

INSTRUCTIONS FOR MOTION FOR PARENTING TIME

Disclaimer

Please be aware that these forms do not include instructions or legal advice regarding your rights, responsibilities, and legal options.

To be fully informed and get answers to your questions, you should seek the advice of an attorney.

To file, the Plaintiff/Petitioner will need:

1. Juvenile Form 5 – Motion for Change in Parenting Time
 2. DR Form 3 - Parenting Proceeding Affidavit
 3. Juvenile Form 10 – Request for Service
 4. A deposit of \$200.00
- 1). On your filing, make sure you specify what you are requesting the Court to consider and support your request with your reasons for the request. Be specific as you complete your request. You may attach additional sheets if necessary.
- 2). Written request for Service—Whenever a Motion is filed, all parties to the case **MUST** be informed by the Clerk’s Office of the filing and the hearing date. **YOU** have the **RESPONSIBILITY** of conducting any search necessary to identify the parties and their complete addresses including zip codes. The Request for Service form (Form 10) should be used to make sure all parties are properly notified.
- 3). Please keep a copy of all documents filed for your own records and bring them to your hearing.

If an agreement is reached, the parties will need:

- Form 20 – Shared Parenting Plan*
OR
Form 21 – Parenting Plan*

*** A Parenting Time Schedule must be included in all Parenting Plans.**