

**PETITION REGARDING PARENTING TIME  
SAGINAW COUNTY FRIEND OF THE COURT**

**FORM 50**

**Use this Petition if:**

- You have a Judgment of Divorce or Separate Maintenance or a Paternity Case but parenting time was not included; or
- You already have a parenting time order in your Judgment of Divorce or Separate Maintenance or your Paternity Case and you want to petition the Court for a change in parenting time.

If both parties agree to a change in the Order no Petition is necessary. If an agreement is reached please notify the Friend of the Court in writing (requires signature of both parties and copies of your identification) indicating the specifics of the agreement. Both parties **MUST** sign the written statement.

If there is no agreement, than you must filed this petition and notice that petition up for hearing in front of the Judge. You must appear for the hearing and the Judge will make a decision regarding referral of your petition to the Friend of the Court. The Court will address the investigation fee which must be paid prior to any interviews being set.

**IF YOU HAVE FILED AN AFFIDAVIT FOR  
SUSPENSION OF FILING FEES DUE TO  
INDIGENCY AND THE FILING FEES HAVE  
BEEN WAIVED, YOU STILL MUST PAY THE  
INVESTIGATION FEE**

This packet is prepared in accordance to the guidelines of the State Court Administrator's Office Forms.

## PETITION CHECKLIST

Use the following checklist to make sure you have done all the steps that are included.

### DID YOU...

1. Fill out all requested information on the Petition and Notice of Hearing? YES
2. Make all the necessary copies? YES
3. Pay the Petition fee to the Circuit Court Clerk? YES   
When you file the original Petition and Notice of Hearing with the Circuit Court Clerk, ask for the copies of the Petition and Notice of Hearing to be stamped (True Copy)
4. Mail (serve) a copy of the Petition and Notice of Hearing on the other party (and Attorney if represented)? YES
5. Return to the Circuit Court Clerk's office **after** you mailed the Petition and Notice of Hearing and completed the Certificate of Mailing? YES
6. Keep one copy of the Petition and Notice of Hearing for yourself? YES
7. Give 1 copy of the completed Petition and Notice of Hearing to the Circuit Court Clerk with the completed Certificate of Mailing? YES
8. Deliver 1 copy of the completed Petition to the Friend of the Court with the completed Certificate of Mailing? YES

By using this Petition and Notice of Hearing packet you are representing yourself in a Court action regarding parenting time. 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, your Petition may be dismissed or the Order you get from the Court may not give you the parenting time you want.

**The Friend of the Court does NOT represent either party. In preparation for the Investigation, each party is encouraged to review the CHILD CUSTODY ACT, which may be obtained from the State Court Administrator's Office or the public library. The Friend of the Court is NOT authorized to give the parties legal advice or assist in filing this Petition. Either party may hire an attorney during any point in the process.**

## INSTRUCTIONS FOR FILING A PETITION

### ⇔ FILING A PETITION

**1. Fill out the Petition and Notice of Hearing.**

**Make at least 4 copies of the Petition and Notice of Hearing after you have filled it out.**

**2. File the Petition and Notice of Hearing with the Circuit Court Clerk (located in the basement of the Courthouse).**

Take the original and 4 copies of the Petition and Notice of Hearing to the Circuit Court Clerk.

You must pay \$100.00 in either in the form of a money order, cash or personal check (not a starter check) made payable to the “Clerk of the Court” (\$20.00 is for the **Motion Fee** and \$80.00 is the fee for entry of the **Order**).

The Circuit Court Clerk will keep the original Petition and Notice of Hearing and any attachments for the Court file and stamp “True Copy” on all other copies. You **MUST** provide the Friend of the Court with a true copy of your Petition and Notice of Hearing. Do not lose your remaining true copies of your Petition and Notice of Hearing.

