INSTRUCTIONS FOR COMPLETING THE PARENTING PLAN PARENT-CREATED Joint Legal and Joint Physical Custody

<u>IMPORTANT:</u> USE OF THE JOINT LEGAL AND JOINT PHYSICAL CUSTODY PARENTING PLAN IS INTENDED *ONLY* FOR THOSE CASES IN WHICH:

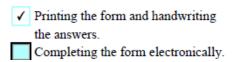
- BOTH PARENTS VOLUNTARILY AND WILLINGLY AGREE TO SHARE JOINT LEGAL CUSTODY OF THE CHILD(REN) (DECISION-MAKING)
- BOTH PARENTS VOLUNTARILY AND WILLINGLY AGREE TO SHARE JOINT PHYSICAL CUSTODY OF THE CHILD(REN) (PLACE OF RESIDENCE AND PARENTING TIME)

If you want items in your parenting plan besides those in this sample provided, you can add them to your plan. Likewise, if you do not want some items in your parenting plan that are in this sample, you can take them out of your plan. For example, you may want to add other holidays, take out particular holidays, change time periods, change the method of pick up and return times for parenting time, change the length of time for summer parenting time, etc. Also, if you observe holidays that are not included in this sample, you can add language to your plan about those holidays. Remember, this is your parenting plan and it should meet your individual needs.

- The parenting plan provides a legal "fall back" plan for parents to use if there is a need. Parents can alter this plan informally if all are in agreement. However, if there is a disagreement, the provisions in this plan control the parentingtime.
- The parents can temporarily change the terms of this plan as long as theyboth agree to it.
- This plan may be changed by mutual, written agreement of the parents.
- The parents understand that any permanent changes must be approved by the court to be binding and enforceable.

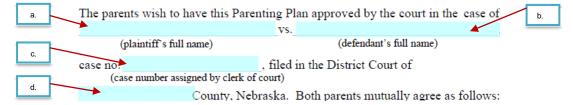
Please remember, your parenting plan will be reviewed by the judge and will need to be court ordered before it takes legal effect.

If you are printing the Parenting Plan and handwriting the answers, you will check the first box. If you are typing in your answers, you will check the second box.



BODY OF THE PARENTING PLAN

- a. In the first blank, enter the plaintiff's name.
- b. In the second blank, enter the defendant's name.
- c. In the third blank, enter the case number assigned by the clerk of the district court when the Complaint was filed.
- d. In the fourth blank, enter the name of the countywhere the Complaint was filed.



The numbers or letters beginning on the next page give instructions for completing the sections and paragraphs corresponding with the same numbers or letters in the Joint Legal and Joint Physical Custody Parenting Plan.

Paragraph 9.A.	selecting you are	y this Joint Legal and Jo indicating to the court to or continuous blocks of	is in regard to parenting time . By int Physical Custody Parenting Plan hat the child(ren) will live with each parenting time and for significant	,	
	Step one:	_	ee sets of parenting time choices		
	Step two:	time choices you wa fill out the details with 2 have standard pare	ed which of the three parenting nt to propose, check that box, and nin the fillable blanks. Boxes 1 and enting time examples. Box 3 is left write in their own parenting time		
		will alternate parenting time on a monthly basis. The exchange of			
Step two.	During the w	week the plaintiff will have parenting eek the defendant will have parenting ill alternate weekends and the parenting	g time with the child(ren)		
	r	OR			
	3. The schedule for parenting time will be as follows: (complete with the arrangements you have reached)				
	Step three:	Following are instruc	tions on how to fill out box 1, box 2, g time under Section 9.A.		
	If you check box 1: ALTERNATING BLOCK PARENTING TIME:				
		et paragraph, first sente eekly (2 weeks at a tim	nce, check the box that applies: wee e); or monthly.	kly	
	b. Firs i. ii.	appropriate box for exchange of the ch	anks: fill in the time and check the "a.m." or "p.m.". This is when the	vill	
a.	<u> </u>		_		
i	bi-weekly	nts will alternate parentin	schange of the child(ren)		
	will occur a	(exchange time)	(day of the week)		
		(exchange time)	(day of the week)		

