

**HOW TO FILE A
PARENTING TIME CONSENT ORDER**
Muskegon County Family Court Services

You should use this form if:

- you desire to legally change or modify the parenting time of your child(ren)
- you have a case involving these child(ren) in Muskegon County Family Court
- you and the other parent are *in agreement* about a new parenting time arrangement
- you do not wish to use an attorney (This is called filing In Pro Per, that is, representing yourself.)

You should not use this form if:

- you and the parent *do not agree* about a new parenting time arrangement
- you *do not* already have a case involving these child(ren) in Muskegon Family Court
- you have already obtained an attorney to assist you in this matter.

Important Note: By completing this form and using the instructions, you are representing yourself in a court action regarding parenting time. Failing to follow the instructions may result in your not being granted the parenting time you desire. Family Court Services cannot offer you legal advice.

Filing a Parenting Time Consent Motion

1. Fill out the Parenting Time Consent Order Worksheet (attached). Be sure to complete all sections of the Worksheet. Be as specific as possible. Consider holiday plans, summer parenting times, children's activities, etc. Anticipate possible problems. **Both parties MUST sign and date the worksheet prior to submitting it to Family Court Services.** (*Note: The worksheet is not a court order!*)
2. The completed Worksheet must then be reviewed and approved by Family Court Services. You may drop it off to the Receptionist during business hours, or mail it to us at Family Court Services, 3rd floor, Kobza Hall of Justice, 990 Terrace, Muskegon, MI 49442. Within three (3) working days, a caseworker will review your Worksheet.

If it completed properly, the caseworker will mail a court order reflecting your agreement to one of the parties; each party signs the order and returns it to the caseworker, who submits it to the judge for signature. A copy will then be mailed to each party. (*Note: It is not considered a court order until your judge signs it!*)

If it is not completed properly, the caseworker will mail the worksheet back to you with instructions on which portions need correction, and also note any problems with your proposed plan. To resubmit your Worksheet, simply follow again the steps above.

Thank you for using Muskegon Family Court Services!

MUSKEGON COUNTY FAMILY COURT SERVICES
WORKSHEET FOR CONSENT ORDER REGARDING PARENTING TIME

We request a change of our parenting time order.

***Instructions:** This form must be completed before an order will be prepared by a caseworker.
Please read all instructions before completing this form.

CASE NO. _____

MOTHER _____

FATHER _____

ADDRESS _____

ADDRESS _____

CITY _____

CITY _____

STATE _____ ZIP _____

STATE _____ ZIP _____

TELEPHONE _____

TELEPHONE _____

WORK PHONE _____

WORK PHONE _____

PARENTING TIME

Please choose either the "Reasonable" parenting time option or complete the "Specific" parenting time option as explained below:

***Instructions: If you desire a parenting time schedule that is not specific and based on only the agreement of the parents, please check the box and complete this section. (Reasonable parenting time CANNOT be enforced by Family Court Services.)**

REASONABLE (NON-SPECIFIC) PARENTING TIME OPTION

Our reasonable parenting time accounts for _____ overnights per year for the mother and _____ overnights per year for the father.

That the (**circle one**) mother / father / parents shall be awarded reasonable parenting time with the minor child(ren) of the parties. It will be assumed that the parties will be able to agree on what is reasonable. Parenting time may from time to time change, depending upon the circumstances of the parents and the child(ren) involved.

***Instructions:** If you desire a parenting time schedule that is specifically listed, please check the box and complete this section. Feel free to include a separate sheet if you have developed your own schedule. (Specific parenting time CAN be enforced by Family Court Services.) Choose which options you would like, you do not have to use them all.

SPECIFIC PARENTING TIME OPTION

Our specific parenting time schedule accounts for _____ overnights per year for the mother and _____ overnights per year for the father.

The (**circle one**) mother / father shall have specific parenting time with the minor child(ren) as follows:

- a. Alternating weekends from _____ Friday until _____ Sunday.
- b. On _____ from _____ until _____.
- c. Holiday parenting time as follows:

Odd numbered years: New Year's Day, Memorial Day, Labor Day, Christmas Eve and New Year's Eve.

Even number years: Easter Sunday, Independence Day, Thanksgiving Day and Christmas Day.

Mother's Day to the Mother; Father's Day to the Father.

Holiday parenting time hours shall be from _____ a.m. until _____ p.m.

Holidays shall take precedence over regularly scheduled parenting times.

- d. _____ of Christmas break;
- e. _____ of Spring break;
- f. Summer time parenting time shall be as follows:

(Circle your choice.)

- 1. Alternating weeks;
- 2. Alternating two week periods;
- 3. Entire summer with alternating weekend parenting time to _____.
- 4. _____ weeks with _____ days notice to _____;
- 5. Write in how you want it scheduled. _____

- g. Any other parenting time as mutually agreed upon between the parties.

(The following paragraphs are standard language and will be included in your consent order.)

The residence of the minor child(ren) shall not be removed from the State of Michigan without the prior approval of the Court; and the custodial parent shall keep the Muskegon County Family Court Services fully informed of the current address of the child.

A parent whose custody or parenting time of a child is governed by this order shall not change the legal residence of the child except in compliance with Section 11 of the "Child Custody Act of 1970", 1970 PA 91, MCL 722.31.

CONTINUATION OF PRIOR ORDERS

(The following is standard language and will be included in your consent order.)

IT IS HEREBY ORDERED that prior Orders not specifically or by implication modified herein, are preserved and enforceable.

ACKNOWLEDGMENT OF REQUEST FOR PARENTING TIME CHANGE

We agree to this proposed order and understand its provisions. We request that Family Court Services prepare this order for our signatures.

We understand that once the order is signed by the judge, we are bound by its provisions.

We understand that if we cannot agree upon the changes in this order, the party desiring any changes will need to petition the court and may need an attorney to do so.

We agree that neither party has coerced or pressured the other into requesting this order.

We understand that we each have the option to seek legal counsel to complete this custody change. If we choose not to consult attorneys, we accept responsibility for that choice.

We agree that the changes do not **harm** our child(ren). These changes will enhance our **co-parenting** relationship. We are **responsible** for making changes for our child(rens) best interest.

I hereby request services pursuant to the title IV-D of the social security act.

MOTHER

Date _____

FATHER

Date _____