

**GENERAL INSTRUCTIONS ON HOW TO FILE TO MODIFY PARENTING TIME
WITH AN AGREEMENT AFTER DIVORCE**

1. This packet includes the following documents for you to complete:
 - Appearance
 - Not For Public Access/Confidential Appearance
 - Verified Petition To Modify Parenting Time With An Agreement
 - Verified Agreed Entry To Modify Parenting Time

2. Complete a Child Support Worksheet. You will need the calculated child support to complete the *Verified Agreed Entry To Modify Parenting Time*. You can find the calculator at: <https://www.in.gov/judiciary/2625.htm>

3. Review the Indiana Parenting Time Guidelines and agree on when the other parent should have parenting time. You will need this information to complete the *Verified Agreed Entry To Modify Parenting Time*. You can find the guidelines here: <https://www.in.gov/judiciary/rules/parenting/>

4. Complete each form included in the packet. Note that you and the other party will both need to sign the *Verified Agreed Entry To Modify Parenting Time* **in front of a Notary Public**. Some, but not all, libraries and banks have a Notary Public available. There is a small fee.

5. Check your county's local rules here: <https://www.in.gov/judiciary/2694.htm> to see if there are additional things you need to do.

6. If you will e-file your documents, learn more about how to e-file using the guide at: <https://www.in.gov/judiciary/4313.htm>. Note that nothing is final until the judge signs an Order, which may be the *Verified Agreed Entry To Modify Parenting Time*.

Complete the following steps *only if you will file your paper documents at the courthouse.*

7. Make three copies of each document.

8. Prepare three stamped envelopes. One should be addressed to you and two should be addressed to the other parent.

9. Take the original, signed forms, the completed Child Support Worksheet and copies to the courthouse in the county that issued the last order in your case (this might be the divorce decree, modification of child support, modification of custody, etc.). *Bring the addressed, stamped envelopes with you.*

10. File your documents with the court clerk. You will have to pay a fee. The fee may be different in each county. The clerk will stamp your forms.
11. Send the stamped copies of the forms to the other parent and keep a copy for yourself.
12. Nothing is final until the judge signs an order, which may be the *Verified Agreed Entry To Modify Parenting Time*. If you opted to receive notice by email, the court will email you. If you did not, the court will notify you by mail.

STATE OF INDIANA IN THE _____ COURT
COUNTY OF _____ CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent.

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT
YOUR COURT PAPERS IN THIS CASE (LIKE THE DIVORCE
DECREE) AND COPY THE INFORMATION HERE

APPEARANCE BY UNREPRESENTED PERSON

1. My name is YOUR NAME and in this case I am not represented by a lawyer.
2. My contact information for receiving legal service of documents and case information as required by Court Rules is:

Address: YOUR ADDRESS

IF YOU WANT THE COURT TO CONTACT YOU ONLY BY EMAIL, CHECK THIS BOX

Email address: YOUR EMAIL ADDRESS

I will accept service at the above email address.

Phone: PHONE NUMBER

Fax: FAX NUMBER, IF YOU HAVE ONE

OR, if in a related case, you have used the Attorney General confidential address, you may check the box below:

IF YOU USE THE ATTORNEY GENERAL CONFIDENTIAL ADDRESS, CHECK THIS BOX

Attorney General confidential address

3. This is a DC case type as defined in Administrative Rule 8(B)(3).

4. There are other cases related to this case: *(If yes, please indicate below)*

IF THERE ARE RELATED CASES, CHECK 'YES' AND FILL OUT THE INFORMATION BELOW { Yes
 No

Caption and case number of related cases:

PUT RELATED CASE INFORMATION

Caption: HERE Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Additional information as required by local rule:
OTHER INFORMATION REQUIRED BY LOCAL RULE

**FOR THE CERTIFICATE OF SERVICE,
CHECK THIS BOX IN FRONT OF THE
WAY YOU WILL SEND THIS TO THE
OTHER PERSON, THEN FILL IN THE
INFORMATION** →

SIGN HERE WITH A PEN

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on _____ by
first-class U.S. mail, postage prepaid to _____ at
the following address:

I hereby certify that I sent a copy of this document on _____ by E-
service using the Indiana E-filing system to:



SIGN HERE IN PEN

Signature



STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT YOUR COURT PAPERS IN THIS CASE (LIKE THE DIVORCE DECREE) AND COPY THE INFORMATION HERE

VERIFIED PETITION TO MODIFY PARENTING TIME WITH AGREEMENT

YOUR NAME, self represented, files a Petition to Modify Parenting Time and states in support as follows:

1. The parties' divorce decree is dated DATE JUDGE SIGNED YOUR DIVORCE DECREE.

2. The minor child(ren) is/are named: NAMES OF THE MINOR CHILDREN YOU AND THE OTHER PARENT HAVE TOGETHER and NAME OF PARENT WHO PAYS CHILD SUPPORT has been ordered to pay child support in the amount of \$ AMOUNT OF WEEKLY CHILD SUPPORT per week. DATE OF LAST COURT ORDER ON PARENTING TIME. THIS COULD BE THE DATE OF YOUR DIVORCE DECREE IF THERE HAS NOT BEEN A PARENTING TIME ORDER SINCE

3. The last order on parenting time is dated TIME ORDER SINCE and NAME OF PERSON WITH PRIMARY PHYSICAL CUSTODY has primary physical custody.