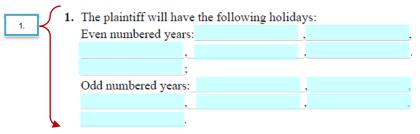
If you check box 2: PARTIAL WEEK ALTERNATING PARENTING TIME:

	a. Fill in when the plaintiff will begin and end their parenting time with the child(ren).
	i. Enter the day of the week, and the beginning time.ii. Enter the day of the week and the ending time.
i.	2. During the week the plaintiff will have parenting time with the child(ren) from at am_pm until (day of the week) (beginning time) (day of the week) at am_pm. (ending time)
	 b. Fill in when the defendant will begin and end their parenting time with the child(ren). i. Enter the day of the week, and the beginning time. ii. Enter the day of the week and the ending time.
i.	During the week the defendant will have parenting time with the child(ren) from at am pm until at (day of the week) (beginning time) (day of the week) am pm.
c. i.	c. If the parents decide to alternate weekends with the child(ren), use this sentence and indicate when each parent's alternating weekends with the child(ren) will occur. If the parents are not alternating weekends, "X" out this sentence. i. Enter the day of the week, and the beginning time. ii. Enter the day of the week and the ending time. The parents will alternate weekends and the parenting time will begin on at :
	If you check box 3: PARENT-CREATED PARENTING TIME: d. This option provides parents with the flexibility to create their own shared joint physical custody parenting time. If this choice is selected, the schedule needs to be very specific and give details showing that one parent or the other has responsibility for the child(ren) at all times, seven (7) days a week, 24 hours a day. i. On the lines provided, describe the details of the parent-created parenting time. If more space is needed, you may include additional page(s).
d.	To ensure that the Parenting Plan meets the requirements of the Parenting Act, one parent or the other must have responsibility for the child(ren) at all times which means 7 days a week, 24 hours a day.

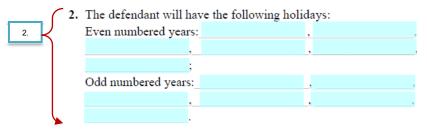
Paragraph 9.B. <u>Holidays and other Special Days</u>- This section provides details forthe parents and child(ren) to designate how holidays and other special days are to be shared. The sample plan assumes that the parents will have alternating holidays with the child(ren).

For example: In even numbered years the plaintiff may have Easter, Fourth of July, Thanksgiving, and the second half of the Christmas/Winter holiday and the defendant may have Memorial Day weekend, Labor Day weekend, part one of the Christmas/Winter holiday, and the child(ren)'s birthdays. In odd numbered years the plaintiff may have Memorial Day weekend, Labor Day weekend, the first half of the Christmas/Winter holiday, and the child(ren)'s birthdays and the defendant may have Easter, Fourth of July, Thanksgiving, and part two of the Christmas/Winter holiday.

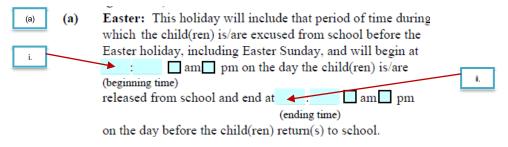
1. Fill in which holidays that the plaintiff will have the child(ren) during even numbered years and odd numbered years.



2. Fill in which holidays that the defendant will have the child(ren) during even numbered years and odd numbered years.



- 3. For each holiday, fill in the beginning and ending time of the holiday parenting time.
 - (a) Easter.
 - i. Enter the time (including a.m. or p.m.) that Easter parenting time will begin.
 - ii. Enter the time (including a.m. or p.m.) that Easter parenting time will end.



