

Parenting Plans

**Instructions and Forms
May 2016**



Northwest Justice Project

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This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice.
This information is current as of May 2016.

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Section 1: Introduction and Important Information

A. Should I use this packet?

Use this packet **only** if you are one of these:

- Petitioner (you are starting the court case) or Respondent (you are responding to the petition) in a divorce or petition to end domestic partnership case OR
- Petitioner or Respondent in a case to change a parenting/custody order¹
- a party involved in a Petition for Parenting Plan, Residential Schedule and/or Child Support, Petition to Decide Parentage, or another type of parentage case

This packet should help you fill out the forms for parenting plans. **Do not use this packet by itself.** Use it with the other packet(s) you are using, for example [Filing for Divorce](#) or [Petition for a Parenting Plan, Residential Schedule and/or Child Support: Parentage Cases](#).

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- ❖ State law about marriage and divorce also applies to marriages between same-sex couples. The Legal Voice's publication called [Marriage for Same-Sex Couples in Washington](#) has more information. See www.legalvoice.org.
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Before using this packet, read you should read whichever of these publications applies to your situation:

- [Parenting Plans: General Info](#)
- [Parentage and Parenting Plans for Unmarried Parents in Washington](#) (parentage cases)
- [Ending Your Marriage or Domestic Partnership in Washington with Children: The Basics](#) – if either you or the other parent is in the military
- [Military Service and Petitions to Change Parenting Plans: Your Rights in Washington State](#)

You should also get the other do-it-yourself family law packets needed in your case.

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- ❖ This packet often refers to “the other parent” to mean the other party or person involved in your court case. It could be someone other than a parent (**example:** a grandparent or other party petitioning for non-parent custody). Where your case involves parties other than the parents, anything required for “the other parent” is also required for every other party.
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¹ “Parenting/custody order” refers to parenting plans and other custody orders.

This packet has no forms or instructions for filing and serving the papers or for getting ready for or going to hearings. Visit www.washingtonlawhelp.org for more info on those issues.

This packet does not cover other types of claims for child custody/visitation a person who is not a biological or adoptive parent might make, such as a petition for recognition as a “de facto” parent².

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- ❖ You will see **footnotes** in this packet. They tell the law or court case supporting the footnoted statement, or give special tips, links to websites, or other information. Use the footnotes to look up the law at your local law library, or to tell the court when you are trying to make a legal argument. **CR** is the [Civil Rules of Washington](#). **GR** stands for [General Rules](#). **RCW** stands for [Revised Code of Washington](#), the law of Washington State. Court cases have names, such as *In re Custody of Child*. The references to the law are up to date as of the date we published this packet. The law sometimes changes before we can update the packet.
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B. What if I have questions that this packet does not answer?

Talk to a lawyer familiar with family law before filing anything with the court. Many counties have family law facilitators who can help you fill out forms or free legal clinics where you may get legal advice about your case.

- **Do you live in King County? Call 211.** 211 is open Monday through Friday between 8:00 a.m. and 6:00 p.m. From a pay/public phone, call 1-800-621-4636. 211 will identify and refer you to the appropriate legal aid provider.
- **Apply online with [CLEAR*Online](https://nwjustice.org/get-legal-help)** - <https://nwjustice.org/get-legal-help>
- Call the CLEAR Legal Hotline at 1-888-201-1014.

Section 2: What is in This Packet?

You can also download these court forms in Microsoft Word format at <http://www.courts.wa.gov/forms>.

Form Title	Form Number
Parenting Plan	FL All Family 140
Information for Temporary Parenting Plan	FL All Family 139
Residential Time Summary Report	FL Divorce 243

² See *In re Parentage of L.B.* 155 Wn. 2d 679, 122 P.3d 161 (2005), cert denied, 547 U.S. 1143 (2006) and *In re Parentage of J.A.B.* ____ W. App. ____ (August 25, 2008). and *In re Parentage of M.F.* 141 Wn. App. 558 (2007).

Section 3: What Else Will I need that is not in This Packet?

Our do-it-yourself packets are designed to provide you with only the forms you need at the stage you need them. You will need more than one packet to file and finalize your case. How many other packets you need depends on your case. You may also need other forms or papers that are not in our packets.

Read the information below carefully. Check the boxes by the other packets and papers you think you will need. Get those other packets from our website or if you are low-income, by calling CLEAR at 1-888-201-1014.

❖ In some cases, there are separate packets for Divorce and Domestic Partnership.

- ☐ [Child Support Orders for Divorce Cases and Petition to Change Parenting Plan Cases](#) – for cases where someone has asked for a child support order.
- ☐ [Filing for Divorce](#) or [Filing to End Domestic Partnership](#) – to start a divorce or to start a domestic partnership dissolution.
- ☐ [Filing a Petition to Decide Parentage](#) – if you and the child’s other parent never married.
- ☐ [Filing a Petition to Change Your Parenting Plan, Residential Schedule, or Custody Order](#) – if the court already entered a final parenting plan in your divorce, petition to end domestic partnership case, or parentage case, and you want to change that parenting plan.
- ☐ [Responding to a Divorce Petition](#) or [Responding to a Petition to End Domestic Partnership](#) –if you have been served with a petition for divorce or to end a domestic partnership.
- ☐ [Responding to a Petition to Decide Parentage](#) –if you have been served with a Petition to Decide Parentage.
- ☐ [Responding to a Petition to Change Your Parenting Plan, Residential Schedule, or Custody Order](#) –if you have been served with this type of petition.
- ☐ [Finalizing Your Divorce \(with children\) by Agreement](#) or [Petition to End Domestic Partnership \(with children\) by Agreement](#); or [Finalizing Your Divorce by Default](#) or [Finalizing Your Petition to End Domestic Partnership by Default](#)– if you have already filed or responded to a divorce and need to finalize.
- ☐ [Finalizing Your Petition to Change a Parenting Plan](#) – if you have already filed or been served with this type of petition and need to finalize.
- ☐ [Filing for Temporary Family Law Orders: Divorce Cases and Petition to Change Parenting Plan Cases](#) or [Filing for Immediate Restraining Orders: Divorce Cases and Petition to Change Parenting Plan Cases](#) - to ask for an order covering the period between the time your case is filed and the court signs final orders, or to ask the court to appoint a Guardian ad Litem. These packets have the Sealed Personal Health Care Records Cover

Sheet and Sealed Confidential Reports Cover Sheet.

