

GENERAL INSTRUCTIONS ON HOW TO ASK THE COURT TO MODIFY (CHANGE) PARENTING TIME WHEN PARENTS HAVE AN AGREEMENT AND HAVE NEVER BEEN MARRIED

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.
4. 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. 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 court that issued the last order in your case and is listed at the top of your documents.
2. Give your completed forms to the court clerk and ask them to file your forms with the court.
3. The Form Helper asked how you will get the forms to the other parent. **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 COUNTY COURT COURT
COUNTY OF COUNTY CAUSE NO.

IN RE THE PATERNITY OF:
CHILD'S NAME
Minor Child

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

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

Petitioner,

**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.**

v.
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 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
COUNTY OF _____

IN THE _____ COURT
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 MODIFY PARENTING TIME WITH AGREEMENT

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

1. Paternity of the parties' minor child(ren), namely:

MINOR CHILD'S NAME

has been established by this Court, 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

2. PARENT WITH PRIMARY PHYSICAL CUSTODY. has been awarded primary physical custody of the child(ren).

3. The Court's most recent order on parenting time is dated DATE OF COURT'S MOST RECENT PARENTING TIME ORDER and orders parenting time as follows:

WRITE OR TYPE THE MOST RECENTLY ORDERED PARENTING TIME. YOU WILL NEED TO COPY THIS FROM THE MOST RECENT COURT ORDER ON PARENTING TIME.

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

5. YOUR NAME asks 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 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 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.

6. 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 current 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 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 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 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 PATERNITY OF:

Minor Child

FOR THE SECTION ABOVE THE DOTTED LINE LOOK AT THE OTHER COURT PAPERS YOU HAVE IN YOUR CASE AND COPY THE INFORMATION HERE.

Petitioner,

v.

Respondent

VERIFIED AGREED ENTRY TO MODIFY PARENTING TIME

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

1. The paternity of the parties' minor child(ren) _____ **AMOUNT OF CHILD SUPPORT ORDERED TO BE PAID THIS WEEK**
NAME OF THE MINOR CHILD has been established by this Court and _____ has been ordered to pay child support in the amount of \$ _____ per week. **AMOUNT OF CHILD SUPPORT ORDERED TO BE PAID THIS WEEK**

2. PARENT WITH PRIMARY PHYSICAL CUSTODY has been awarded primary physical custody of the minor child(ren).

3. A change in parenting time is in the best interest of the 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:

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

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 THESE LINES.

YOU WILL BOTH HAVE TO SIGN THIS DOCUMENT IN FRONT OF A NOTARY PUBLIC. SOME LIBRARIES AND BANKS HAVE NOTARY PUBLICS AVAILABLE. THERE MAY BE A SMALL FEE.

WHEREFORE the parties waive their right to a hearing, ask that the Court modify parenting time as outlined above 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 WHEN IN FRONT OF A NOTARY

Petitioner Signature
PETITIONER'S NAME

Printed Name

STATE OF INDIANA
COUNTY OF COUNTY

Before me, _____, a notary public in and for
COUNTY 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 BLANK. THE NOTARY PUBLIC WILL

Date: _____

My Commission Expires _____
Notary Public

FILL THIS OUT

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

Date: DATE YOU SIGN

RESPONDENT SHOULD SIGN HERE WHEN IN FRONT OF A NOTARY

Respondent Signature
RESPONDENT'S NAME

Printed Name

STATE OF INDIANA
COUNTY OF COUNTY

Before me, _____, a notary public in and for
COUNTY 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 BLANK. THE NOTARY PUBLIC WILL FILL THIS OUT.

Date: _____

My Commission Expires _____
Notary Public

SO ORDERED LEAVE BLANK

Distribution:
YOUR NAME
YOUR ADDRESS

Judicial Officer
OTHER PARENT'S NAME
OTHER PARENT'S ADDRESS
