

GENERAL INSTRUCTIONS: MODIFY CUSTODY WITH AN AGREEMENT

1. This packet includes the following documents for you to complete:
 - Appearance
 - Not For Public Access/Confidential Appearance
 - Verified Petition To Modify Custody With An Agreement
 - Verified Agreed Entry To Modify Custody
2. Complete a Child Support Worksheet. You will need to file the Child Support Worksheet with the court when you file the documents in this packet. You can find the calculator at: <https://www.in.gov/judiciary/2625.htm>
3. Review the Indiana Parenting Time Guidelines. You will need to state what parenting time you and the other parent agree to when you complete the *Verified Agreed Entry To Modify Custody*. You can find the guidelines here: <https://www.in.gov/judiciary/rules/parenting/>
4. Complete each form according to the instructions below. You and the other parent will have to sign the *Verified Agreed Entry To Modify Custody* in front of a notary public. Some libraries and banks have a notary public on staff. 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 Custody*.

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 in which the last order in your case was issued. *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 Custody*. 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 _____ OF:

Minor Child

Petitioner,

v.

Respondent.

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT YOUR COURT PAPERS IN THIS CASE (LIKE THE DIVORCE DECREE OR DECREE ESTABLISHING PATERNITY) 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: EMAIL

I will accept service at the above email address.

Phone: YOUR PHONE NUMBER

Fax: YOUR FAX NUMBER

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

IF YOU AND THE OTHER PARTY ARE DIVORCED, SELECT 'DC'. IF YOU WERE NEVER MARRIED, SELECT 'JP'.

3. This is a _____ 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 IN THE BLANKS BELOW. IF NOT, CHECK 'NO.'

Yes
 No

Caption and case number of related cases:

PUT RELATED CASE INFORMATION HERE

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Additional information as required by local rule:

OTHER INFORMATION REQUIRED BY LOCAL RULE

SIGN HERE

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on _____ by _____ **HANDWRITE IN THE DATE YOU SEND THIS TO THE OTHER PARTY**

SELECT HOW YOU WILL SEND THIS TO THE OTHER PARTY

- e-service using the e-filing system
- first-class U.S. mail, postage prepaid
- hand delivery

to NAME OF THE OTHER PARTY at the following address:

THE ADDRESS YOU WILL SEND THIS DOCUMENT TO

SIGN HERE

Signature

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

Minor Child

FOR THE SECTION ABOVE THE DOTTED LINE,
LOOK AT THE COURT PAPERS YOU HAVE IN YOUR
CASE AND COPY THE INFORMATION HERE.

Petitioner,

v.

Respondent.

NOT FOR PUBLIC ACCESS

**IN ACCORDANCE WITH INDIANA RULES ON
ACCESS TO COURT RECORDS**

**ATTENTION CLERK: FOR SELF REPRESENTED LITIGANTS TREAT THIS FORM AS
IF IT IS PRINTED ON LIGHT GREEN PAPER**

CIVIL APPEARANCE FORM

Social security numbers of parents and minor child

Name: YOUR NAME SS# YOUR SOCIAL SECURITY NUMBER
Name: CHILD'S NAME SS# SOCIAL SECURITY NUMBER
Name: OTHER PARENT'S NAME SS# SOCIAL SECURITY NUMBER
Name: OTHER CHILDRENS' NAMES AND SOCIAL SECURITY NUMBERS SS# _____
Name: _____ SS# _____
Name: _____ SS# _____

NOT FOR PUBLIC ACCESS

STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

IN RE THE _____ OF:

Minor Child (*Paternity Only*)

Petitioner,

v.

Respondent.

FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE COURT PAPERS YOU HAVE IN YOUR CASE AND COPY THE INFORMATION HERE.

VERIFIED PETITION TO MODIFY CUSTODY WITH AGREEMENT

YOUR NAME, self represented, files a Verified Petition to Modify Child Custody and states as follows:

1. The parties have _____ ^{NUMBER OF CHILDREN YOU AND THE OTHER PARTY HAVE TOGETHER} minor child(ren), whose names and dates of birth are as follows:

Name	Date of Birth
<u>NAMES OF MINOR CHILDREN YOU AND THE OTHER PARTY HAVE TOGETHER</u>	<u>BIRTH DATE OF EACH CHILD</u>
↓	↓
_____	_____
_____	_____
_____	_____

2. By prior court order dated _____ ^{DATE OF LAST COURT ORDER ON CUSTODY}, PARENT WHO HAS CUSTODY has custody of the parties' minor child(ren).

3. Since that time, there has been a substantial change in circumstances as described here:

DESCRIBE WHAT HAS CHANGED THAT HAS CAUSED YOU TO ASK FOR A CHANGE IN CUSTODY

4. It is in the minor child(ren)'s best interest(s), in consideration of the above, that the Court change custody of the minor child(ren) from PARENT WITH CUSTODY to YOUR NAME (THE PERSON ASKING FOR CUSTODY).

5. An Agreed Entry To Modify Custody is filed with this Petition.

6. If the Court grants the petition, the Court should also modify the existing child support order and parenting time orders to reflect the change in the custody order.

WHEREFORE, YOUR NAME requests that the Court grant this petition, modify custody of the minor child(ren), modify the existing child support and parenting time orders as is appropriate, and order all other relief that is just and proper in the premises.

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

Date: DATE YOU SIGN

SIGN HERE

Signature

YOUR NAME

Printed name

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on HANDWRITE IN THE DATE YOU SEND THIS TO THE OTHER PARTY by

SELECT HOW YOU
WILL SEND THIS
TO THE OTHER
PARTY

- e-service using the e-filing system
 first-class U.S. mail, postage prepaid
 hand delivery

to NAME OF THE OTHER PARTY at the following address:

THE ADDRESS YOU WILL
SEND THIS DOCUMENT
TO

SIGN HERE

Signature

STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

IN RE THE _____ OF:

Minor Child (*Paternity Only*)

Petitioner,

v.

Respondent.

FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE COURT PAPERS YOU HAVE IN YOUR CASE AND COPY THE INFORMATION HERE.

VERIFIED AGREED ENTRY TO MODIFY CUSTODY

YOUR NAME, self represented, files a Verified Petition to Modify Child Custody and states as follows:

1. The parties have _____ ^{NUMBER OF CHILDREN YOU AND THE OTHER PARTY HAVE TOGETHER} minor child(ren), whose names and dates of birth are as follows:

Name	Date of Birth
<u>NAMES OF MINOR CHILDREN YOU AND THE OTHER PARTY HAVE TOGETHER</u>	<u>BIRTH DATE OF EACH CHILD</u>
_____	_____
_____	_____
_____	_____

2. By prior court order dated _____ ^{DATE OF LAST COURT ORDER ON CUSTODY}, PARENT WHO HAS CUSTODY has custody of the parties' minor child(ren).

3. Since that time, there has been a substantial change in circumstances as described here: DESCRIBE WHAT HAS CHANGED THAT HAS CAUSED YOU TO ASK FOR A CHANGE IN CUSTODY

4. It is in the minor child(ren)'s best interest(s), in consideration of the above, that the Court change custody of the minor child(ren) from PARENT WITH CUSTODY to YOUR NAME (PERSON ASKING FOR CUSTODY).

WHEREFORE, YOUR NAME and OTHER PARENT waive their right to a hearing, request that the Court grant this petition, modify custody of the minor child(ren), modify the existing child support and parenting time orders as is appropriate, and order all other relief that is just and proper in the premises.

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

Date: DATE YOU SIGN

SIGN HERE ONLY WHEN YOU ARE IN FRONT OF A NOTARY

Signature

SOME LIBRARIES AND BANKS HAVE A NOTARY PUBLIC ON STAFF. THERE IS A SMALL FEE.

YOUR NAME

Printed Name

STATE OF INDIANA

COUNTY OF _____

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 _____

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

Date: DATE OTHER PARENT SIGNS

OTHER PARENT SHOULD SIGN HERE IN FRONT OF A NOTARY

Signature

OTHER PARENT'S NAME

Printed Name

STATE OF INDIANA

COUNTY OF _____

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 _____

SO ORDERED LEAVE BLANK

Distribution:

YOUR NAME
ADDRESS

LEAVE BLANK

Judicial Officer
OTHER PARENT'S NAME
OTHER PARENT'S ADDRESS