- ☐ [Responding to Motions for Temporary Family Law Orders or Immediate Restraining Orders: Divorce Cases and Petition to Change Parenting Plan Cases](#) - if the other party has served you with one of these.
- ☐ [Filing for Temporary Family Law Orders: Parentage Cases](#) or [Filing for Immediate Restraining Orders: Parentage Cases](#) –for an order covering the period between the time your case is filed and the entry of final orders or you want a Guardian Ad Litem (GAL). (The main parentage packet you are using and the [Guardian Ad Litem in Family Law Cases](#) publication have more information about GALs. These packets also have the Sealed Personal Health Care Records Cover Sheet and the Sealed Confidential Reports Cover Sheet you will need if filing this kind of confidential information.)
- ☐ [Responding to Motions for Temporary Family Law Orders or Immediate Restraining Orders: Parentage Cases](#) - if the other party has served you with one of these motions, use this packet to respond to the motion.
- ☐ [Declaration about Public Assistance](#) (FL All Family 132): We do not include this form in our packets. It is optional. We tell you to serve the State in any case where TANF, Medicaid, or foster care is involved. We tell you to get the state’s signature on all default and agreed orders where the state might have an interest in the child support obligation in your case. You may need the form if your county requires it, or to verify that no public assistance has been paid or that the children are not in foster care or out-of-home placement. Get it at <http://www.courts.wa.gov/forms>.
- ☐ [Serving Papers on the State](#) – If a party asks for an order regarding child support, and any of the children has gotten public assistance (TANF) or medical coupons/Medicaid, or is in foster care or out-of-home placement, you must include the state as a party and serve them with papers you file.
- ☐ **Notice of Address Change (FL All Family 120):** Use this form if you move during or after your case. Fill it out, file it with the court, and get all other parties a copy. Get it at <http://www.courts.wa.gov/forms>.
- ☐ **Other: Local Do-it-Yourself packets:** In some counties, you may need other forms or packets that local court rules require. Check with the court clerk or family law facilitator (if your county has one), about whether your county needs more info.

Under state law, the court must:

- check the judicial information system and databases to identify any information relevant to placing the child before entering a permanent or modified parenting plan.
- in cases where a limiting factor such as domestic violence or child abuse is claimed, have both parties screened to determine whether a comprehensive assessment is appropriate to determine the effect of the limiting factor on the child and the parties

Ask your local court clerk or family law facilitator about procedures your court is using under this law. You may need to use local forms and procedures not in this packet.

Section 4: How to Fill Out Each Form

The General Instructions provide important information that applies to all of your forms, including how to fill out the caption of your forms. **Follow those general instructions for all the parenting plan and child support forms you use before going on to the instructions for individual forms.**

Case number. When petitioner files the papers to start the case and pays the filing fee (or has the fee waived), the court clerk assigns a case number. All parties must write that case number on every paper they file with the court and serve on the other parties during the case. Write the case number near the top on the right-hand section of the first page of every form after "No." (abbreviation for "number")

When petitioner first files the case, s/he may be able to use a special stamp at the court clerk's counter to stamp the case number on each paper. You may write or stamp the case number. If you are filing a Petition to Change Parenting Plan, Residential Schedule, and/or Child Support Order in the same court that entered the order you want to change, use the case number on that order.

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- ❖ You must write or stamp the case number on the first page of every copy of every paper you file with the court and on the copies you make for other parties. If you do not, your papers may be lost, or the clerk may return them to you. Some courts will fine you for filing incorrect forms.
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Title. Each form has a title. It is on the right-hand side of the form under the case number. Sometimes the full title is on the form. Sometimes you must add more info. **Example:** on a declaration, you put the name of the person filling out the declaration.

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- ❖ **Format:** Pleadings (legal forms) you file with the court and attachments to pleadings must follow court rules about size and margins ([GR 14\(a\)](#)). You must use regular size (8 ½ x 11") white paper. You may write on only one side. The first page of each paper you file must have three inches of space (a three-inch margin) at the top. The other margins (left, right and bottom, and the top from the second page on) must be at least one inch wide. Use black or dark blue ink. If your forms do not follow these rules, the clerk may refuse to file them or make you pay a fine.
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The contents. Fill out each form according to the instructions for that form. In most counties, you may print or type, but it must be readable and you must use BLACK OR DARK BLUE INK. A few counties require you to type all documents. After filling out each form, re-read it. Make sure you have correctly filled in all the blanks you need to. Any corrections must be neat and readable.

Do not write in the margins. The clerk may reject your form.

Dates. On the last page of most forms (not orders), there is a space for the person filling out a form to put the date they signed the form. The judge fills in dates in orders when s/he signs it.

Signatures.

- **Your Signature:** After you fill out a form, look for the place(s) to sign your name:

Some forms have one signature line for “petitioner” or “respondent.” After you fill out a form such as the petition, sign at the place that applies to you. **Look carefully.** You may have to sign in more than one place. You may have to write the date and the place (city, state) you signed the form.

When you prepare and file motions, you are the moving party. At the end of a motion, on the last page, you must fill out and sign the section **Person asking for this order (or making this motion) fills this out.** When you prepare an order and plan to present it for the judge to sign, look for the place at the end for your signature. **Check is presented by me.**

- **Judge’s Signature:** Leave the judge’s signature line and the date blank.
- **Other party’s signature:** Some forms have a place for other parties to sign. You cannot force another party to sign a court paper. S/he can choose (not) to sign. If you have prepared an order after a hearing, the other party may be willing to sign it if s/he agrees it accurately states the judge’s decisions (or the judge may require the other party to sign), even if the party is not happy with the decision itself.

Agreed orders. If the other party agrees with the orders you have written, s/he should sign in the right place on each court order s/he agrees to.

May be signed by the court without notice to me. If you are the respondent or nonmoving party, or you did not prepare the order, the other party may ask you to check this box and sign underneath. If you do, you are agreeing the judge should sign the order as written AND the other party can give the order to the judge to sign without letting you know when they are going to do it.

- **Other signatures:** If someone else (a witness or the person serving papers) must sign a form, they must fill out all information correctly and sign in the right space.

Place signed. Motions, Declarations, and Proofs of Service must include the date and place you signed them.

Identifying Information. Court rules try to protect privacy but also allow for public access to some info in court files. The three boxes discuss these rules:

Box #1 - Things to Not Write in Most Court Papers:

Court General Rules [22](#) & [31](#) try to protect privacy in family law cases. Almost all pleadings, orders and other papers filed with the court are available to the public. They may also be available to the public online.

Except where instructions about a specific form tell you otherwise (**example:** the forms in Box #3), use these rules for papers you file with the court.

Address (Where you Live) and Phone Number: You must write an address where you can get mail from the court. (It does not have to be your home address.) You should also give the court a phone number where they can reach you.

Social Security/Driver's License, ID Numbers of Adults and Children: If you write these in court papers, put only the last four digits, not the whole number.

Bank Account, Credit Card Numbers: Write the bank name, type of account (savings, checking, and so on), and only the last four digits of the account number.

