

**SPECIAL INSTRUCTIONS FOR FILING A MOTION REGARDING CUSTODY  
IN MACOMB COUNTY CIRCUIT COURT**

**PURSUANT TO LOCAL ADMINISTRATIVE ORDER 2011-04, A FEE OF  
UP TO \$500.00 SHALL BE CHARGED FOR A FULL INVESTIGATION.**

A. PLEASE NOTE THE FOLLOWING CHANGES TO THE INSTRUCTION PACKET:

\*\*Please see green box at bottom of motion if using online forms for instructions\*\*

1. FORM FOC 87 MOTION REGARDING CUSTODY: Page 3, #1: DO NOT CALL THE FRIEND OF THE COURT for a hearing date. All hearing dates are on Monday. Contact the Circuit Court section of the Macomb County Clerk's Office to schedule your hearing. Or call the Clerk at 586-469-5351 for more information on how to file a motion.
2. FORM FOC 87 MOTION REGARDING CUSTODY: Page 4, "What you need for service": You must serve the opposing party with FORM FOC 88-RESPONSE TO MOTION REGARDING CUSTODY and REQUEST FOR HEARING ON A MOTION (MC-288) in addition to FORM FOC 87.
3. FORM FOC 87 MOTION REGARDING CUSTODY: Page 5, #9, if your case is heard by a Referee, the Referee will complete a Recommended Order for you.
4. FORM FOC 87 MOTION REGARDING CUSTODY: Page 5, NOTE: You must follow the instructions of the Referee regarding any objections you have to the decision. YOU HAVE 21 DAYS TO OBJECT TO A REFEREE DECISION. The Referee will instruct you as to your appeal rights.

B. The attached motion packet has instructions for filing.

1. The REQUEST FOR HEARING ON A MOTION must be completed and filed with the Circuit Court section of the Macomb County Clerk's Office at the same time the MOTION REGARDING CUSTODY is filed.
2. The REQUEST FOR HEARNG and MOTION REGARDING CUSTODY must be filed at least nine days prior to any hearing date. If the REQUEST FOR HEARING and MOTION REGARDING CUSTODY are **not filed**, the case will not be placed on the Judge's docket and **will not be heard**. The motion fee for the REQUEST FOR HEARING and MOTION REGARDING CUSTODY is \$20.00, a filing fee of \$80.00, which brings the total to \$100.00

YOU ARE RESPONSIBLE FOR COMPLETION OF ALL APPLICABLE FORMS. FRIEND OF THE COURT AND COURT PERSONNEL CANNOT PROVIDE YOU WITH ANY ASSISTANCE OR LEGAL ADVICE.

\*\*\*AFTER YOU FILL OUT THE **REQUEST FOR A HEARING ON A MOTION** AND THE **MOTION REGARDING CUSTODY**, PLEASE MAKE **4 COPIES** AND FILE WITH THE CLERK'S OFFICE ON THE 1<sup>ST</sup> FLOOR. CLERK WILL GIVE YOU A HEARING DATE. \*\*\*

**PLEASE NOTE: DUE TO SPACE LIMITATIONS, WE REQUEST ONLY  
LITIGANTS AND THEIR ATTORNEYS APPEAR  
AT THE FRIEND OF THE COURT OFFICE.**