	(b)	Memorial Day weekend.
	i.	Enter the time (including a.m. or p.m.) that Memorial Day
		weekend parenting time will begin.
	ii.	Enter the time (including a.m. or p.m.) that Memorial Day
(b)) M	weekend parenting time will end.
i. (L		norial Day weekend: This holiday will include only that send when Memorial Day is nationally recognized and
=		oegin at → : am □pm on Friday and end
ii.	at	(beginning time) : am pm on Monday, Memorial Day. (ending time)
	(c)	Fourth of July.
	i.	Enter the time (including a.m. or p.m.) that Fourth of
		July parenting time will begin.
(c)	ii.	Enter the time (including a.m. or p.m.) that Fourth of
		July parenting time will end.
i.	c) Fou	rth of July: This holiday will begin on July 4th at □ am □ pm and end on July 5th
i.	(begi	inning time)
	at	
	(endi	ing time)
	(d)	Labor Day weekend.
	i.	
		weekend parenting time will begin.
	ii	. Enter the time (including a.m. or p.m.) that Labor Day
		weekend parenting time will end.
(d)	d) Lab	or Day weekend: This holiday will include only that
i.		kend on which Labor Day is nationally recognized and
	will	begin at : ampm on Friday and end
ii.	at	(beginning time) : □ am □ pm on Monday, Labor Day.
	at	(ending time)
(2)	(e)	Thanksgiving. Parents can select one of two choices. Check the box that applies.
(e) 1	. This	s holiday will be defined 2. The parents will schedule the Thanksgiving holiday
		BLOCK THANKSGIVING HOLIDAY:
		i. Enter the time (including a.m. or p.m.) that
		Thanksgiving parenting time will begin.
		ii. Enter the time (including a.m. or p.m.) that
1.		Thanksgiving parenting time will end.
1.	_	holiday will be defined as that period of time during
		ne child(ren) is/are excused from school for the giving holiday, including Thanksgiving day, and will
i.	begin at	
	(beginn	ning time)
	released	from school and end at am _pm on
	the day 1	(ending time) before the child(ren) return(s) to school.

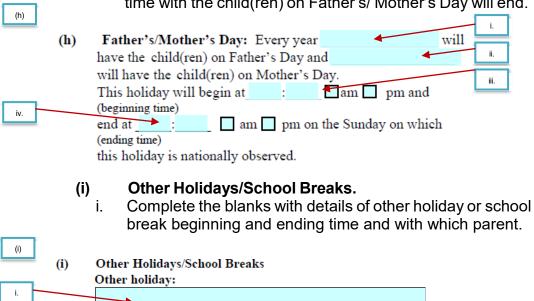
HOLIDAY:
i. fill in the blank lines with the details of the parenting time for each parent.
2. The parents will schedule the Thanksgiving holiday as
i. follows:
(f) Christmas/Winter holiday. Parents can select one of two choices. Check the box that applies.
1. The holiday will have two parts: 2. The parents will schedule the Christmas/Winter holiday
 SHARED WINTER HOLIDAY (two parts): Fill in the beginning time and the ending time for "Part one". Fill in the beginning and the ending time for "Part two".
Part one will begin at ampm on the beginning time) day the child(ren) are released from school and end at ampm on December 27th. (ending time)
Part two will begin at pm on
FLEXIBLE PARENT-CREATED WINTER HOLIDAY: i. fill in the blank lines with the details of the parenting time for each parent.
2. The parents will schedule the Christmas/Winter holiday as
i. follows:
 (g) Child(ren)'s birthdays. i. Enter the time (including a.m. or p.m.) that parenting time on the child(ren)'s birthday(s) will begin. ii. Enter the time (including a.m. or p.m.) that parenting time on the child(ren)'s birthday(s) will end.
(g) The Child(ren)'s Birthdays: This will be the actual day of the child(ren)'s birthday, and will begin at

FLEXIBLE PARENT-CREATED THANKSGIVING

2.

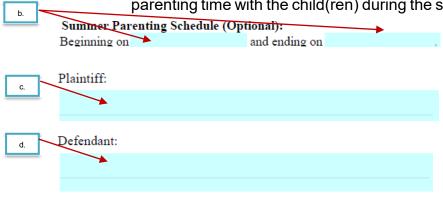
(h) Father's/Mother's Day.

- i. Enter the name of the parent to have the child(ren) on Father's Day.
- ii. Enter the name of the parent to have the child(ren) on Mother's Day.
- iii. Enter the time (including a.m. or p.m.) that the parenting time with the child(ren) on Father's/Mother's Day will begin.
- iv. Enter the time (including a.m. or p.m.) that the parenting time with the child(ren) on Father's/ Mother's Day will end.