4. The last order on parenting time states that parenting time shall be as follows: WRITE WHAT PARENTING TIME IS CURRENTLY ORDERED

5. A change in parenting time is in the best interest of the child(ren).

6. YOUR NAME asks this Court to change parenting time and enter a parenting time order:

SELECT ONE {

- in accordance with the Indiana Parenting Time Guidelines **OR**
- as follows:

YOU CAN VIEW THE PARENTING TIME GUIDELINES AT <https://www.in.gov/judiciary/rules/parenting/>

IF YOU WANT PARENTING TIME THAT IS DIFFERENT FROM THE INDIANA PARENTING TIME GUIDELINES, CHECK THE 'AS FOLLOWS' BOX ABOVE AND WRITE OUT WHAT PARENTING TIME YOU AND THE OTHER PARENT HAVE AGREED TO HERE.

7. The parties have reached an agreement and an Agreed Entry To Modify Parenting Time is filed with this petition.

WHEREFORE, the undersigned prays that the Court modify the parenting time order as requested, and for all other just and proper relief.

I affirm under penalties for perjury that the foregoing representations and statements are true.

Date: DATE YOU SIGN THIS DOCUMENT

SIGN HERE IN PEN

Signature

YOUR NAME

Printed Name

FOR THE CERTIFICATE OF SERVICE, CHECK THIS BOX IN FRONT OF THE WAY YOU WILL SEND THIS TO THE OTHER PERSON, THEN FILL IN THE INFORMATION

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on _____ by first-class U.S. mail, postage prepaid to _____ at the following address:

I hereby certify that I sent a copy of this document on _____ by E-service using the Indiana E-filing system to:

Signature

STATE OF INDIANA
COUNTY OF _____

IN THE _____ COURT
CAUSE NO. _____

IN RE THE MARRIAGE OF:

Petitioner,

v.

Respondent

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT YOUR COURT PAPERS IN THIS CASE (LIKE THE DIVORCE DECREE) AND COPY THE INFORMATION HERE

VERIFIED AGREED ENTRY TO MODIFY PARENTING TIME

YOUR NAME and OTHER PARENT'S NAME file an Agreed Entry to Modify Parenting Time and state they agree as follows:

1. The parties' marriage was dissolved by Decree dated DATE THE JUDGE SIGNED YOUR DIVORCE DECREE
NAME OF PERSON WITH PRIMARY
2. PHYSICAL CUSTODY has been awarded primary physical custody of the child(ren), namely:
NAMES OF THE MINOR CHILDREN YOU AND THE OTHER PARENT HAVE TOGETHER
and PERSON WHO PAYS CHILD SUPPORT has been ordered to pay child support in the amount of \$ AMOUNT OF WEEKLY CHILD SUPPORT PAID per week.

- 3. A change in parenting time is in the best interest of the minor child(ren).
- 4. The parties waive a hearing and ask the Court to modify the parenting time order

SELECT ONE { in accordance with the Indiana Parenting Time Guidelines **OR**
 as follows:

IF YOU WANT PARENTING TIME THAT IS DIFFERENT FROM THE INDIANA PARENTING TIME GUIDELINES, CHECK THE 'AS FOLLOWS' BOX ABOVE AND WRITE OUT WHAT PARENTING TIME YOU AND THE OTHER PARENT HAVE AGREED TO HERE.

WHEREFORE the parties waive their right to a hearing, ask that the Court modify parenting time as outlined above and for all other just and proper relief.

I affirm under penalties for perjury that the foregoing representations and statements are true.

DO NOT SIGN THIS FORM UNTIL YOU ARE IN FRONT OF A NOTARY PUBLIC

Date: DATE YOU SIGN THIS FORM

Petitioner Signature

YOUR NAME

Printed Name

STATE OF INDIANA

COUNTY OF COUNTY

Before me, a notary public in and for County, State of Indiana, personally appeared and having been duly sworn upon their oath says that the facts all alleged in the foregoing instrument are true.

Date:

Notary Public

My Commission Expires

LEAVE THIS BLANK--A NOTARY PUBLIC WILL FILL THIS OUT

I affirm under penalties for perjury that the foregoing representations and statements are true.

THE OTHER PARENT MUST SIGN HERE IN FRONT OF A NOTARY PUBLIC

DATE THE OTHER PARENT SIGNS THIS FORM

Respondent Signature

OTHER PARENT'S NAME

Printed Name

STATE OF INDIANA

COUNTY OF COUNTY

Before me, a notary public in and for County, State of Indiana, personally appeared and having been duly sworn upon their oath says that the facts all alleged in the foregoing instrument are true.

Date:

Notary Public

My Commission Expires

LEAVE THIS BLANK--A NOTARY PUBLIC WILL FILL THIS OUT

SO ORDERED LEAVE BLANK

Distribution: YOUR NAME YOUR ADDRESS

LEAVE BLANK

Judicial Officer

OTHER PARENT'S NAME

OTHER PARENT'S ADDRESS