What you should have when you leave the Circuit Court Clerk’s office:

- 1 Copy of the Petition and Notice of Hearing (with any attachments)- for you
- 1 Copy of the Petition and Notice of Hearing (with any attachments)- for the other party (and Attorney if represented)
- 1 Copy of the Petition and Notice of Hearing (with any attachments) for the Court
- 1 Copy of the Petition and Notice of Hearing (with any attachments) for the Friend of the Court

**3. You must ensure that the address for both parties is the address on file with the Friend of the Court. If you fail to provide the correct address for either party your Petition may be dismissed for lack of service.**

# INSTRUCTIONS FOR SERVING A PETITION

## ↔ SERVING THE PETITION ON THE OTHER PARTY

### 1. **Serve the Petition and Notice of Hearing on the other party (and Attorney if represented).**

**YOU MUST SERVE (NOTIFY BY MAIL)** the other party prior to the Friend of the Court reviewing the Petition. **You CANNOT hand deliver the papers to the other party.**

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

- 1 Copy of the Petition and Notice of Hearing (with any attachments)- with the completed Certificate of Mailing for you
- 1 Copy of the Petition and Notice of Hearing (with any attachments)- with the completed Certificate of Mailing for the other party (and Attorney if represented)
- 1 Copy of the Petition and Notice of Hearing (with any attachments)- with the completed Certificate of Mailing for the Court
- 1 Copy of the Petition and Notice of Hearing (with any attachments)- with the completed Certificate of Mailing for the Friend of the Court

Fill out the Certificate of Mailing (date and sign) on all copies of the Petition and Notice of Hearing. Mail one copy to the other party (and Attorney if represented).

**NOTE:** Serve the papers by mailing them to the other party (and Attorney if represented) by ordinary mail. **THE DATE ON THE CERTIFICATE OF MAILING MUST BE THE DATE YOU MAILED THE PETITION AND NOTICE OF HEARING TO THE OTHER PARTY (AND ATTORNEY IF REPRESENTED).**

### 2. **Return to the Circuit Court Clerk**

Once you have mailed the Petition and Notice of Hearing to the other party (and Attorney if represented) return to the Circuit Court Clerk's office. You will have three copies with the completed Certificate of Mailing. Give the Circuit Court Clerk one copy for the Court file. Keep 1 copy for your own records. Deliver 1 copy to the Friend of the Court. You **MUST** deliver a copy directly to the Friend of the Court office.

### 3. **Response from the other party.**

If you receive a response to your Petition from the other party make sure you read it.

## INSTRUCTION FOR COMPLETING “PETITION REGARDING PARENTING TIME”

**Please print neatly. After filling in the Petition, you will need to make at least 4 copies.**

Items A through G must be completed before your Petition can be filed with the Court. Please read the instruction for each of item. Then fill in the correct information for that item on the Petition.

- 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 Petition form.
- B. Also use your Court paper to fill in the “Plaintiff” and the “Defendant” boxes. Copy the names from these court papers onto this Petition. For example, if your name is in the box that says “Plaintiff” on the original court document, then you should write your name in the “Plaintiff” box on this Petition form.

**You are the person filing the Petition therefore the burden of proving why you should be granted the requested relief lies with you.**

You must ensure that the address for both parties is the address on file with the Friend of the Court and if you do not know the address you **must** verify the address with the Friend of the Court.

- C. **Check only one box.** 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 (not just the word parenting time) a specific schedule must be indicated, check box a. If there is no schedule for parenting time check box b.
- D. Check this box if you and the other party have agreed to start parenting time or make changes in the parenting time. If you check this box, use a separate sheet of a paper to **explain in** as much **detail** as possible what you have agreed on. Print this information as neatly as you can. You will need to have 4 copies of this sheet to attach to this Petition.
- E. Check the box which best states what you are asking the Court to order. You need to explain why you think it is in the best interest 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. You will need 4 copies of this sheet to attach to copies of this Petition.
- F. Check the box that best states 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. You will need 4 copies to attach to copies of this Petition.
- G. Write in today’s date and sign your name.

GO TO PAGE 3 & 4 FOR FILING AND SERVICE INSTRUCTIONS.



<b>STATE OF MICHIGAN 10<sup>TH</sup> JUDICIAL CIRCUIT SAGINAW COUNTY</b>	<b>NOTICE OF HEARING</b>	<b>CASE NUMBER:</b>
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Court Address: 111 S. Michigan Ave., Saginaw, MI 48602

Fax: 989-791-3855  
Phone: 989-790-5300

Plaintiff's name, address and phone no:

Attorney:  
v

Defendant's name, address, and phone no:

Attorney:

A hearing will be held

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Judge: \_\_\_\_\_

Bar no.

for the following purpose:

**You are required to attend this hearing.**

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 court, provide your case number(s).

**CERTIFICATE OF MAILING**

I certify that on this date I mailed a copy of the notice of hearing by ordinary mail to the other party (and Attorney if represented) at the addresses stated above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature