

**Want to request permission to change your
domicile/legal residence?**

Just follow these **FOUR EASY STEPS:**

FIRST: Go to the Friend of the Court office to get the proper motion form (FOC 115 Motion Regarding Change of Domicile/Legal Residence).

SECOND: Take the time to fill out the motion form completely and neatly IN INK. BE SURE TO READ ALL THE QUESTIONS ON THE FORM, AND ANSWER THOSE THAT APPLY TO YOUR CASE. Ask for help from the FOC staff if you need it. Unreadable or incomplete motion forms will be rejected.

THIRD: Take your completed motion form to the Delta County Clerk's office (just down the hall), and pay your motion fee (\$20.00, unless waived as explained below*). You will be given a receipt.

***Waiver of fees:** If you are indigent, receiving public assistance, or are financially unable to pay, you may apply to the court to have the fees waived (Form MC 20). The Delta County Clerk's office will assist you with the completion of this form.

FOURTH: Take your completed motion form and receipt back to the Friend of the Court office, and they will take care of the rest (i.e., setting a hearing date/time, making copies, filing the motion, and serving the motion).

FILING BY MAIL?: Mail the motion form and \$20 fee (payable to the Delta County Clerk) to the Friend of the Court at **310 Ludington Street, Escanaba, MI 49829.**

REQUESTING TO APPEAR BY TELEPHONE?: If you reside more than 50 miles from Escanaba, you may request to attend the hearing on your motion via telephone by submitting a written request to do so when you mail your motion form. You will then be sent paperwork to sign and return regarding your request to attend by telephone.

Don't forget to show up at the hearing!

From the Delta County Circuit Court and FOC, THANK YOU!