made through the Michigan State Disbursement Unit.
7. The payer of support must pay all fees as required by Michigan law.
8. If you wish to contest the validity or enforcement of this registered order, you must request a hearing within 20 days from the date this notice was mailed or personally served on you (see **certificate** of service on the last page) by completing the request for hearing on **the next page** and returning it to the court address above. Failing to request a hearing will result in automatic confirmation of the registered order and amounts owed, and precludes you from contesting any matter that you could have asserted at registration.
9. If you request a hearing, you will be notified of the date, time, and location of the hearing, by first-class mail sent to the address you provide.
10. At the hearing to contest the validity or enforcement of this registered order, you may **seek to vacate the registration, to assert any defense to an allegation of noncompliance with the registered order, or to contest the remedies being sought or the amount of any alleged arrearages according to MCL 552.2607.**

Check this box to request a hearing. Complete the request and return it to the court at the address provided on the top of page 1.

REQUEST FOR HEARING

I request a hearing on the matter of the registration of a support order for the following reason(s). (Check all that apply.)

- The registering state or country does not issuing state or country did not have personal jurisdiction over me.
- The order was obtained by fraud.
- The order has been vacated, suspended, or modified by later order.
- The issuing state or country has stayed its order pending appeal.
- The arrearage amount stated is wrong because I have made full or partial payment.
- The statute of limitations precludes enforcement of some or all arrearages.
- The alleged controlling order is not the controlling order.
- The following defense is available under the laws of this state to the remedy sought to enforce the registered order:

Other: (Explain.) _____

My address, if different from above, is _____.

Date

Signature

CERTIFICATE OF SERVICE

I served a copy of this Notice of Registration of Out-of-State or Foreign Support Order (UIFSA) and any attachments on the non-registering party by delivering it to the party personally. by mailing it to the party's last-known address as defined by MCR 3.203.

I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

Notary block removed

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the Notice of Registration of Out-of-State or Foreign Support Order (UIFSA),

together with _____
Attachments

on _____ on behalf of _____
Date and time

Signature

Court address Court telephone no.

Petitioner's name, address, and telephone no.

Attorney:

v

Respondent's name, address, and telephone no.

Attorney:

1. Date: _____

Judge: _____

After hearing No hearing requested.

2. An order issued by

Name of issuing tribunal and country

requiring payment of child support was
registered in this county on _____ .
Date

3. A notice of registration of the support
order, dated _____ ,
was served on the respondent.

THE COURT FINDS:

4. a. The respondent did not request a hearing within the timeframe stated on the notice of registration.
 b. The respondent challenged the validity of the enforcement of the order and evidence was presented.

5. The petitioner did did not appear. The respondent did did not appear.

6. Recognition and enforcement of the order would be manifestly incompatible with public policy.

7. Specific findings:

IT IS ORDERED:

8. a. The registered order is vacated.
- b. The registered order is confirmed and cannot be contested with regard to any matter that could have been asserted at the time of registration.
- 1) Income withholding shall be implemented immediately upon entry of this order. Payments shall be made through the Michigan State Disbursement Unit.
 - 2) Both parties shall immediately notify the friend of the court in writing, within 21 days of the change, of any change in: a) their mailing and residential addresses and telephone numbers; b) the names, addresses, and telephone numbers of their employers or sources of income; c) their health maintenance or insurance companies, insurance coverage or contract numbers; d) their occupational or drivers' licenses; and e) their social security numbers unless exempt by law under MCL 552.603 or otherwise ineligible for a social security number. Failure to do so may result in a fee being imposed.
 - 3) Support is a judgment the date it is due and is not modifiable retroactively.
 - 4) Unpaid support is a lien on a payer's property by operation of law and real and personal 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.
 - 5) Other:

c. Arrearages of \$ _____ are due as of _____ .
Date

Judge signature and date

CERTIFICATE OF MAILING

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 by MCR 3.203. I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

NEW FORM

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	NOTICE OF REGISTRATION OF CONVENTION SUPPORT ORDER (HAGUE)	CASE NO. and JUDGE
--	---	---------------------------

Court address

Court telephone no.

TO:

v

1. Date of registration: _____

2. Date of notice: _____

3. An order for payment of support, income withholding to pay child support, issued by a court in _____ Country has been registered with the county clerk of this county for enforcement. modification.

