

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CAUSE NO. _____

IN RE THE PATERNITY OF:

Minor Child

Petitioner,

v.

Respondent.

APPEARANCE BY UNREPRESENTED PERSON IN PATERNITY CASE

This Appearance Form must be filed on behalf of every party in a civil case.

1. My name is _____ and I am:
 Initiating (filing)
 Responding (answering or defending)
in this case I am not represented by a lawyer.
2. Contact information for receiving legal service of document and case information as required by Court Rules.

Address: _____

Email address: _____

I will accept service at the above email address.

Phone: _____

Fax: _____

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 JP case type as defined in Administrative Rule 8(B)(3).

4. There are related cases: *(If yes, please indicate below)*

Yes

No

Caption and case number of related cases:

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Caption: _____ Case No.: _____

Additional information as required by local rule:

Signature

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this Appearance by first class mail to the opposing party's attorney, or to the opposing party if the opposing party is not represented by an attorney at the address listed below on _____.

Signature

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN THE MATTER OF THE PATERNITY OF:

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VERIFIED PETITION TO ESTABLISH PATERNITY

Comes now _____, self represented, and states or affirms as follows:

1. _____, mother, currently resides at

in the County of _____, State of Indiana.

2. _____, father, currently resides at:

in the County of _____, State of Indiana.

3. The mother, _____, gave birth to the child _____ out of wedlock on _____.

4. At the time the child was conceived and born the parties were not married to each other.

5. The child, _____, currently resides at:

in the County of _____, State of Indiana.

6. That _____ is the biological father of the child.

WHEREFORE, _____ requests that this Court set this matter for hearing, and upon hearing enter an order establishing the paternity of _____, child support, parenting time, custody and for all other further relief that is just and proper in the premises.

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

Signature

Date

Printed Name

CERTIFICATE OF SERVICE

I hereby certify that I sent a copy of this Petition by first class mail to the opposing attorney, or the opposing party if the opposing party is not represented by an attorney, at the following address on _____.

Signature

Date

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN THE MATTER OF THE PATERNITY OF:

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SUMMONS
AND NOTICE OF INITIAL HEARING IN A PATERNITY CASE

THE STATE OF INDIANA TO:

A paternity action has been filed in the Court stated above. A copy of the Petition (and, in some cases, other documents) is served with this Summons and contain important details regarding the nature of these proceedings.

An answer or other appropriate response in writing to the petition must be filed either by you or your attorney **within twenty (20) days, starting the day after you receive this Summons, (or twenty-three (23)- days if this Summons was received by mail)** OR A DECISION MAY BE MADE AGAINST YOU BY DEFAULT AND A FINAL ORDER MAY BE ENTERED DETERMINING PATERNITY, CUSTODY, PARENTING TIME AND CHILD SUPPORT. If you have a claim for relief against the plaintiff arising from the same transaction or occurrence, you must assert it in your written answer. You have rights in this case, including the right to a jury trial

If this Summons is accompanied by an Order Setting Hearing, you must appear in Court on the date and time stated on the Order Setting Hearing. **IF YOU DO NOT APPEAR, EVIDENCE MAY BE HEARD AND A DECISION MAY BE MADE BY THE COURT.** If you wish to hire an attorney to represent you in this matter, it is advisable to do so before that date.

If you do not file a written appearance with the Clerk and serve a copy on the attorney, or other party if the other party does not have an attorney, in this matter, you may not receive notice of any further proceedings in this action.

The following manner of service is designated: Certified Mail Sheriff

Date: _____

CLERK, _____ COURT

By: _____
Deputy Clerk

CLERK'S CERTIFICATE OF MAILING

I hereby certify that on the ____ day of _____, 20____, I mailed a copy of this Summons and a copy of the Petition to the party being served, _____, by mail, requesting a return receipt, at the address furnished by the filing party.

Date: _____

CLERK, _____ COURT

By: _____
Deputy Clerk

RETURN ON SERVICE OF SUMMONS BY MAIL

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition mailed to the party being served, _____, was accepted by the party being served on the ____ day of _____, 20____ .

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of the Petition was returned not accepted on the ____ day of _____, 20____ .

Date: _____

CLERK, _____ COURT

By: _____
Deputy Clerk

RETURN OF SERVICE OF SUMMONS BY SHERIFF

I hereby certify that I have served the within Summons:

1. By delivering on _____, 20____, a copy of this Summons and a copy of the Petition to each of the within named person(s).

2. By leaving on _____, 20____, for each of the within named person(s) a copy of the Summons and a copy of the Petition at the respective dwelling house or usual place of abode, in _____, Indiana, with a person of suitable age and discretion residing within, whose usual duties or activities include prompt communication of such information to the person served, or by otherwise leaving such process thereat, and by mailing a copy of the Summons without the Petition to the said named person(s) at the address listed herein.

3. This Summons came to hand this date, _____, 20____. The within named was not found in my bailiwick this date, _____, 20____.

ALL DONE IN _____ COUNTY, INDIANA.

SHERIFF OF _____ COUNTY, INDIANA

By: _____

SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of the within Summons and a copy of the Petition at _____ in _____, Indiana, on this date, _____, 20____.

