

FRIEND OF THE COURT  
Renaë 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  
Port Huron, Michigan 48060  
Phone (810) 985-2285

## **FILING A MOTION TO MODIFY PARENTING TIME**

1. Complete the Motion for Modification of Parenting Time.
2. Attach any supporting documentation to the motion. (Supporting documentation may include school records; police reports; Protective Services reports; etc). Use 8 1/2 x 11 paper one side only for attachments.
3. Bring your completed Motion with any attachments along with four (4) complete copies to the Friend of Court Office. A hearing date will then be scheduled. You must also bring \$100.00 for the filing fee. Check or money orders must be made payable to the St. Clair County Clerk.
4. If mailing the original motion, attachments and copies, send 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 \$100.00 or the motion will be returned to you.
5. A motion and hearing notice 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.