

Checklist for Parenting Plan

- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative cannot complete a form for you.
 - Attach a copy of any document referred to in the form.
 - Keep a copy of all documents for your records.
 - Attend all court hearings.
 - Some forms may not apply in your case.
 - Check with your court about local requirements.

(1) Parenting Plan

- Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- Complete the heading exactly as it appears in the Petition.
- Attach any required documents and forms.
- Paragraph (1): Check all the boxes that describe your circumstances. You must check at least one box.
- Paragraph (2): Check the box that applies.
- Paragraph (3): Check the box and read carefully all the bullet points. These describe what the law requires.
- Paragraph (4): Check the box and complete. Include only the children you and the other party have together and who are included in this parenting plan.
- Paragraph (5): Check the box that you want to apply in your circumstances. You must choose one type of decisionmaking.
- Paragraph (6): Check all the boxes that you want to apply.
- Paragraph (7): Check all the boxes that you want to apply.
- Paragraph (8): Check and complete the section (a), (b), or (c) that you want to apply. You must choose one section.
- Paragraph (9): Check one option for a residential schedule. If you choose the third option, complete the residential schedule chart for special occasions. You must choose one option for the residential schedule for special occasions.
- Paragraph (10): Check and complete one section (a), (b), or (c) for Fall, Winter, Spring, and Summer vacation residential schedules. You must choose one option for each vacation schedule.

- Paragraph (11): Check all the boxes that you want to apply.
- Paragraph (12): Check the box that you want to apply. You must choose one.
- Paragraphs (13) – (19): Check and describe all the arrangements that you want to apply.
- Paragraph (20): Check all the boxes that you want to apply. You must make arrangements for the relocation of a parent.
- Paragraph (21): Check all the boxes that you want to apply. You must make arrangements for changing the plan.
- Paragraph (22): Check all the boxes that you want to apply. You must make arrangements for resolving disputes.
- Paragraph (23): Describe any other agreements that you want to apply. If there are no other agreements, then leave this section blank.
- Paragraph (24): This is a requirement.
- Paragraph (25): This box must be checked. This statement is required by law. If you are proposing this Plan without the other party's agreement, date and sign the form in front of a notary public or court clerk. If both parties agree to the Plan, both parties should date and sign the form in front of a notary public or court clerk. (The parties can sign on different dates and in front of different notaries.)
- If you are proposing this Plan without the other party's agreement, complete the Certificate of Service.
- If you are proposing this Plan without the other party's agreement, serve the form on the other party. More information about serving papers can be found on the court's website.
- File the original form and certificate of service with the judicial services representative.