

INSTRUCTIONS FOR CHANGE OF CUSTODY-REALLOCATION

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 following forms **are** needed:

1. Juvenile Form 6 - Motion for Change in Allocation of Parental Rights and Responsibilities
2. DR Form 3 – Parenting Proceeding Affidavit
3. DR Form 1 – Affidavit of Income and Expenses
4. DR Form 4 – Health Insurance Affidavit
5. Form 10 – Request for Service
6. Personal Identifier List
7. A \$200.00 deposit

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**