4. Arrearage as of _____ Date : \$ _____ .

- 5. A copy of the registered support order and other related documents are attached to this notice.
- 6. The attached order is an ORDER OF THIS COURT, immediately enforceable in this state as if the order was issued in this state. Payments shall be made through the Michigan State Disbursement Unit.
- 7. The payer of support must pay all fees as required by Michigan law.
- 8. If you wish to contest the validity or enforcement of this registered order, you must request a hearing within the number of days checked below from the date this notice was mailed or personally served on you (see certificate of service on the last page).
 - 30 days (nonregistering party resides in the United States)
 - 60 days (nonregistering party resides outside of the United States)
- 9. To request a hearing, you must complete the request for hearing on the next page and return it to the court address above. Failing to request a hearing will result in automatic confirmation of the registered order and amounts owed, and precludes you from contesting any matter that you could have asserted at registration.
- 10. If you request a hearing, you will be notified of the date, time, and location of the hearing, by first-class mail sent to the address you provide.
- 11. At the hearing to contest the validity or enforcement of this registered order, the court may consider only those grounds allowed under MCL 552.2708(2).

Check this box to request a hearing. Complete the request and return it to the court at the address provided on the top of page 1.

REQUEST FOR HEARING

I request a hearing on the matter of the registration of a support order for the following reason(s). (Check all that apply.)

- Recognition and enforcement of the order is manifestly incompatible with public policy, including the failure of the issuing tribunal to observe minimum standards of due process, which include notice and an opportunity to be heard.
- The issuing tribunal did not have personal jurisdiction over me.
- The order is not enforceable in the issuing country.
- The order was obtained by fraud.
- A record transmitted for registration lacks authenticity or integrity.
- A proceeding between the same parties and having the same purpose is pending before another court in Michigan, and that proceeding was first to be filed.
- The order is incompatible with a more recent support order involving the same parties and having the same purpose, and the more recent support order is entitled to recognition and enforcement.
- The arrearage amount stated is wrong because I have made full or partial payment.
- I neither appeared nor was represented in the original proceedings in the issuing country due to not receiving notice of the proceedings, and
 - the law of the issuing country requires that I receive proper notice of the proceedings and an opportunity to be heard.
 - I did not have the opportunity to be heard in a challenge or appeal on fact or law.
- The order was made in violation of MCL 552.2711.

My address, if different from above, is _____.

Date

Signature

CERTIFICATE OF SERVICE

I served a copy of this Notice of Registration of Convention Support Order (Hague) and any attachments on the non-registering party by delivering it to the party personally. by mailing it to the party's last-known address as defined by MCR 3.203.

I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the Notice of Registration of Convention Support Order (Hague), together with

Attachments

on _____ on behalf of _____
Date and time

Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ORDER REGARDING CUSTODY AND PARENTING TIME	CASE NO. and JUDGE (A)
--	---	---

Court address _____ Court telephone no. _____

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

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

Defendant's name, address, and telephone no.

v

(C)
 Date: _____
 Judge: _____

- (D)** 1. This order is prepared a. after hearing.
 b. on consent/stipulation of the parties.

(E) THE COURT FINDS:

2. A request for establishment of custody, parenting time, and support was filed on _____ .
 Date _____
3. A motion requesting a change in custody, parenting time, and support was filed on _____ .
 Date _____
- a. A change of circumstances does does not exist that warrants a review of custody or parenting time.
 b. Proper cause does does not exist that warrants a review of custody or parenting time.
 c. A substantial change of circumstances exists that warrants modification of the support order.
4. A response was filed on _____ .
 Date _____
5. It is is not in the best interests of the child(ren) to establish change
 custody parenting time.
6. It is in the best interests of the child(ren) to dismiss the motion.

IT IS ORDERED:

7. The motion regarding custody, parenting time, and support is dismissed. The prior order remains in effect.
8. Custody is established changed 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.
 Other (specify): _____

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

Space added

10. 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. Each parent will endeavor to guide a child so as to promote the affectionate relationship between a child and the other parent. 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.
11. 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.
12. The Uniform Child Support Order is incorporated by reference (form FOC 10/52 or FOC 10a/52a).
13. Except as provided in item 14, neither parent shall exercise parenting time in a foreign country/nation that is not a party to the Hague Convention on the Civil Aspects of International Child Abduction.

14. Based on written agreement of the parties, _____ may
Name
exercise parenting time in _____, which is not a party to the Hague
Name of foreign country/nation
Convention on the Civil Aspects of International Child Abduction.

Plaintiff (if consent/stipulation) _____ Date _____ Defendant (if consent/stipulation) _____ Date _____

Plaintiff's attorney _____ Date _____ Defendant's attorney _____ Date _____

Prepared by: _____
Name (type or print)

Judge signature and date

CERTIFICATE OF MAILING

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 by MCR 3.203. I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

NEW FORM

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ORDER REGARDING CUSTODY AND PARENTING TIME FOLLOWING ALTERNATIVE DISPUTE RESOLUTION <input type="checkbox"/> Temporary <input type="checkbox"/> Final	CASE NO. and JUDGE
--	---	---------------------------

Court address _____

Court telephone no. _____

Plaintiff's name, address, and telephone no. 	v	Defendant's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no. 		Defendant's attorney, bar no., address, and telephone no.