Box #2 - Private Information You Should File With Sealed Cover Sheets:

If you use a sealed cover sheet, this information is usually available to the other party and the court. It is **not** available to the public.

Financial Information: If you file paystubs, checks, loan applications, tax returns, credit card statements, check registers, W-2 forms, bank statements, or retirement plan orders, attach them to a Sealed Financial Source Documents form. Then the public cannot access them.

Medical or Mental Health Records or Information: If you file papers that have health or mental health information (information about someone's past, present, or future physical or mental health, including insurance or payment records), you must attach the papers to a Sealed Personal Health Care Records form. Then the public cannot access them.

Confidential Reports: Reports intended for court use must have a public section and a private section. You should attach the private section of the report to a Sealed Confidential Reports Cover Sheet.

Retirement Plan Orders: Certain retirement information belongs in the public file. "Retirement Plan Orders" do not. Use the Sealed Financial Source Documents Cover Sheet for the Retirement Plan Order. See [GR 22](#), or see a lawyer if this affects your case.

Other Kinds of Confidential or Embarrassing Information Not Mentioned Above. If the paper you want kept confidential is not in the above list, you may need to file a motion with the court to asking to have that paper, or part of it, sealed under General Rule [\(GR\) 15](#). There is no packet for this. There are presently no mandatory forms for this type of motion. Talk to a lawyer.

Box #3 - When to Write Private Information in Court Forms:

These forms are not in the public file. Information in them is **usually** not available to the other party.

You must fill in your personal information completely (including your home address, social security number, and so on): Confidential Information Form, Vital Statistics Form, Domestic Violence Information Form, and Law Enforcement Information Sheet.

This **case type** is for a divorce. Yours may be different.

Put the **county** where you are filing this form.

Put the **case number**. The court clerk assigns this number when the Petitioner files the case.

This is the form's **title**.

Superior Court of Washington, County of _____

In re the marriage of:

Petitioner (*person who started this case*):
Jane Brown

And Respondent (*other spouse*):
John Brown

No. _____


Notice of Hearing (NTHG)

☒ Clerk's action required: 1

Sample Form - Notice of Hearing

To the Court Clerk and all parties:

1. A court hearing has been scheduled:

 for: May 15, 2016 at: 9:30 ☒ a.m. ☐ p.m.
date time

at: 1234 Maple Street in 15
court's address room or department

Judge Anne Smith
docket / calendar or judge / commissioner's name

2. The purpose of this hearing is (*specify*): Temporary Family Law Orders regarding a parenting plan and child support.

Warning! If you do not go to the hearing, the court may sign orders without hearing your side.

This hearing was requested by: ☒ Petitioner or his/her lawyer ☐ Respondent or his/her lawyer

▶ Jane Brown Jane Brown 5/1/16
Person asking for this hearing signs here Print name (if lawyer, also list WSBA No.) Date

I agree to accept legal papers for this case at:

5252 A Street
address

Treelane WA 98888
city state zip

(Optional) email: jbrown@email.com

This does **not** have to be your home address. If this address changes before the case ends, you **must** notify all parties and the court clerk in writing. You may use the *Notice of Address Change* form (FL All Family 120). A party must also update his/her *Confidential Information* form (FL All Family 001) if this case involves parentage or child support.

A. Parenting Plan – FL All Family 140

Before you start, make at least one extra copy of the parenting plan and keep it. You may need three or more versions of your parenting plan: one to file with your petition or response, one to file when finishing your case, and one if you have a motion for temporary family law orders or immediate restraining orders.

-
- ❖ If you will ask for the same parenting plan with your petition (or Response) and motion for temporary family law orders, make copies of the form after filling most of it out. Fill out the entire Parenting Plan except for section 1. Make several copies.
-

Read the instructions carefully. Take your time.

If you need hands-on help, your county superior court may have a family law facilitator who can give more info or help filling out problem spots in the forms. Ask your local superior court clerk if your county has one.

- If you are completing this form as a **proposed** parenting plan (**example:** with your petition, or as part of a motion for immediate restraining orders or temporary family law orders), fill it out to show what you want the court to order.
- If you are filling out this form **after the judge has made a decision** (at a temporary family law orders hearing or trial), have it show the judge's actual decision, even if different from what you asked for.
- If you and the other party have reached **an agreement**, have it show the agreement you made.

Caption. Fill in the caption.

1. "This Parenting Plan is a:" Check the first box if this is a proposed parenting plan. Check the second if this is a court order. Then check the box immediately underneath showing what kind of court order it is.

2. Children. List the names and ages of the minor children for whom you want a parenting plan.

3. Reasons for putting limitations on a parent. This is where you tell the Court if it ought to restrict the other parent's time with the child(ren), and why.

3a. Check the first box and skip to **3b** if the other parent or someone living with him/her has **not** done anything listed here. Check the second box if the other parent or someone living with him/her **has** done anything listed here. Then underneath check which apply. List the parent's name where needed.

3b. Check the first box and skip to section **4** if neither the other parent nor anyone living with him/her has any of the listed issues. Check the second box if the other parent or

someone living with him/her does have any of the listed issues. Then underneath, check which issues. List the parent's name where needed.

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- ❖ If the Court agrees the issue exists (the other parent never responds or you prove the allegations after the other parent responds), it will probably order restrictions. **Examples:** the court may order supervised visits or that the other parent cannot make any major decisions about the children.³
-

Abusive Use of Conflict. Check this box if the other parent has made derogatory comments to the children about you or untrue accusation to others (**example:** makes repeated calls to CPS on you for no reason). In **14 (Other)**, you may ask the court to restrain the other parent from doing these things. In **4 (limitations on a parent)**, under **Evaluation or treatment required**, you may ask the court to suspend visits if the other parent engages in this behavior and order that visits will only resume once the other parent completes a parenting skills class.

Neglect. If you check this box, in section **14 (Other)** you may ask the court to order supervised visitation for the other parent until s/he successfully completes a parenting skills program and provides the court and you with written proof of this.

4. Limitations on a parent. Check the first box and skip to **5** if you checked the first boxes in **3a** and **3b**.

Check the second box and skip to **5** if you checked problems or behaviors in **3a** and/or **3b** BUT you do not believe the court needs to order limitations on the parent. In the blank, explain why.

-
- ❖ If this is a proposed parenting plan, you must convince the judge the children will be safe when they are with the other parent. Otherwise, the judge might not sign your parenting plan.
-

Check the third box if you checked problems or behaviors in **3a** and/or **3b** and you believe these are harmful to the child(ren), or the court found they are harmful. In the blank, put the other parent's name. Then check the box(es) underneath that apply.

