

**INSTRUCTIONS FOR FILLING OUT
CONSENT ORDER/ZERO SUPPORT ORDER REQUEST FORM**

***** **PLEASE READ INSTRUCTIONS CAREFULLY & THOROUGHLY*******

USE THIS FORM ONLY IF:

- You and the other party to the case have reached an agreement and want to put it into a court order;
- OR**
- You wish to request a zero child support order.

COMPLETING THE FORM

PART A:

- 1) **MUST** be filled out completely prior to filing with FOC office.
- 2) **Both parties MUST sign the form prior to filing.**

AND

PART B – CUSTODY/PARENTING TIME/DOMICILE:

- 1) If you and the other party have reached an agreement regarding custody, parenting time, and/or domicile, you **MUST** complete Part B.
- 2) Make sure to be very specific about what you want included in the order. The Friend of the Court can only enforce language that is in the order, not what is agreed to verbally.

AND/OR

PART C – CHILD SUPPORT/PAYMENTS:

- 1) If you and the other party have reached an agreement regarding **child support/payments**, please complete **Part C** and you **MUST** choose from one of the deviation factors or your request will be denied.

OR

PART D – ZERO SUPPORT ORDER:

- 1) If you wish to request a zero child support order due to being married to the other party, not married but living together, the child(ren) goes to live with other parent, please complete Part D.

FILING FORM – PLEASE RETURN FORM WITHIN 30 DAYS

- 1) Once you complete the form in its entirety, please submit it to the Friend of the Court Office by mailing it to Saginaw County Friend of the Court, 111 S. Michigan Ave., Saginaw, MI 48602, or emailing it to foc@saginawcountymi.gov.
- 2) A copy of BOTH parties' driver's licenses **MUST** be provided to the Friend of the Court along with the form. Nothing will be processed until a copy of each party's driver's license is received.

**SAGINAW COUNTY FRIEND OF THE COURT
 CONSENT ORDER/ZERO SUPPORT ORDER REQUEST FORM**

PART A

*****MUST BE COMPLETED*****

Case Name _____ v _____ Case # _____
 Plaintiff's Name _____ Defendant's Name _____
 Address: _____ Address: _____

 Daytime Phone _____ Daytime Phone _____
 Email: _____ Email: _____

| | |
|--|--|
| Plaintiff's Employer: _____ | Defendant's Employer: _____ |
| Average Weekly Hours: _____ | Average Weekly Hours: _____ |
| Hourly wage: \$ _____ | Hourly Wage: \$ _____ |
| Gross Annual Income: \$ _____ | Gross Annual Income: \$ _____ |
| Annual Child Care Costs: \$ _____ | Annual Child Care Costs: \$ _____ |
| Medical Insurance Premium Attributable to the Children \$ _____ | Medical Insurance Premium Attributable to the Children \$ _____ |
| Number of biological children: _____ | Number of biological children: _____ |

| | | | |
|-----------------------|-------|-----------------------|-------|
| _____ | _____ | _____ | _____ |
| Plaintiff's Signature | Date | Defendant's Signature | Date |

PART B

If you and the other party have reached an agreement as to legal custody, parenting time, and/or domicile and want your agreement entered as a court order, please check the boxes below that apply and complete the following:

| | | |
|---|---|---|
| <p>Legal Custody</p> <input type="checkbox"/> Sole legal custody <input type="checkbox"/> Joint legal Custody | <p>Parenting Time</p> <input type="checkbox"/> Equal parenting time <input type="checkbox"/> Standard parenting time <input type="checkbox"/> Holidays <input type="checkbox"/> Other | <p>Domicile</p> <input type="checkbox"/> State of _____ <input type="checkbox"/> Over 100 miles |
|---|---|---|

*****MUST BE COMPLETED***** Please use the space below to specifically tell Friend of the Court what the agreement is. Use additional pages if needed.

PART C

If you and the other party have reached an agreement regarding child support, please provide the following information:

- Specific child support amount: \$ _____
 - Any other specific child support provisions you would like changed: _____
-

MUST PICK ONE:

- The child has special needs.
- Child has extraordinary educational expenses.
- A parent is a minor.
- Child's residence income is below threshold to qualify for public assistance, and at least 1 parent has sufficient income to pay additional support that will raise child's standard of living above public assistance threshold.
- Parent has a reduction in income available to support a child due to extraordinary levels of jointly accumulated debt.
- The court awards property in lieu of support for the benefit of the child.
- A parent has incurred, or is likely to incur, extraordinary medical expenses for either that parent or a dependent.
- A parent receives bonus income in varying amounts or at irregular intervals.
- A parent provides substantially all the support for stepchildren or another child for whom the parent is legally responsible, and the child(ren)'s parents are unable to earn income or are otherwise unable to support the child(ren).
- A child earns an extraordinary income.
- The court orders a parent to pay taxes, mortgage installments, home insurance premiums, telephone or utility bills, etc., before entry of a final judgment or order.
- A parent makes payments to a bankruptcy plan or has debt discharged, when either significantly impacts the monies that parent has available to pay support.
- A parent provides a substantial amount of a child's day-time care and directly contributes toward a significantly greater share of the child's costs than those reflected by the overnights used to calculate the offset for parental time.
- A child in the custody of a nonparent-recipient spends a significant number of overnights with the payer that causes savings in the nonparent-custodian's expenses, or an increase in the payer's expenses. When deviating, the court may use the parental time offset and set the nonparent custodian's income as zero.
- The court ordered nonmodifiable spousal support paid between the parents before October 2004.
- When a parent's share of child care expenses exceeds 50 percent of that parent's base support obligation calculated.
- When the amount calculated does not exceed \$20, and the administrative cost to enforce and process payments outweighs the benefit of the minimal amounts.

PART D

Child support can only be set to zero if one of the following is met. If you and the other party wish to have child support set to zero, please check one of the boxes below. **PLEASE ATTACH DOCUMENTATION SHOWING PROOF OF THE REASON YOU HAVE CHECKED BELOW. IF SUFFICIENT PROOF IS NOT GIVEN, YOUR REQUEST WILL BE DENIED.**

- Parties are married, and the marriage occurred after this case was filed **(please provide copy of marriage license).**
- Parties were married but separated at the time this case was filed but are now back living together **(please provide proof living in same household).**
- Parties are not married but are living together and on cash assistance (with these children) as long as both parties are on the same cash grant (TANF) **(please provide proof living in same home and on same DHHS grant).**
- Child(ren) goes to live with the parent who was paying child support (non-custodial parent) **(please provide proof child with other parent).**

As the parent who was to receive child support, do you wish to have any past money owed to you (arrearages) waived (yes or no) _____

Signature of person WAIVING support

Date