

GENERAL INSTRUCTIONS: ESTABLISH PARENTING TIME WHEN THE PARENTS HAVE NEVER BEEN MARRIED AND DO NOT AGREE ON PARENTING TIME

This packet includes the following documents:

- Appearance
- Not For Public Access/Confidential Appearance
- Verified Petition To Establish Parenting Time Without An Agreement
- Order Setting Hearing
- Order Establishing Parenting Time

STEP 1: FINISH, READ AND SIGN THE FORMS

1. Check your county's local rules here: <https://www.in.gov/judiciary/2694.htm> to see if there are additional things you need to include on your forms, or to bring with you to court.
2. Read the Appearance and make sure the information is correct. Fill in the date on the Certificate Of Service with the date you send/deliver the form to the other parent. Sign the form.

Additional information as required by local rule:

SIGN HERE

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this document on **DATE YOU WILL SEND/GIVE APPEARANCE TO OTHER PARENT** by

- e-service using the e-filing system
- first-class U.S. mail, postage prepaid
- hand delivery to Other Parent at the following address:

SIGN HERE

Signature

3. Read the Verified Petition To Establish Parenting Time Without An Agreement and make sure the information is correct. Complete the Certificate of Service and sign the form, just like on the Appearance.
4. Read the Order Setting Hearing and the Order Establishing Parenting Time and make sure the information is correct. **DO NOT SIGN THESE FORMS.**

- The Order Setting Hearing will be filled in the by the court and used to tell you when the hearing will be (when you will go to court).
 - The Order Establishing Parenting Time is what the judge is asked to sign. **The judge may or may not sign it. It is *not* an order from the court *if it is not signed by the judge.***
5. Complete a Child Support Worksheet. You will need to bring the worksheet to court with you. You can find the child support calculator that creates the worksheet at: <https://www.in.gov/judiciary/2625.htm>
 6. Review the Indiana Parenting Time Guidelines. At the hearing you will need to tell the judge whether you think the other parent should have parenting time according to the Indiana Parenting Time Guidelines or if they should have parenting time that is different from the guidelines. You can find the guidelines here: <https://www.in.gov/judiciary/rules/parenting/>

STEP 2: FILE THE FORMS WITH THE COURT

People who are self-represented (do not have a lawyer) can choose to e-file forms, or to file them at the courthouse. Read the information below and then choose how to file the forms with the court.

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.**

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 (usually hand delivery or mail).

STEP 3: THE HEARING

After you file the forms, the court will send an *Order Setting Hearing* that has been completed by the court.

- Review the information and videos on going to court without a lawyer:
<https://www.in.gov/judiciary/selfservice/2361.htm>
- 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 start.
- Note that nothing is final until after the hearing when you have an *Order* signed by the judge.

STATE OF INDIANA

IN THE COUNTY COURT COURT

COUNTY OF COUNTY

CASE NO. IF YOU DO NOT HAVE A CASE NUMBER, LEAVE BLANK. IF THERE IS A PATERNITY ORDER, PUT THE CASE NUMBER HERE.

IN RE THE PATERNITY OF:

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

CHILD'S NAME

Minor Child

IF A PATERNITY AFFIDAVIT WAS SIGNED AND THERE ARE NO COURT ORDERS IN THIS CASE, PUT YOUR NAME HERE.

HOWEVER, IF PATERNITY WAS ESTABLISHED BY A PATERNITY AFFIDAVIT AND THERE IS NO COURT ORDER ON THE PATERNITY OF THE CHILD, THEN FILL IN THE BLANKS AS INSTRUCTED HERE.

Petitioner,

IF A PATERNITY AFFIDAVIT WAS SIGNED AND THERE ARE NO COURT ORDERS IN THIS CASE, PUT THE OTHER PARENT'S NAME HERE.

Respondent.

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 _____ CASE NO. _____

IN RE THE _____ OF:

Minor Child

FOR THE SECTION ABOVE THE DOTTED LINE,
LOOK AT THE INSTRUCTIONS ON THE
APPEARANCE FORM 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 INSTRUCTIONS ON THE APPEARANCE FORM 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 _____

CASE 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 _____ CASE NO. _____

IN RE THE PATERNITY OF:

Minor Child

FOR THE SECTION ABOVE THE DOTTED LINE, LOOK AT THE INSTRUCTIONS ON THE APPEARANCE FORM AND COPY THE INFORMATION HERE.

Petitioner,

v.

Respondent.

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