Supervised contact. Check this if you want the judge to order supervised visits OR the judge ordered this after hearing. In the blank, put the other parent's name.

- Check the first box underneath if you want (or the judge ordered) a professional supervisor and put their name.
- Otherwise, check the second box underneath and put the supervisor's name.
- Check the third box if the schedule for supervised visits will be in **sections 8 – 11**.

- Check the fourth box and fill in the blanks if you can briefly list the schedule here. Make sure the visitation times in **sections 8 - 11** are consistent with the supervision in this paragraph. **Example:** If visitation lasts all weekend, you may not realistically be able to have someone supervise.
- Check **other limitations or conditions** if, for example, the supervisor must follow any standard “supervised visitation order” your court uses and/or you want the court to set conditions during visits such as the supervisor being there for the entire visit and being required to stop any conduct that could harm the children.

❖ The supervisor must be someone who can and will protect the children from harm. If you choose a relative or household member to supervise visits, the plan must include conditions to be followed during residential time.

❖ The judge will not appoint someone who does not want to be a supervisor.

Evaluation or treatment required. Check this box and put the other parent’s name in the blank if you want the judge to order the other parent to be evaluated for and/or complete any kind of treatment program approved and certified by the State of Washington before allowing unsupervised or (or, in severe cases, any) visits, OR the judge ordered this after hearing.

- Check the first box directly underneath if you want the court to order an evaluation or the court ordered this. In the blank, put the type of evaluation. **Examples:** drug/alcohol, sexual offender, domestic violence.
- Check the second box directly underneath if you want the judge to order the other parent to start and complete treatment, or the judge ordered this. Check the box underneath showing the specifics.
- Check the third box if you want the judge to order the other parent to submit proof of their evaluation and other records of treatment, OR the judge ordered this.
- In the last blank, put what happens if the other parent does not follow this section of the parenting plan. **Examples:** The other parent gets supervised visits only. The other parent loses all visitation rights. The other parent’s visits are suspended immediately until you can go back to court.

5. Decision-making.

a. Major Decisions. If both parents should decide together about a type of major decision, check **joint** next to that type of decision. If only one parent should decide, check **limited**. At **other**, put any major issues not listed elsewhere. Some **examples:** getting a driver’s license, getting married before age 18, or enlisting in the military before age 18.

b. Reasons for limits on major decision-making.

- Check the first box and skip to **section 6** if you did not check any boxes in **sections 3a or 3b**.

- Check the second box if you checked anything in **3a**.
- Check the third box if both parents are against joint decision making OR one of the boxes below that applies.

Check the second box if you think only one parent should have decision-making authority. Check the box beside the appropriate parent. Check the appropriate box showing the reason.

6. Dispute Resolution. The parenting plan has three alternative dispute resolution processes. You must use the option you check **every time** you and the other parent have a major difference regarding the children that you cannot work out yourselves. The process may cost a lot. Still, sometimes it is easier and cheaper than going back to court.

6a. Mediation: commonly used. You and the other parent meet with a **mediator** (a neutral person who could be a lawyer, professional mediator, or mental health professional) to try to work out the problems by agreement.

- **Arbitration:** you and the other parent meet with an **arbitrator** (a neutral person who is usually a lawyer or retired judge). The arbitrator will listen to you both and make a decision you both must follow if you cannot reach an agreement.
- **Counseling:** you and the other parent meet with a **counselor** to try to reach agreement.
- **Court.** Check this if you should not use the other options, such as when you cannot afford it or one parent has committed domestic violence against the other.

6b. If you chose mediation arbitration, or counseling, you must also choose how one parent will notify the other that they want to use it. Under **the parents will pay for the mediation**, check the box for how you will divide the cost.

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- ❖ You may choose to divide the cost of dispute resolution 50-50 or some other percentage, based on your incomes as shown on the child support worksheet, or to let the mediator/counselor/arbitrator help you decide.
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7. Custodian. Put who the children will be living with more than half the time. Do not make any other changes to this section.

If you and the other parent have agreed on joint custody, and you will each have the child(ren) one half of the time, you may alternate the designation by odd/even year. Get legal advice about your case. Find out whether this would be a good idea for you.

Parenting Time Schedule.

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- ❖ This section may be confusing. Talk with a lawyer or your Family Law Facilitator. Our publication called [Ending Your Marriage or Domestic Partnership in Washington with Children - The Basics](#) may help.
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- ❖ Check the first box and skip to **section 12** if the only contact the other parent will have with the children is in **section 4**. Otherwise, check the second box. Make sure the schedule you write is best for your children.
-

8. School Schedule.

8a. Children under School-Age.

- Check the first box **and skip to 8b** if all your children are in school already.
- Check the second box if the schedule will be the same as for school-age children.
- Check the third box if the schedule for children under school-age will be different than the one for school-age children.

-
- ❖ “Every other week” is different from “first and third week.” There are sometimes five weeks in a month.
-

8b. School-Age Children. Fill out this section even if none of your children is yet in school. Check the boxes showing when you want this schedule to apply (or when the court ordered it to apply).

After **the children are scheduled to live with**, in the first blank, put who they will live with most of the time. In the second blank, put the other parent’s name. Then check the boxes underneath showing when they will live with the other parent.

-
- ❖ “Every other week” is different from “first and third week.” There are sometimes five weeks in a month.
-

9. Summer Schedule.

In the first sentence, check the first box if you want “summer” to start and end according to the school calendar, or the court ordered that. Check the second box if you want something other than the school calendar, or the court ordered something different.

Check “the summer schedule is the **same** as” and skip to section 10 if that is what you want, or what the court ordered.

Check the third box if the parents should each have uninterrupted vacation time with the children. Fill in the blank.

Check “the summer schedule is **different** than” if that is what you want, or what the court ordered. Check the box showing when you want the summer schedule to take effect. After “During the summer the children are scheduled to live with,” in the first blank, put who they will live with most of the time. In the second blank, put the other parent’s name. Then check the boxes underneath showing when they will live with the other parent.

Check **other** if you do not want to set specific dates. In the blank, you can put that one or both parents notify each other by a certain date of the time they would like for that

summer. **Example:** “The children will live with the father during the summer except for four weeks with the mother. The mother shall tell the father by May 15th which weeks she wants.”

You can also put whether the time will be all at once or split up. **Example:** “Four weeks, taken in two, two-week sessions.”

10. Holiday Schedule. Check the first box and skip to section 11 if you will follow the school schedule.

❖ You do not need a special schedule for holidays if you do not want one.

Otherwise, check the second box. Then check the box showing which children the holiday schedule applies to. Fill in the table showing what you want the holiday schedule to be, or what the court ordered.

❖ If you will alternate holidays by year, specify “odd” and “even” years.

