

## **GENERAL INSTRUCTIONS ON HOW TO MODIFY PARENTING TIME WITHOUT AGREEMENT**

1. This packet includes the following documents for you to complete:
  - Appearance
  - Not For Public Access/Confidential Appearance
  - Verified Petition To Modify Parenting Time Without Agreement
  - Order Setting Hearing
  - Order Modifying 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 Modify Parenting Time Without Agreement*.
5. Complete the top part (the caption) of the *Order Setting Hearing* and the *Order Modifying 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 why parenting time should be changed. 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 last order in your case was issued (this might be an order on parenting time, custody, child support, paternity, divorce, etc.). *Bring the addressed, stamped envelopes with you.*
11. 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.
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. 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 that parenting time should change.
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 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*)

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

-----  
**VERIFIED PETITION TO MODIFY PARENTING TIME WITHOUT AGREEMENT**

YOUR NAME, self represented, files a Verified Petition To  
Modify Parenting Time Without Agreement and states in support as follows:

1. The parties' divorce decree **or** decree establishing paternity is dated  
DATE OF YOUR DIVORCE DECREE OR THE DECREE ESTABLISHING PATERNITY

2. The minor child(ren) is/are named:  
NAMES OF THE MINOR CHILD(REN) YOU HAVE WITH THE OTHER PARENT  
and PARENT ORDERED TO PAY CHILD SUPPORT has been ordered to pay child support in the amount  
of \$ \_\_\_\_\_ per week. AMOUNT OF CHILD SUPPORT ORDERED TO PAY EACH WEEK

3. The last order on parenting time is dated DATE OF LAST ORDER ON PARENTING TIME and  
PARENT WITH PRIMARY PHYSICAL CUSTODY has primary physical custody of the minor child(ren).

4. The last order on parenting time states that parenting time shall be as follows:  
LAST PARENTING TIME ORDERED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

6. I am asking the Court to hold a hearing and to enter a parenting time order:

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

IF YOU WANT PARENTING  
TIME AS OUTLINED IN  
THE INDIANA PARENTING  
TIME GUIDELINES,  
CHECK THIS BOX.

in accordance with the Indiana Parenting Time Guidelines **OR**

as follows:

IF YOU WANT PARENTING TIME DIFFERENT FROM THE INDIANA  
PARENTING TIME GUIDELINES, CHECK THIS BOX AND WRITE/TYPE OUT WHAT  
PARENTING TIME SCHEDULE YOU WANT ON THE LINES BELOW

---

---

---

---

---

---

---

---

---

---

WHEREFORE the undersigned prays that the Court set this matter for hearing, that the Court modify the parenting time 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

SIGN HERE  
Signature

YOUR NAME  
Printed Name

### CERTIFICATE OF SERVICE

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

WHERE 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.

**ORDER SETTING HEARING**

Comes now YOUR NAME, self represented, having filed a Verified Petition To Modify 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.

LEAVE BLANK  
Judicial Officer

Distribution:  
YOUR NAME  
YOUR ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PARENT  
OTHER PARENT ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_



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

\_\_\_\_\_  
Minor Child (*Paternity Only*)

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

**ORDER MODIFYING PARENTING TIME**

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

1. YOUR NAME file a Verified Petition to Modify Parenting Time on LEAVE BLANK.

2. The Court set this matter for hearing, and YOUR NAME appeared in person and **self represented/with counsel** and OTHER PARENT NAME appeared **self represented/with counsel**. Evidence was heard and concluded.

SELECT WHETHER YOU WOULD LIKE PARENTING TIME TO FOLLOW THE PARENTING TIME GUIDELINES, OR A DIFFERENT SCHEDULE

3. NON-CUSTODIAL PARENT :  
 shall have parenting time in accordance with the Indiana Parenting Time Guidelines **OR**  
 a deviation from the Indiana Parenting Time Guidelines is warranted and parenting time shall be as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SO ORDERED LEAVE BLANK.

LEAVE BLANK  
\_\_\_\_\_  
Judicial Officer

Distribution to:  
YOUR NAME  
YOUR ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PARENT  
OTHER PARENT ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_