

FRIEND OF THE COURT
Renaë Topolewski



ASSISTANT FRIEND OF THE COURT
Caryn VanderHeuvel

ST. CLAIR COUNTY FRIEND OF THE COURT

31st Judicial Circuit
201 McMorran Blvd., Room 1600
Port Huron, Michigan 48060
Phone (810) 985-2285

**FILING A MOTION REGARDING
APPLICATION OF PASSPORT FOR MINOR CHILD(REN)**

1. Complete the Motion Regarding Application of Passport for Minor Child(ren).
2. Complete the Order for Application of Passport for Minor Child(ren), **do not fill in the Judges signature line.
3. Attach any supporting documentation to the motion you want the court to consider. (Air line tickets, travel itinerary, reservation confirmations; etc) Please use 8 ½ x 11 paper on one side only.
4. Make four (4) copies of your motion with supporting documentation and (5) five copies of the order. Bring the completed motion package to the Friend of Court Office and a hearing date before the Judge will then be scheduled. You must also bring \$20.00 for the filing fee. Check or money orders must be made payable to the St. Clair County Clerk.
5. If filing your motion through the mail you must send the Friend of the Court the following: four (4) of your motion with supporting documentation and (5) five copies of the order to the Friend of Court Office at 201 McMorran Blvd., Room 1600, Port Huron, Michigan, 48060. You must enclose a check or money order payable to the St. Clair County Clerk in the amount of \$20.00 or the motion will be returned to you.
6. A hearing notice and copy of the motion packet will be sent to the other party. **NO OTHER NOTICES WILL BE SENT.**

You **MUST** appear for the hearing or your motion may be dismissed.