❖ If you will split a holiday each year (**example:** Christmas morning with one parent, Christmas afternoon and evening with the other), check “Every” for both parents. Fill out the split times for that holiday in the section below in the **begin day/time** and **end day/time** blanks.

Other occasion important to the family: You can use this for

- Any special religious or cultural holidays not otherwise listed. Some of the listed holidays may not be important in your family, particularly if you are not Christian, while the form does not list other important holidays.
- A child’s birthday, a parent’s birthday, an annual family reunion, and so on.

11. Conflicts in Scheduling. This section says what happens when parts of the Parenting Time Schedule conflict, such as when mom’s Christmas Day falls on dad’s weekend. Check the box showing what you want, or what the judge ordered. You can check **other** to create your own priorities, or if the judge ordered something different than the first two options.

12. Transportation. In the first paragraph, check the box showing where you will exchange the children. You can check **other location** if you want a neutral, public place, like a local fast food restaurant or park. Do this if you know you and the other parent will fight in front of the children or you have reason to be scared the other parent will hurt you. You may put more safeguards to protect your safety if you are at risk during exchanges.

In the second paragraph, check the box showing who is responsible for arranging transportation.

❖ Arrangements for the cost of transportation go in the Child Support Order.

Use the **other** section to put other conditions on transportation. **Example:** If the other parent does not have a driver's license, you can put here that the other parent must arrange for someone with a license to transport the children.

13. Moving with the Children (Relocation). This section is about the laws that apply when a parent wants to move with the children. Do not delete or change this section.

14. Other. Here are some suggestions for how to use this section:

- **Following Requirements of Other Court Orders:** You may ask the court to order the other parent to complete requirements already required by another court order (such as a dependency order or an Order for Protection) before s/he can have time (or unsupervised time) with the children. You may ask the court to order the other parent to provide written proof of completion of the requirements. **Example:** You have a Protection Order requiring the other parent to complete domestic violence treatment. You may write here "[Other parent] shall successfully complete all domestic violence treatment required under the Order of Protection entered on [date] under case number [protection order case number], and provide the court and all parties written proof of such successful completion, before s/he may request residential time with the children."
- **Removal of Children from the State:** You can put here that the other parent may not remove the child(ren) from the State of Washington without your written consent. **Example:** You already know the other parent will be taking the child to another state for an annual family reunion. You would state that as an exception.

If there are other rules you want in your parenting plan, such as giving or denying access to school or medical records, being able to go to or get notice of school or extra-curricular events (sports, church events, music recitals, and so on), or phone contact, put those rules here. Here is some **sample language** for rules you might want to include or the court might order:

- Phone Calls - Each parent shall be allowed to call the children at reasonable times when they are with the other parent.
- Activities Outside of School - Neither parent shall sign the child(ren) up for activities which will interfere with the other parent's time, without the other parent's agreement.
- Address and Phone of Parents - Both parents shall keep each other advised of their current home address and phone number.
- School and Activities - Both parents shall have the right to go to school, sports, and other activities of the children.

15. Proposal. Check the first box and skip to 16 if you are writing this parenting plan as a court order. Otherwise, check the second box. At "parent requesting plan signs here," sign and put the date and place you are signing. If the other parent agrees with your proposed parenting plan, s/he should sign and date underneath.

16. Court Order. Check the first box if this is a proposed parenting plan. Check the second box if this is a final order or a temporary parenting plan after a hearing. **Leave the rest of this section for the judge to fill out and sign.**

If this is a court order, the parties sign below: In the left-hand column, check **is an agreement of the parties** if true and have the other parent check the same in the right-hand column. Check **is presented by me**. You will sign in the space on the left-hand side and put your name and the date under that. If the other parent agrees to your parenting plan, s/he signs in the space on the right-hand side and put his/her name and the date under that.

❖ When you have finished filling out your Parenting Plan, read through it **several times**. Make sure you understand it and have filled everything in you want.

B. Information for Temporary Parenting Plan – FL All Family 139

Use this form **only if** you are filing for temporary family law orders or immediate restraining orders or responding to such a motion. Otherwise, skip this form.

Caption. Fill out the caption.

1. Put your name.

2. List the children's info.

3. List each person the child lives and has lived with, and how long the child lived with that person. If you do not know or cannot remember something, put as much as you know.

4. Check the boxes showing which of the children's daily needs you are involved in. Use the blank to provide details. **Examples** of "daily needs:" making their meals, dressing them, changing diapers, taking them to school/appointments.

❖ In this section and those that follow, put current info. Write in past information that relates to the proposed temporary parenting plan, and/or that shows details of the child's relationship with each party.

5. List your work schedule. Check the box showing how long this has been your schedule.

6. In the blank, put the other parent's name. Check the boxes showing which of the children's daily needs the other parent is involved in. Use the blank to provide details.

7. List the other parent's work schedule. Check the box showing how long this has been his/her schedule.

8. Write the child's schedule, including school, child-care schedule (daycare, or the time the child is in a regular babysitter's or nanny's care), and other activities.

9. Check the second box if there are reasons to limit a parent's time with the child. Then check the box showing which parent. (Look back at **section 3a** to see what you checked.) Otherwise, check the first box.

10. Put any other info you think the court should know. **Examples:** the child's special needs; his/her activities and interests.

Signed at. Sign and print your name. Put the city and state where you are signing, and date you are signing.

C. Residential Time Summary Report - FL Divorce 243

You must file this form with the final parenting plan **ONLY** in a divorce case or petition to change parenting plan case. Do **not** use it in parentage cases or with temporary family law orders.

❖ The judge does not sign this form.

Use the same form for all children in the parenting plan, **unless** they have different residential schedules. In that case, you must fill out a separate form for each schedule.

1. The Parenting Plan. In the first box, put the date the court signs the parenting plan.

In the second box, on the left side, check whether both parties agreed to the plan, the court ordered it by default, or after a hearing/trial.

In the second box, on the right side, check whether the parenting plan is for a divorce (top check), or as part of a petition to change parenting plan case (bottom check).

In the last box, put the number of children this residential schedule covers.

2. Residential Schedule from Part III of the Parenting Plan. Look at Part III of the Parenting Plan form when filling out this section. Check the one row that best summarizes the percent (%) of time the schedule shows the children will spend with Petitioner and Respondent.

Example: The children spend four days every two weeks with Petitioner ($4 \times 26 = 104$ days), plus one week at winter school break (seven days) and one month in the summer (30 days). You would check the row that says 60% of the time with Respondent and 40% with Petitioner.

($104 + 7 + 30 = 141$ days total divided by 365 days in the year = 38% with father.)

3. Information about the Parents. For each party:

- check whether that parent represented him/herself or had a lawyer.
- look back at sections 3a and 3b of the parenting plan. Check the box showing what the parenting plan states.

