

FRIEND OF THE COURT  
Rena Topolewski



ASSISTANT FRIEND OF THE COURT  
Caryn VanderHeuvel

**ST. CLAIR COUNTY FRIEND OF THE COURT**

31<sup>st</sup> Judicial Circuit  
201 McMorran Blvd., Room 1600  
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[www.stclaircounty.org/offices/foc](http://www.stclaircounty.org/offices/foc)

**MOTION TO CHANGE SUPPORT ORDER**

A MOTION results in a hearing at which the parties present documentation concerning changes in financial circumstances since the existing child support order was entered. The party requesting the change must show a sufficient change in the overall financial circumstances to justify changing the support order. **THERE IS A \$60 (SIXTY DOLLAR) FILING FEE, which will be filed with a MOTION at the County Clerk's office. Checks must be made payable to "County Clerk."** The Child Support Formula will be applied and may result in an increase or a decrease in the support order. **A motion is effective the date of filing.**

THE REQUIREMENTS ARE:

1. Both parties should provide:
  - a. Friend of Court questionnaire
  - b. Recent pay stubs with year-to-date income
  - c. Complete copies of prior 3 years income tax forms, personal and business, including W-2's and 1099's.
  - d. Name and address of employer or sources of income
  - e. Proof of any assets.
  - f. Health care premiums you pay for the minor child(ren)
  - g. Union or professional dues.
  - h. Your other court orders for support, alimony, medical, etc.
  - i. Childcare expenses (request a Child Care Verification Form).
  
2. Present your documentation at the hearing. The Attorney Referee will keep your documents, so you may wish to bring a copy to present to the Referee.

**DO NOT** bring proof of everyday expenses such as rent, food, utilities, vehicle payments, etc.

IN ADDITION:

**\*\*If the party filing the motion (the moving party) does not appear or provide the above proof of income, the motion may be dismissed.**

**\*\*If the responding party (not the person filing the motion) fails to provide proof of income, the Attorney Referee may set support based on the information provided by the moving party or impute the responding party's income at an ability to earn.**

**\*\*If you claim the other party on your case is earning additional income, you must provide proof of that income.**

**DO NOT BRING CHILDREN TO THE HEARING.**

**THE FRIEND OF COURT QUESTIONNAIRE SHOULD BE SUBMITTED PRIOR TO THE HEARING.**