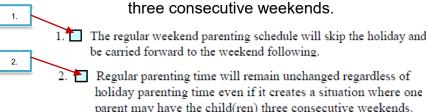


Paragraph 9.C. **Summer Parenting Schedule (Optional)** – This is only filled out if the parents want to change the parenting time schedule during the summer from the school year schedule.

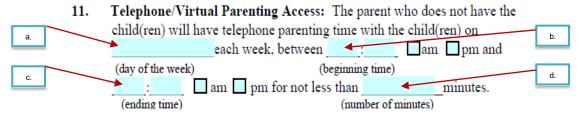
- a. If the parenting time stays the same during the summer as it is during the school year, "X" out the "Summer Parenting Schedule" section.
- b. If the parenting time changes during the summer, fill in the start and end dates in the two blanks of the first sentence.
- c. In the "Plaintiff" section, fill in when the plaintiff will have parenting time with the child(ren) during the summer schedule.
- d. In the "Defendant" section, fill in when the defendant will have parenting time with the child(ren) during the summer schedule.



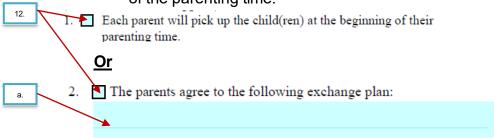
- Paragraph 10. Priority of Holiday Parenting Time Schedules Check the box that you choose for your plan. Remember that a holiday will take priority over a regularly scheduled visit. The sample plan gives you an example that may help you decide how to structure your plan.
 - 1. Check the first box if you are alternating weekends and want to continue that regular alternating schedule and not consider that holiday in that rotation.
 - 2. Check the second box if you are alternating weekends and wish the weekends to remain the same even though a holiday may mean that one parent may have the child(ren) three consecutive weekends



- Paragraph 11. <u>Telephone /Virtual Parenting Access</u> This paragraph can be modified to fit your particular situation. For example, you may want to specify that the visit be on FaceTime or Skype.
 - a. Enter the day of the week (Monday through Friday) when telephone parenting time will occur.
 - b. Enter the beginning time (including a.m. or p.m.) of the telephone parenting time.
 - c. Enter the time (including a.m. or p.m.) that the telephone parenting time will end.
 - d. Enter the number of minutes each week the noncustodial parent will have telephone parenting time with the minor child(ren).



- Paragraph 12. <u>Child(ren)'s Transition Responsibility for Exchange</u> Check the box that you choose for your plan.
 - a. If you check the second box you must set forth the place and time of the exchange for both the beginning and ending of the parenting time.



11.

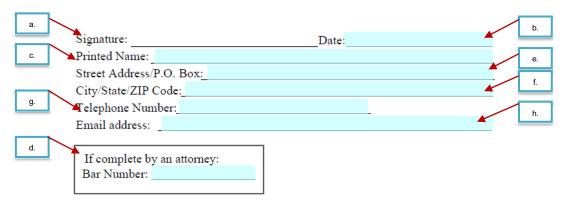
FINAL SIGNATURE

There are two signature blocks.

Both parties must sign.

If you are the plaintiff, you will complete the first signature block. If you are the defendant, you will complete the second information block.

- a. Sign your name.
- b. Enter the date.
- c. Print your name.
- d. If being completed by an attorney, they must include their bar number and firm name.
- e. Enter your full street address.
- f. Enter your city, state, and ZIP code.
- g. Enter your telephone number, including the area code.
- h. Enter your email address, if any.



MAKE CERTAIN TO STAPLE THIS PARENTING PLAN TO THE DECREE OF DISSOLUTION THAT YOU TAKE TO YOUR FINAL HEARING.

Remember: This sample plan is only a guide. You must consider your own situation and develop a parenting plan that works for you, the other parent, and your child(ren). For example, the list of holidays is only a suggestion and you can add or delete holidays that reflect your traditions. You can add additional sheets to your plan if necessary.