

**GENERAL INSTRUCTIONS ON HOW TO ASK THE COURT TO ESTABLISH
PARENTING TIME IN A PATERNITY CASE WHEN PARENTS HAVE AN
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 With An Agreement
 - Verified Agreed Entry 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 each form according to the instructions below. You and the other party will both need to sign the *Verified Agreed Entry To Establish 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. File your documents with the court that last issued an order in your case. There are two ways that self-represented litigants can file their forms with the court in Indiana: (a) e-filing and (b) filing documents with the court in person.

A. OPTION ONE: E-FILING DOCUMENTS WITH THE COURT

1. Review and follow the instructions in the e-file user guide at: <https://www.in.gov/judiciary/4313.htm>.
2. Make sure you get the forms to the other parent using the method selected in the Certificate of Service (usually hand delivery or mail) *after you e-file them with the court*. **The e-filing system will not send them to the other parent unless the other parent (or their attorney) has registered with the e-filing system—this is not common if the other parent does not have an attorney.**

B. OPTION TWO: FILING DOCUMENTS WITH THE COURT IN PERSON

1. Take the original, signed forms and the completed Child Support Worksheet to the courthouse in the county in which the last order on custody was issued.
2. Give your completed documents to the court clerk and ask them to file your forms with the court.
3. Make sure you get the file stamped forms to the other parent using the method you selected in the Certificate of Service (usually hand delivery or mail).

Nothing is final until the judge signs an order, which may be the *Verified Agreed Entry To Establish Parenting Time.*

STATE OF INDIANA IN THE _____ COURT
COUNTY OF _____ CASE 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

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 _____ CASE 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 _____ CASE 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 THIS CASE AND COPY THE INFORMATION HERE.

VERIFIED PETITION TO ESTABLISH PARENTING TIME WITH AGREEMENT

YOUR NAME, self represented, files a Petition To Establish Parenting Time 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. NAME OF PARENT WITH PHYSICAL CUSTODY OF THE MINOR CHILD has primary physical custody of the minor child.
- 3. There is no court order regarding parenting time.
- 4. YOUR NAME asks the Court to enter a parenting time order in accordance with the parties' Agreed Entry.

WHEREFORE, the undersigned prays that the Court enter an order establishing 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 YOU SIGN
Date

SIGN HERE
Signature
YOUR NAME
Printed Name

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on DATE YOU SEND TO THE OTHER PARENT by

SELECT HOW YOU WILL SEND THIS TO THE OTHER PARENT

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

to OTHER PARENT at the following address:

ADDRESS WHERE YOU WILL SEND THIS FORM TO

SIGN HERE
Signature

STATE OF INDIANA IN THE _____ COURT

COUNTY OF _____ CASE 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 UNREPRESENTED PERSON IN A PATERNITY CASE) AND COPY THE INFORMATION HERE



VERIFIED AGREED ENTRY ESTABLISHING PARENTING TIME

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

1. Paternity of the parties' minor child, NAME OF CHILD has been established by this Court or by the execution of a paternity affidavit.

2. OTHER PARENT'S NAME has primary physical custody of the minor child.

3. There is no court order regarding parenting time.

4. YOUR NAME and OTHER PARENT'S NAME waive a hearing and ask the Court to enter a parenting time order

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

as follows:

IF YOU AND THE OTHER PARENT AGREE TO PARENTING TIME THAT IS DIFFERENT FROM THE INDIANA PARENTING TIME GUIDELINES, CHECK THIS BOX AND WRITE/TYPE OUT YOUR AGREED PARENTING TIME ON THESE LINES.

WHEREFORE, the undersigned pray that the Court order parenting time consistent with this Verified Agreed Entry Establishing Parenting Time, and for all other just and proper relief.

IF YOU WANT PARENTING TIME IN ACCORDANCE WITH THE INDIANA PARENTING TIME GUIDELINES, CHECK THIS BOX. →

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

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

Date: THE PETITIONER SHOULD WRITE THE DATE THEY SIGN HERE

DO NOT SIGN UNTIL PETITIONER IS IN FRONT OF A NOTARY PUBLIC

Petitioner Signature

PETITIONER'S PRINTED 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: _____

My Commission Expires _____

LEAVE BLANK

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

Date: RESPONDENT SHOULD WRITE THE DATE THEY SIGN HERE

DO NOT SIGN UNTIL RESPONDENT IS IN FRONT OF A NOTARY PUBLIC

Respondent Signature

RESPONDENT'S PRINTED 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: _____

My Commission Expires _____

LEAVE BLANK

SO ORDERED LEAVE BLANK

LEAVE BLANK

Judicial Officer

Distribution:
YOUR NAME
YOUR ADDRESS

OTHER PARTY'S NAME
OTHER PARTY'S ADDRESS