

**MOTION TO CHANGE CUSTODY, PHYSICAL PLACEMENT,  
VISITATION, AND/OR CHILD SUPPORT**

When changing Custody/Physical Placement/Visitation: Filing Fee- \$50.00

When Changing Child Support Only: Filing Fee- \$30.00

**Be sure to check all boxes on the motion that applies.**

The Order for Mediation must be completed when wanting to change custody, placement, or visitation.

**AFTER YOU COMPLETE THE NOTICE OF MOTION AND MOTION TO CHANGE:**

Take the originals to the Clerk of Courts Office to be filed.

It will be necessary for you to leave your COMPLETED paperwork with the Clerk of Courts office so that the Judge may review your motion & his signature can be obtained.

**SERVICE:**

A. By the Sheriff's Department in the county the respondent of the motion lives.

Once the forms have been served, you will be sent proof of service. If the party to be served lives outside Chippewa County, you must call the Sheriff in that county for instructions.

B. By Private Process Server

To locate a private process server, check online or visit the Clerk of Courts office for a listing. Once the forms have been served, you will be sent proof of service.

**NOTE:** Service must be completed before a mediation or hearing date can be set and proof of service must be in the file.