



**53rd JUDICIAL CIRCUIT COURT
FAMILY DIVISION
OFFICE OF THE FRIEND OF THE COURT**



Cheboygan County Office
PO Box 70, Room 210
Cheboygan, MI 49721
(231) 627-8825 Main Line
(231) 627-8417 FAX
(800) 649-3777 TDD

KEVIN W. WELLER
Friend of the Court

Presque Isle County Office
PO Box 192
Rogers City, MI 49779
(989) 734-4312 Main Line
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IN PRO PER PACKETS

****IMPORTANT NOTE***

Friend of the Court Staff *cannot* assist you in filling out these forms.
Friend of the Court Staff *cannot* give legal advice. You must contact an attorney for legal advice.

Effective January 1, 2004, the Cheboygan County Family Division of the 53rd Circuit Court initiated a referee system to facilitate the scheduling and hearing of certain family court motions. Your motion may be one heard before the referee. If you are filing an in pro per motion regarding custody, parenting time or child support, the attached motion should be completed and the notice of hearing section should reflect Referee Bruce Cranham (P28554) as the one hearing the matter at 11am in Commissioners Meeting Room #135. The Circuit Court scheduling clerk will assign a hearing date.

To receive a date for your motion to be heard before the Referee **or** before the Court if scheduling a hearing after 21 day objection to Referee recommendation **or** an original motion before the court, you must contact the Assignment Clerk for the next available time and date at 231-627-8818 or inquire at room 213 in the Cheboygan County Building.

It remains your responsibility to carefully follow the general instructions provided for filing the original and service of copies. Court rule requires service by regular mail nine (9) days prior to the hearing [or seven (7) days by personal service], therefore we recommend mailing at least two (2) weeks in advance of your hearing date. In addition, please note that nothing that is decided in the courtroom becomes effective until an order is filed with the Court. If there is a referee recommendation, it should be attached to the order after the 21 day objection period has passed.

Once the motion is completed, file as follows:

- File the ORIGINAL motion with the \$20.00 filing fee, **plus** \$80.00 for final judgments and orders where custody and parenting time is established or modified **or plus** \$40.00 for final judgments and orders where support of a minor child is established or modified, in the Cheboygan County Clerk's Office, PO Box 70, Room 204, Cheboygan County Building, Cheboygan, MI 49721. 231-627-8808. To be completed properly, the motion must contain the request for relief, date of hearing and proof of service.
- A COPY of the motion must go to the Circuit Court Assignment Clerk, PO Box 70, Room 213, Cheboygan County Building, Cheboygan, MI 49721. 231-627-8818
- A COPY of the motion with all attachments goes to the Cheboygan County Friend of the Court, PO Box 70, Room 210, Cheboygan County Building, Cheboygan, MI 49721. 231-627-8825
- A COPY goes to the other party, with all attachments.
- A COPY is retained for yourself.

Once again, nothing is effective unless parties are properly served, and an order is signed by the Judge and filed with the Clerk .

Very truly yours,

Kevin W. Weller