4. Dispute Resolution. Check the box showing the type of dispute resolution ordered in section 6 of the parenting plan.

The person filling out this form signs and dates it at the end.

Section 5: Blank Forms

The rest of this packet has blank forms for your use. Make a copy of each form so that you have an extra in case your first draft needs lots of changes. You may need forms from other packets. You may not need all the forms in this packet.

The Washington Administrative Office of the Courts also has Microsoft Word and PDF versions of many of these forms available on their web site at

<http://www.courts.wa.gov/forms>.

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Parenting Plan
(PPP / PPT / PP)

☒ Clerk's action required: 1.

Parenting Plan

1. This parenting plan is a *(check one)*:

☐ **Proposal** (request) by a parent *(name/s)*: _____.
It is not a signed court order. (PPP)

☐ **Court order** signed by a judge or commissioner. This is a *(check one)*:

☐ Temporary order. (PPT)

☐ Final order. (PP)

☐ This final parenting plan changes the last final parenting plan.

2. **Children** – This parenting plan is for the following children:

Child's name	Age	Child's name	Age
1.		4.	
2.		5.	
3.		6.	

3. **Reasons for putting limitations on a parent** (under RCW 26.09.191)

a. Abandonment, neglect, child abuse, domestic violence, assault, or sex offense.

(If a parent has any of these problems, the court must limit that parent's contact with the children and right to make decisions for the children.)

☐ Neither parent has any of these problems. *(Skip to 3.b.)*

- ☐ A parent has one or more of these problems as follows (*check all that apply*):
- ☐ **Abandonment** – (Parent's name): _____ intentionally abandoned a child listed in 2 for an extended time.
 - ☐ **Neglect** – (Parent's name): _____ substantially refused to perform his/her parenting duties for a child listed in 2.
 - ☐ **Child Abuse** – (Parent's name): _____ (or someone living in that parent's home) abused or threatened to abuse a child. The abuse was (*check all that apply*): ☐ physical ☐ sexual ☐ repeated emotional abuse.
 - ☐ **Domestic Violence** – (Parent's name): _____ (or someone living in that parent's home) has a history of domestic violence as defined in RCW 26.50.010(1).
 - ☐ **Assault** – (Parent's name): _____ (or someone living in that parent's home) has assaulted or sexually assaulted someone causing grievous physical harm or fear of such harm.
 - ☐ **Sex Offense** –
 - ☐ (Parent's name): _____ has been convicted of a sex offense as an adult.
 - ☐ Someone living in (parent's name): _____'s home has been convicted as an adult or adjudicated as a juvenile of a sex offense.

b. Other problems that may harm the children's best interests. (*If a parent has any of these problems, the court may limit that parent's contact with the children and right to make decisions for the children.*)

- ☐ Neither parent has any of these problems. (*Skip to 4.*)
- ☐ A parent has one or more of these problems as follows (*check all that apply*):
 - ☐ **Neglect** – (Parent's name): _____ neglected his/her parental duties towards a child listed in 2.
 - ☐ **Emotional or physical problem** – (Parent's name): _____ has a long-term emotional or physical problem that gets in the way of his/her ability to parent.
 - ☐ **Substance Abuse** – (Parent's name): _____ has a long-term problem with drugs, alcohol, or other substances that gets in the way of his/her ability to parent.
 - ☐ **Lack of emotional ties** – (Parent's name): _____ has few or no emotional ties with a child listed in 2.
 - ☐ **Abusive use of conflict** – (Parent's name): _____ uses conflict in a way that endangers or damages the psychological development of a child listed in 2.
 - ☐ **Withholding the child** – (Parent's name): _____ has kept the other parent away from a child listed in 2 for a long time, without a good reason.
 - ☐ **Other** (*specify*): _____

4. **Limitations on a parent**

- ☐ Does not apply. There are no reasons for limitations checked in 3.a. or 3.b. above.
(Skip to 5.)
- ☐ **No limitations despite reasons** (explain why there are no limitations on a parent even though there are reasons for limitations checked in 3a. or 3.b. above): _____

- ☐ **The following limits or conditions apply to** (parent's name): _____
(check all that apply):
- ☐ No contact with the children.
- ☐ Limited contact as shown in the Parenting Time Schedule (sections 8 – 11) below.
- ☐ Limited contact as follows (specify schedule, list all contact here **instead** of in a Parenting Time Schedule, skip sections 8 – 11): _____

- ☐ **Supervised contact.** All parenting time shall be supervised. Any costs of supervision must be paid by (name): _____
The supervisor shall be:
- ☐ a professional supervisor (name): _____
- ☐ a non-professional supervisor (name): _____
- The dates and times of supervised contact will be:
- ☐ as shown in the Parenting Time Schedule (sections 8 – 11) below.
- ☐ as follows (specify): _____

- (Specific rules for supervision, if any): _____

- ☐ Other limitations or conditions during parenting time (specify): _____

- ☐ **Evaluation or treatment required.** (Name): _____ must:
- ☐ be evaluated for: _____.
- ☐ start (or continue) and comply with treatment:
- ☐ as recommended by the evaluation.
- ☐ as follows (specify kind of treatment and any other details): _____

- ☐ provide a copy of the evaluation and compliance reports (specify details): _____

If this parent does not follow the evaluation or treatment requirements above, then
(what happens): _____

5. Decision-making

When the children are with you, you are responsible for them. You can make day-to-day decisions for the children when they are with you, including decisions about safety and emergency health care. Major decisions must be made as follows.

a. Who can make major decisions about the children?

Type of Major Decision	Joint (parents make these decisions together)	Limited (only the parent named below has authority to make these decisions)
School / Educational	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Health care (not emergency)	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Other:	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Other:	<input type="checkbox"/>	<input type="checkbox"/> (Name):
Other:	<input type="checkbox"/>	<input type="checkbox"/> (Name):

b. Reasons for limits on major decision-making, if any:

- ☐ There are no reasons to limit major decision-making.
- ☐ Major decision-making **must** be limited because one of the parents has problems as described in 3.a. above.
- ☐ Major decision-making **should** be limited because (check all that apply):
 - ☐ Both parents are against shared decision-making.
 - ☐ One of the parents does not want to share decision-making and this is reasonable because of:
 - ☐ problems as described in 3.b. above.
 - ☐ the history of each parent's participation in decision-making.
 - ☐ the parents' ability and desire to cooperate with each other in decision-making.
 - ☐ the distance between the parents' homes makes it hard to make timely decisions together.