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

Date: _____

Judge: _____

1. This order is prepared after friend of the court alternative dispute resolution.
- This is a recommended order. This recommended order will be presented to the court for entry unless a party objects by filing a written objection within 21 days after the date of service. A hearing must be scheduled on the objection.
 - This order is effective immediately. A party may object to the order by filing an objection within 21 days after the date of service, and by scheduling a hearing on the objection. If an objection is filed, this order will still remain in effect until further order of the court.
 - This order is effective immediately upon entry. During the course of the alternative dispute resolution process the parties reached the agreement set forth in this order. The parties have waived the right to object to entry of the order. If a party has objections to the order, they must file a motion to set the order aside once it enters.

THE COURT FINDS:

- 2. A request for establishment of custody, parenting time, and support was filed on _____ .
Date
- 3. A motion requesting a change in custody, parenting time, and support was filed on _____ .
Date
 - a. A change of circumstances does does not exist that warrants a review of custody or parenting time.
 - b. Proper cause does does not exist that warrants a review of custody or parenting time.
 - c. A substantial change of circumstances exists that warrants a modification of the support order.
- 4. A response was filed on _____ .
Date

5. It is is not in the best interests of the child(ren) to establish change
 custody parenting time.

6. It is in the best interests of the child(ren) to dismiss the motion.

IT IS ORDERED:

7. The motion regarding custody, parenting time, and support is dismissed. The prior order remains in effect.

8. Custody is established changed 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.

Other (specify):

9. Parenting time is established changed as follows:

Explain in detail what the court has ordered.

- 10. 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. Each parent will endeavor to guide a child so as to promote the affectionate relationship between a child and the other parent. 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.
- 11. 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.
- 12. The Uniform Child Support Order is incorporated by reference (form FOC 10/52).
- 13. Except as provided in item 14, neither parent shall exercise parenting time in a foreign country/nation that is not a party to the Hague Convention on the Civil Aspects of International Child Abduction.
- 14. Based on written agreement of the parties, _____ may
Name
exercise parenting time in _____, which is not a party to the Hague
Name of foreign country/nation
Convention on the Civil Aspects of International Child Abduction.
- 15. This order resolves the dispute between the parties and is effective and final upon its date of entry. (NOTE: Only check this item if "final" is checked in the caption.)

Plaintiff (if consent/stipulation)	Date	Defendant (if consent/stipulation)	Date
Plaintiff's attorney	Date	Defendant's attorney	Date

Prepared by: _____
Name (type or print)

Judge signature and date

CERTIFICATE OF MAILING

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 by MCR 3.203. I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

Form FOC 89

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.

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

INSTRUCTIONS FOR GETTING A STIPULATED (MUTUALLY 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. **Attach the completed Uniform Child Support Order (FOC 10/52 or FOC 10a/52a) when appropriate.**

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 89 (and FOC 10/52 or 10a/52a when appropriate) - for the other party

Two copies of FOC 89 (and FOC 10/52 or 10a/52a when appropriate) - for proof of service

Any additional copies of FOC 89 (and FOC 10/52 or 10a/52a when appropriate) - 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 that person. 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 the 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 the packet for form FOC 54, Notice to Enter Order without Hearing.)

INSTRUCTIONS FOR COMPLETING "ORDER REGARDING CUSTODY AND PARENTING TIME"

Please print neatly. After filling in the form, you will need to make copies. Items A through E must be completed before the order can be given to the judge for signature. Please read the instructions 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 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/stipulation 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 consent/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 an initial request for custody, parenting time, or support. Check the box for item 3 only if you filed a Motion Regarding Custody (form FOC 87). Check the box for item 4 only if the other party filed a Response to Motion Regarding Custody (form FOC 88). Use the following instructions to complete the additional boxes under item 3 and all other items on the order.

Check only those boxes that say what the judge or referee stated or ordered at the hearing on the motion. Where applicable, 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 items 2 or 3, 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. If the parties agreed to parenting time in a foreign country/nation that is not a party to the Hague Convention, check item 14, then write the names of the parent and the foreign country/nation.

If a support order also needs to be entered, complete and attach either FOC 10/52 or FOC 10a/52a using the instructions for the relevant form. Note that the most recent support order supersedes all prior orders regarding support and that all continuing support provisions must be restated in the most recent order.

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.