

# INSTRUCTIONS FOR FILLING OUT THE DECREE FOR PATERNITY, CUSTODY, PARENTING TIME, AND CHILD SUPPORT

## HEADING

- Enter the name of the county where you filed the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter the other party's first, middle, and last names. The other party is the defendant.
- The clerk of the district court gave you a case number when you filed the Complaint. You must include the case number on any papers you file.

## BODY OF DECREE

The judge will fill in the statement regarding if the defendant appeared, if the defendant was represented by an attorney, and the name of the attorney.

The numbers below give instructions for completing the paragraphs with the same numbers on the Decree.

Paragraph 1. Enter the date that you filed the Complaint for Paternity, Custody, Parenting Time, and Child Support.

Paragraph 2. Check the box that shows if the other party was personally served with a copy of the Complaint, or if they signed a Voluntary Appearance. If they were personally served, enter the date that they were served. If they signed a Voluntary Appearance, the clerk of the district court can provide you with the date that the Voluntary Appearance was filed with the court.

Paragraph 3. Check the appropriate box.

Paragraph 7. Enter the beginning date and ending date that you and the other party had an intimate relationship and then enter the name(s) of the child(ren) that resulted from that relationship and the year the child(ren) was/were born.

Paragraph 8. Check the appropriate box. This is what you are (natural mother or natural father).

Paragraph 9. Check the appropriate box. This is what the other party is (natural mother or natural father).

Paragraph 10. Check the box that shows who developed the parenting plan.

Paragraph 11. Check the boxes that correctly state the party who will NOT have physical custody (plaintiff if it is you, and defendant if it is the other party) of the minor child(ren), and whether that

person is or is not capable of contributing to the support of the minor child(ren).

Paragraph 12. Check the boxes that correctly state if you (plaintiff) or the other party (defendant) does or does not have health insurance available at a reasonable cost through his/her employer.

**IN THE BODY OF THE ORDERED, ADJUDGED AND DECREED SECTION:**

Paragraph 13. Enter who is being established as the natural father. (If it is you, check the box in front of "plaintiff." If it is the other party, check the box in front of "defendant.")

Paragraph 14. Check the first box if you are requesting either the defendant or you have sole legal and sole physical custody. If you are requesting sole legal and sole physical custody, enter "plaintiff." If you are requesting the defendant have sole legal and sole physical custody, enter "defendant."

Check the second box if you are requesting that you and the defendant have joint legal custody and either you or the defendant will have sole physical custody. Enter "plaintiff" if you are requesting sole physical custody. Enter "defendant" if you are requesting the defendant have sole physical custody.

Check the third box if you are requesting that you and the defendant be awarded joint legal and joint physical custody.

Paragraph 15. Check the box that shows who developed the parenting plan.

Paragraph 16. Check the box for either the plaintiff or the defendant. This will be the party who will be paying child support. The judge will complete the blank indicating the date child support will begin.

If you are able to do a child support calculation based upon the Child Support Guidelines, you can complete the amount of child support to be paid per month for the appropriate number of children. The child support worksheet must be presented to the judge at the time of the hearing.

During visitation or parenting time periods of 28 days or more, in any 90-day period, support payments may be reduced by up to 80%. If you do not agree on a percentage for the abatement (amount it goes down), the judge will complete this subsection.

**You must bring a copy of the Financial Affidavit for Child Support that you submitted at the time you filed the Complaint, the "Child Support Worksheet 1" if sole physical custody or "Child Support Worksheet 3" if joint physical custody, and give them to the judge at the time of the final hearing.**

Paragraph 17. The judge will complete this paragraph regarding health insurance for the minor child(ren).

Paragraph 18. Check the box of who is being required to pay child support (“plaintiff” if it is you, and “defendant” if it is the other party).

Paragraph 19. Check the box of who is being required to pay child support (“plaintiff” if it is you and “defendant” if it is the other party). The judge will determine the percentage of the childcare costs for which that person is responsible, if any.

Paragraph 21. The judge will complete this.

### **FINAL SIGNATURE**

If the court approves the Decree, the judge will date and sign the Decree.

***The Decree must be filed with the clerk of the court before your case will be finalized.***  
You should check with the clerk’s office after the final hearing to update or provide any information necessary.