6. Dispute Resolution – If you and the other parent disagree...

From time to time, the parents may have disagreements about shared decisions or about what parts of this parenting plan mean.

a. To solve disagreements about this parenting plan, the parents will go to (check one):

- ☐ the dispute resolution provider below (before they may go to court):
 - ☐ Mediation (mediator or agency name): _____
If there are domestic violence issues, you may only use mediation if the victim asks for mediation, mediation is a good fit for the situation, and the victim can bring a support person to mediation.

☐ Arbitration (*arbitrator or agency name*): _____

☐ Counseling (*counselor or agency name*): _____

If a dispute resolution provider is not named above, or if the named provider is no longer available, the parents may agree on a provider or ask the court to name one.

Important! Unless there is an emergency, the parents must participate in the dispute resolution process listed above in good faith, before going to court. This section does **not** apply to disagreements about money or support.

☐ Court (without having to go to mediation, arbitration, or counseling).

(If you check this box, skip to section 7 below, do not fill out 6.b.)

- b. If mediation, arbitration, or counseling is required, one parent must notify the other parent by (*check one*): ☐ certified mail ☐ other (*specify*): _____

The parents will pay for the mediation, arbitration, or counseling services as follows (*check one*):

☐ (*Name*): _____ will pay _____%,

(*Name*): _____ will pay _____%.

☐ based on each parents' Proportional Share of Income (percentage) from line 6 of the *Child Support Worksheet*.

☐ as decided through the dispute resolution process.

What to expect in the dispute resolution process:

- Preference shall be given to carrying out the parenting plan.
- If you reach an agreement, it must be put into writing, signed, and both parents must get a copy.
- If the court finds that you have used or frustrated the dispute resolution process without a good reason, the court can order you to pay financial sanctions (penalties) including the other parent's legal fees.
- You may go back to court if the dispute resolution process doesn't solve the disagreement or if you disagree with the arbitrator's decision.

7. Custodian

The custodian is (*name*): _____ solely for the purpose of all state and federal statutes which require a designation or determination of custody. Even though one parent is called the custodian, this does not change the parenting rights and responsibilities described in this plan.

(Washington law generally refers to parenting time and decision-making, rather than custody. However, some state and federal laws require that one person be named the custodian. The custodian is the person with whom the children are scheduled to spend more of their time.)

➤ **Parenting Time Schedule (Residential Provisions)**

Check one:

- ☐ **Skip** the parenting time schedule in sections 8 - 11 if one parent has no contact with the children other than what is described in section 4 – Limitations.

The children live with (name): _____ except as described in section 4.

- ☐ **Complete** the parenting time schedule in sections 8 - 11.

8. **School Schedule**

a. **Children under School-Age**

- ☐ Does not apply. All children are school-age.
- ☐ The schedule for children under school-age is the same as for school-age children.
- ☐ Children under school-age are scheduled to live with (name): _____, except when they are scheduled to live with (name): _____ on (check all that apply):
- ☐ WEEKENDS: ☐ every week ☐ every other week ☐ other (specify): _____
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.
- ☐ WEEKDAYS: ☐ every week ☐ every other week ☐ other (specify): _____
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.
- ☐ OTHER (specify): _____

- ☐ Other (specify): _____

b. **School-Age Children**

This schedule will apply when (check one): ☐ the youngest child ☐ the oldest child
☐ each child begins:

(check one): ☐ Kindergarten ☐ 1st grade ☐ Other: _____

The children are scheduled to live with (name): _____, except when they are scheduled to live with (name): _____ on (check all that apply):

- ☐ WEEKENDS: ☐ every week ☐ every other week ☐ other (specify): _____
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.
- ☐ WEEKDAYS: ☐ every week ☐ every other week ☐ other (specify): _____
from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.

from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.

☐ OTHER (specify): _____

☐ Other (specify): _____

9. Summer Schedule

Summer begins and ends ☐ according to the school calendar. ☐ as follows: _____

☐ The Summer Schedule is the **same** as the School Schedule. (Skip to 10.)

☐ The Summer Schedule is the **same** as the School Schedule **except** that each parent shall spend _____ weeks of uninterrupted vacation time with the children each summer. The parents shall confirm their vacation schedules in writing by the end of (date) _____ each year. (Skip to 10.)

☐ The Summer Schedule is **different** than the School Schedule. The Summer Schedule will begin the summer before:

(check one): ☐ the youngest child ☐ the oldest child ☐ each child

begins (check one): ☐ Kindergarten ☐ 1st grade ☐ Other: _____

During the summer the children are scheduled to live with (name): _____, except when they are scheduled to live with (name): _____ on (check all that apply):

☐ WEEKENDS: ☐ every week ☐ every other week ☐ other (specify): _____

from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.

from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.

☐ WEEKDAYS: ☐ every week ☐ every other week ☐ other (specify): _____

from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.

from (day) _____ at ____:____.m. to (day) _____ at ____:____.m.

☐ OTHER (specify): _____

10. Holiday Schedule (includes school breaks)

☐ The Holiday Schedule is the **same** as the School and Summer Schedules above for all holidays and school breaks. (Skip to 11.)

☐ This is the Holiday Schedule for ☐ all children ☐ school-age children only:
(Put one parent's name in each column and fill out when the children will be with that parent for holidays and school breaks.)

Holiday	Children with (name):	Children with (name):
Martin Luther King Jr. Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> With the parent who has the children for the attached weekend <input type="checkbox"/> Other plan: _____	
Presidents' Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> With the parent who has the children for the attached weekend <input type="checkbox"/> Other plan: _____	
Mid-winter Break	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Each parent has the children for the half of break attached to his/her weekend. The children must be exchanged on Wednesday at (time): _____.	
	<input type="checkbox"/> Other plan: _____	
Spring Break	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Each parent has the children for the half of break attached to his/her weekend. The children must be exchanged on Wednesday at (time): _____.	
	<input type="checkbox"/> Other plan: _____	
Mother's Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan: _____	
Memorial Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____

Holiday	Children with (name):	Children with (name):
	<input type="checkbox"/> With the parent who has the children for the attached weekend <input type="checkbox"/> Other plan:	
Father's Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan:	
Fourth of July	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Follow the Summer Schedule in section 9. <input type="checkbox"/> Other plan:	
Labor Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> With the parent who has the children for the attached weekend <input type="checkbox"/> Other plan:	
Thanksgiving Day / Break	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan:	
Winter Break	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan:	
Christmas Eve	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____

