



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

**Filing Checklist**

- ☐ Complete the Notice of Motion and Motion to Change form [FA-4170V](#).  
**Be sure check all boxes on the motion that applies.**
- ☐ The [Order for Mediation](#) must be completed when wanting to change custody, placement, or visitation.
- ☐ Submit the original completed forms with the Clerk of Courts.
  - 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.
- ☐ Wait to be contacted by the Clerk of Courts, then pick up the documents for service.

**Filing Fees**

- » \$50.00 Custody/Physical Placement/Visitation change
- » \$30.00 Child Support ONLY change

**Service of Documents**

**A. Sheriff's Department**

- Use the Sheriff's Office **in the county where the respondent lives**.
- Once served, you will receive proof of service.
- If the respondent is **outside Chippewa County**, contact that county's Sheriff's Department for instructions.

**B. Private Process Server**

- You may locate a private process server online.
- Once served, you will receive proof of service.

**Important Note:** Service must be completed and proof filed before setting a mediation or hearing date.