

## GENERAL INSTRUCTIONS ON HOW TO ASK THE COURT TO MODIFY (CHANGE) PARENTING TIME WHEN PARENTS HAVE AN AGREEMENT AND ARE DIVORCED

Attached you will find the following forms:

- Appearance
- Not For Public Access/Confidential Appearance
- Verified Petition To Modify Parenting Time With An Agreement
- Verified Agreed Entry To Modify 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 do.
2. Read the forms and make sure the information is correct.
3. You and the other parent should sign the ***Verified Agreed Entry To Modify Parenting Time*** in front of a Notary Public. You might find a Notary Public at a bank or library. There is a small fee.
5. Complete a Child Support Worksheet. A Child Support Worksheet should be filed with these forms. You can find the child support calculator at: <https://www.in.gov/judiciary/2625.htm>
6. Review the Indiana Parenting Time Guidelines. 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.
2. Give your completed forms 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: WAIT FOR THE ORDER**

1. 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 MARRIAGE OF:

\_\_\_\_\_  
Petitioner,

v.

\_\_\_\_\_  
Respondent.

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

*I will accept service at the above email address.*

Phone: YOUR PHONE NUMBER

Fax: YOUR FAX NUMBER

IF YOU USE THE ATTORNEY GENERAL CONFIDENTIAL ADDRESS, CHECK THIS BOX.

OR, if in a related case, you have used the Attorney General confidential address, you may check the box below:

Attorney General confidential address

3. This is a DC 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:

Caption: PUT RELATED CASE INFORMATION HERE 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 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 \_\_\_\_\_ CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
Petitioner,

v.

\_\_\_\_\_  
Respondent.

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

**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 in this case

Name: YOUR NAME

SS# YOUR SOCIAL SECURITY NUMBER

Name: OTHER PARTY'S NAME

SS# OTHER PARTY'S SOCIAL SECURITY NUMBER

Name: CHILDREN'S NAMES AND SOCIAL SECURITY NUMBERS

SS# \_\_\_\_\_

Name: \_\_\_\_\_

SS# \_\_\_\_\_

Name: \_\_\_\_\_

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**NOT FOR PUBLIC ACCESS**

STATE OF INDIANA  
COUNTY OF \_\_\_\_\_

IN THE \_\_\_\_\_ COURT  
CASE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
Petitioner,

v.

\_\_\_\_\_  
Respondent

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

**VERIFIED PETITION TO MODIFY PARENTING TIME WITH AGREEMENT**

YOUR NAME, self represented, files a Petition to Modify Parenting Time and states in support as follows:

1. The parties' divorce decree is dated DATE OF DIVORCE DECREE

2. The minor child(ren) is/are named:

NAMES OF THE MINOR CHILDREN YOU HAVE WITH THE OTHER PARTY  
and PERSON ORDERED TO PAY CHILD SUPPORT has been ordered to pay child support in the amount of \$ AMOUNT OF CHILD SUPPORT ORDERED TO BE PAID EACH WEEK per week.

3. The last order on parenting time is dated DATE OF LAST PARENTING TIME ORDER and PERSON WITH PRIMARY PHYSICAL CUSTODY has primary physical custody.

4. The last order on parenting time states that parenting time shall be as follows:  
WRITE OR TYPE THE MOST RECENTLY ORDERED PARENTING TIME. YOU WILL NEED TO COPY THIS FROM THE MOST RECENT ORDER ON PARENTING TIME. THIS COULD BE PART OF THE DIVORCE DECREE.

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

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

6. YOUR NAME asks this Court to change parenting time and enter a parenting time order:

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

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

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

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

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7. The parties have reached an agreement and an Agreed Entry To Modify Parenting Time is filed with this petition.

WHEREFORE, the undersigned prays that the Court modify the parenting time order 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 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 OTHER PARTY at the following address:

ADDRESS YOU WILL SEND THIS DOCUMENT TO

SIGN HERE

Signature

STATE OF INDIANA

IN THE \_\_\_\_\_ COURT

COUNTY OF \_\_\_\_\_

CAUSE NO. \_\_\_\_\_

IN RE THE MARRIAGE OF:

\_\_\_\_\_  
Petitioner,

v.

\_\_\_\_\_  
Respondent

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

**VERIFIED AGREED ENTRY TO MODIFY PARENTING TIME**

YOUR NAME and OTHER PARTY'S NAME file an Agreed Entry to Modify Parenting Time and state they agree as follows:

1. The parties' marriage was dissolved by Decree dated DATE OF DIVORCE DECREE

2. PERSON WITH PRIMARY PHYSICAL CUSTODY has been awarded primary physical custody of the child(ren), namely:

NAME(S) OF MINOR CHILD(REN)  
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 BE PAID EACH WEEK

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

4. The parties waive a hearing and ask the Court to modify the parenting time order

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

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

\_\_\_\_\_  
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WHEREFORE the parties waive their right to a hearing, ask that the Court modify parenting time as outlined in the Verified Agreed Entry To Modify 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: DATE YOU SIGN

**PETITIONER SHOULD SIGN HERE IN FRONT OF A NOTARY PUBLIC**

Petitioner Signature  
PETITIONER'S NAME

Printed Name

STATE OF INDIANA

COUNTY OF COUNTY

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.

**LEAVE THIS BLANK. THE NOTARY PUBLIC WILL FILL OUT**

Date: \_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

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

**RESPONDENT SHOULD SIGN HERE WHEN IN FRONT OF A NOTARY PUBLIC**

Date: DATE RESPONDENT SIGNS

Respondent Signature  
RESPONDENT'S NAME

Printed Name

STATE OF INDIANA

COUNTY OF COUNTY

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.

**LEAVE THIS BLANK. THE NOTARY PUBLIC WILL FILL OUT**

Date: \_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

**SO ORDERED LEAVE BLANK**

Distribution:  
YOUR NAME  
YOUR ADDRESS

Judicial Officer  
OTHER PARTY'S NAME  
OTHER PARTY'S ADDRESS