Signature of Party Served

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN THE MATTER OF THE PATERNITY OF:

Minor Child

Petitioner,

v.

Respondent.

ORDER SETTING HEARING

Comes now _____, self represented, having filed a Verified Petition To Establish Paternity, and the Court finds that the matter should be set for hearing.

IT IS THEREFORE ORDERED that this matter shall be heard on _____.

Date

Judicial Officer

The Clerk shall serve this pleading upon _____ by certified mail at the following address:

The Clerk shall have this pleading served upon _____ by sheriff at the following address:

Distribution:

STATE OF INDIANA) IN THE _____ COURT
)SS:
COUNTY OF _____) CASE NO. _____

IN THE MATTER OF THE PATERNITY OF:

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ORDER ESTABLISHING PATERNITY, CUSTODY, CHILD SUPPORT AND PARENTING TIME

The Court having reviewed the Verified Petition To Establish Paternity and having held a hearing in this matter, now finds the following:

1. _____ is the biological father of minor child,
_____.

2. _____ is the biological mother of minor child,
_____.

3. **Custody and care of the minor child(ren).**

It is in the best interest of the child(ren) that:

- The parties shall have joint legal custody over the minor child(ren) with Petitioner being the primary custodial parent.
- The parties shall have joint legal custody over the minor child(ren) with Respondent being the primary custodial parent.
- Petitioner shall have sole legal custody of the minor child(ren) and shall be the primary custodial parent.
- Respondent shall have sole legal custody of the minor child(ren) and shall be the primary custodial parent.
- Other, as described below:

4. **Parenting Time**

Parenting time with the minor child(ren) shall be as follows:

- Petitioner shall have parenting time with the minor child(ren), at a
- Respondent minimum, as set out by the Parenting Time Guidelines

- Other it is in the best interests of the minor child(ren) to follow a parenting time schedule that does NOT follow the Indiana Parenting Time Guidelines. Parenting time with the minor child(ren), shall be as follows:

5. **Child Support**

- Petitioner will pay child support in the amount of \$_____
- Respondent per week as shown by the attached child support worksheet, beginning on the first Friday following the date of the Decree. All support payments shall be made through the County Clerk's Office (cash payments only) or the State Central Collection Unity PO Box 7130, Indianapolis, Indiana 46207-7130 (any payments other than cash). The court shall issue an immediately activated Income Withholding Order pursuant to IC 31-16-15 to

any employer or income provider of the child support Obligor.

- Petitioner shall be responsible for all controlled expenses related to the
- Respondent upbringing of the minor child(ren). (For use only in cases when parenting time is equally shared).

Petitioner shall be responsible for ____% of annual uninsured health care expenses for minor child(ren), and Respondent shall be responsible for ____% of annual uninsured health care expenses for minor child(ren). To request contribution from the other parent, copies of all documentation relating to the insurance claim and expenses paid or incurred by a parent must be provided to the other parent within thirty (30) days of receipt or the expense may be ineligible for contribution. Expenses paid at the time of service shall be submitted within thirty (30) days of the receipt of service.

- Petitioner will be responsible to pay a child support arrearage in the amount
- Respondent of \$_____ which has accrued during the pendency of this proceeding. Such arrearage shall be paid in the periodic amount of \$_____ per week in addition to the current support rendered above, until such arrearage has been satisfied.

6. Health insurance

The provisions for health insurance maintenance shall be as follows:

- Petitioner shall maintain medical, dental and optical insurance as
- Respondent available through employment, or Health Insurance Marketplace, or by government provided insurance for the minor child(ren).

- Other Health insurance is not available to either parent at a reasonable cost, therefore, neither party is ordered to provide health insurance at this time.

In the event that health insurance for the children becomes available at a reasonable cost to one or both of the parties,

the party to whom such coverage is available shall obtain coverage for the children within a reasonable time after such coverage becomes available.

7. Taxes

The arrangement for claiming the tax credits, exemptions and deductions for the minor children shall be as follows:

Petitioner shall be entitled to claim the minor child(ren) for federal, state, and local income tax purposes on an annual basis. The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemptions to do so.

Respondent shall be entitled to claim the minor child(ren) for federal, state, and local income tax purposes on an annual basis. The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemptions to do so.

Other Petitioner and Respondent shall each be entitled to claim the minor child(ren) for federal, state, and local income tax purposes in alternating years.

Petitioner shall be entitled to claim the minor child(ren) in the year _____, and every _____ year thereafter.
Respondent shall be entitled to claim the minor child(ren) in the year _____, and every _____ year thereafter. The parties shall cooperate to sign all necessary documents that will allow the party claiming the exemption to do so.

The non-custodial parent’s right to this exemption is conditioned on them being 95% compliant in their support by January 31 of their tax year pursuant to I.C. § 31-16-6-1.5(d). The custodial parent shall take all actions necessary to release their claim to the exemption in the manner required under Section 152(e) of the Internal Revenue Code.

SO ORDERED THIS _____

Judicial Officer

Distribution:

Petitioner’s Name and Mailing Address:

Respondent’s Name and Mailing Address:

