

**GENERAL INSTRUCTIONS ON HOW TO FILE TO ESTABLISH PARENTING TIME
IN A PATERNITY CASE WITHOUT AGREEMENT**

1. This packet includes the following documents for you to complete:
 - Appearance
 - Not For Public Access/Confidential Appearance
 - Verified Petition To Establish Parenting Time Without Agreement
 - Order Setting Hearing
 - Order Establishing Parenting Time
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 Establish Parenting Time*. You can find the guidelines here: <https://www.in.gov/judiciary/rules/parenting/>
4. Complete and sign the *Appearance, Not For Public Access*, and the *Verified Petition To Establish Parenting Time Without Agreement*.
5. Complete the top part (the caption) of the *Order Setting Hearing* and the *Order Establishing Parenting Time*. Fill in the blanks as instructed, note that several areas will be left blank.
6. 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.
7. **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>. You will receive an *Order Setting Hearing*. Make sure you go to the hearing at the date and time on the order. Dress nicely. Do not bring your children. Bring a completed Child Support Worksheet and anything you believe shows you should have custody. Note that nothing is final until after the hearing when you have an *Order* signed by the judge.

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

8. Make three copies of each document.

9. Prepare five stamped envelopes. Two should be addressed to you and three should be addressed to the other parent.
10. Take the original, signed forms, the completed Child Support Worksheet and copies to the courthouse in the county in which the decree establishing paternity was issued. *Bring the addressed, stamped envelopes with you.*
11. File your documents with the court clerk in the court that issued the paternity order. If you signed a Paternity Affidavit, go to the court in your county. You will have to pay a fee. The fee may be different in each county. The clerk will stamp your forms.
12. Send the stamped copies of the forms to the other parent and keep a copy for yourself.
13. You will receive an *Order Setting Hearing* in the mail (or by email if you chose to get notice by email). Make sure you go to the hearing at the date and time on the order. Dress nicely. Do not bring your children. Bring a completed Child Support Worksheet and anything you believe shows you should have custody.
14. Nothing is final until the judge signs an order. If you opted to receive notice by email, the court will email you. If you did not, the court will mail you the *Order*.

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 PATERNITY OF:

Minor Child

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 ESTABLISH PARENTING TIME WITHOUT AGREEMENT

YOUR NAME requests this court to establish a parenting time order with the parties' minor child and states in support as follows:

1. Paternity of the parties' minor child MINOR CHILD, has been established by this Court or by the execution of a paternity affidavit.
2. PARENT WHO HAS CUSTODY has been awarded primary physical custody of the child.
3. There is no court order regarding parenting time.
4. I am asking the Court to hold a hearing and to enter a parenting time order.

Wherefore, the undersigned prays that the Court set this matter for hearing, that the Court establish parenting time, and for all other just and proper relief.

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

Date: _____

Signature
YOUR NAME
Printed Name

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on DATE YOU SEND TO OTHER PARENT 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 THE OTHER PARENT at the following address:

ADDRESS WHERE YOU WILL SEND THIS DOCUMENT

SIGN HERE
Signature

STATE OF INDIANA

IN THE _____ COURT

COUNTY OF _____

CAUSE NO. _____

IN RE THE PATERNITY OF:

Minor Child

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT THE FIRST FORM YOU FILLED OUT (APPEARANCE BY AN UNREPRESENTED PARTY IN A PATERNITY CASE) AND FILL IN THE INFORMATION HERE

Petitioner,

v.

Respondent.

ORDER SETTING HEARING

Comes now YOUR NAME, pro se, having filed a Verified Petition To Establish Parenting Time Without Agreement, and the Court finds that the matter should be set for hearing.

IT IS THEREFORE ORDERED that this matter shall be heard on

LEAVE BLANK.

Dated: LEAVE BLANK

LEAVE BLANK
Judicial Officer

Distribution:
YOUR NAME
YOUR ADDRESS

OTHER PARTY'S NAME
OTHER PARTY'S ADDRESS

STATE OF INDIANA IN THE _____ COURT

COUNTY OF _____ CAUSE NO. _____

IN RE THE PATERNITY OF:

Minor Child

Petitioner,

v.

Respondent.

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT THE FIRST FORM YOU FILLED OUT (APPEARANCE BY AN UNREPRESENTED PARTY IN A PATERNITY CASE) AND FILL IN THE INFORMATION HERE

ORDER ESTABLISHING PARENTING TIME

The Court, having reviewed the Verified Petition to Establish Parenting Time Without Agreement, now enters the following order:

1. On _____, **YOUR NAME** filed a Petition to Establish Parenting Time Without Agreement.

2. The Court set this matter for hearing, and **YOUR NAME** appeared **self represented/by counsel** and **OTHER PARTY'S NAME** appeared **self represented/by counsel**. Evidence was heard and concluded.

3. **YOUR NAME** shall have parenting time with the parties' minor child, **CHILD'S NAME** as follows:

LEAVE BLANK

SO ORDERED _____ **LEAVE BLANK**

LEAVE BLANK
Judicial Officer

Distribution:
YOUR NAME
YOUR ADDRESS

OTHER PARTY'S NAME
OTHER PARTY'S ADDRESS