Holiday	Children with (name):	Children with (name):
	End day/time:	End day/time:
	<input type="checkbox"/> Follow the Winter Break schedule above. <input type="checkbox"/> Other plan:	
Christmas Day	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Follow the Winter Break schedule above. <input type="checkbox"/> Other plan:	
New Year's Eve / New Year's Day <i>(odd/even is based on New Year's Day)</i>	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Follow the Winter Break schedule above. <input type="checkbox"/> Other plan:	
Children's Birthdays	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan:	
All three-day weekends not listed elsewhere	<i>(Federal holidays, school in-service days, etc.)</i> <input type="checkbox"/> The children shall spend any unspecified holiday or non-school day with the parent who has them for the attached weekend. <input type="checkbox"/> Other plan:	
Other occasion important to the family: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan:	
Other occasion important to the family: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____	<input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Every Yr. Begin day/time: _____ End day/time: _____
	<input type="checkbox"/> Other plan:	

11. Conflicts in Scheduling

The Holiday Schedule must be observed over all other schedules. If there are conflicts within the Holiday Schedule (*check all that apply*):

- ☐ Named holidays shall be followed before school breaks.
 - ☐ Children's birthdays shall be followed before named holidays and school breaks.
 - ☐ Other (*specify*): _____
-

12. Transportation Arrangements

The children will be exchanged for parenting time (picked up and dropped off) at:

- ☐ each parent's home
- ☐ school or day care when in session
- ☐ other location (*specify*): _____

Who is responsible for arranging transportation?

- ☐ The **picking up** parent – The parent who is about to **start** parenting time with the children must arrange to have the children picked up.
- ☐ The **dropping off** parent – The parent whose parenting time is **ending** must arrange to have the children dropped off.

Other details (if any): _____

13. Moving with the Children (Relocation)

If the custodian plans to move, s/he **must notify** every person who has court-ordered time with the children.

Move to a different school district

If the move is to a different school district, the custodian must complete the form *Notice of Intent to Move with Children* (FL Relocate 701) and deliver it at least **60 days** before the intended move.

Exceptions:

- If the custodian could not reasonably have known enough information to complete the form in time to give 60 days' notice, the custodian must give notice within **5 days** after learning the information.
- If the custodian is relocating to a domestic violence shelter or moving to avoid a clear, immediate and unreasonable risk to health or safety, notice may be delayed **21 days**.
- If information is protected under a court order or the address confidentiality program, it may be withheld from the notice.
- A custodian who believes that giving notice would put her/himself or a child at unreasonable risk of harm, may ask the court for permission to leave things out of the notice or to be allowed to move without giving notice. Use form *Motion to Limit Notice of Intent to Move with Children (Ex Parte)* (FL Relocate 702).

The *Notice of Intent to Move with Children* can be delivered by having someone personally serve the other party or by any form of mail that requires a return receipt.

If the custodian wants to change the *Parenting Plan* because of the move, s/he must deliver a proposed *Parenting Plan* together with the *Notice*.

Move within the same school district

If the move is within the *same* school district, the custodian still has to let the other parent know. However, the notice does not have to be served personally or by mail with a return receipt. Notice to the other party can be made in any reasonable way. No specific form is required.

Warning! If you do not notify...

A custodian who does not give the required notice may be found in contempt of court. If that happens the court can impose sanctions. Sanctions can include requiring the custodian to bring the children back if the move has already happened, and ordering the custodian to pay the other side's costs and lawyer's fees.

Right to object

A person who has court-ordered time with the children can object to a move to a different school district and/or to the custodian's proposed *Parenting Plan*. If the move is within the same school district, the other party doesn't have the right to object to the move, but s/he may ask to change the *Parenting Plan* if there are adequate reasons under the modification law (RCW 26.09.260).

An objection is made by filing the *Objection about Moving with Children and Petition about Changing a Parenting/Custody Order (Relocation)* (form FL Relocate 721). File your *Objection* with the court and serve a copy on the custodian and anyone else who has court-ordered time with the children. Service of the *Objection* must be by personal service or by mailing a copy to each person by any form of mail that requires a return receipt. The *Objection* must be filed and served no later than **30 days** after the *Notice of Intent to Move with Children* was received.

Right to move

During the 30 days after the *Notice* was served, the custodian may not move to a different school district with the children unless s/he has a court order allowing the move.

After the 30 days, if no *Objection* is filed, the custodian may move with the children without getting a court order allowing the move.

After the 30 days, if an *Objection* has been filed, the custodian may move with the children **pending** the final hearing on the *Objection* **unless**:

- The other party gets a court order saying the children cannot move, or
- The other party has scheduled a hearing to take place no more than 15 days after the date the *Objection* was served on the custodian. (However, the custodian may ask the court for an order allowing the move even though a hearing is pending if the custodian believes that s/he or a child is at unreasonable risk of harm.)

The court may make a different decision about the move at a final hearing on the *Objection*.

Parenting Plan after move

If the custodian served a proposed *Parenting Plan* with the *Notice*, **and** if no *Objection* is filed within 30 days after the *Notice* was served (or if the parties agree):

- Both parties may follow that proposed plan without being held in contempt of the *Parenting Plan* that was in place before the move. However, the proposed plan cannot be enforced by contempt unless it has been approved by a court.
- Either party may ask the court to approve the proposed plan. Use form *Ex Parte Motion for Final Order Changing Parenting Plan – No Objection to Moving with Children* (FL Relocate 706).

Forms

You can find forms about moving with children at:

- The Washington State Courts' website: www.courts.wa.gov/forms,
- The Administrative Office of the Courts – call: (360) 705-5328,
- Washington LawHelp: www.washingtonlawhelp.org, or
- The Superior Court Clerk's office or county law library (for a fee).

(This is a summary of the law. The complete law is in RCW 26.09.430 through 26.09.480.)

14. Other

15. Proposal

- ☐ Does not apply. This is a court order.
- ☐ This is a **proposed** (requested) parenting plan. (*The parent/s requesting this plan must read and sign below.*)

I declare under penalty of perjury under the laws of the state of Washington that this plan was proposed in good faith and that the information in section 3 above is true.



Parent requesting plan signs here

Signed at (city and state)



Other parent requesting plan (if agreed) signs here

Signed at (city and state)

16. Court Order

- ☐ Does not apply. This is a proposal.
- ☐ This is a court order (if signed by a judge or commissioner below).

Findings of Fact – Based on the pleadings and any other evidence considered:

The Court adopts the statements in section 3 (Reasons for putting limitations on a parent) as its findings.

- ☐ The Court makes additional findings which are:
- ☐ contained in an order or findings of fact entered at the same time as this *Parenting Plan*.
 - ☐ attached as Exhibit A as part of this *Parenting Plan*.
 - ☐ other: _____

Conclusions of Law – This *Parenting Plan* is in the best interest of the children.

☐ Other: _____

Order – The parties must follow this *Parenting Plan*.

Date

Judge or Commissioner signs here

Warning! If you don't follow this *Parenting Plan*, the court may find you in contempt (RCW 26.09.160). You still have to follow this *Parenting Plan* even if the other parent doesn't. Violation of **residential** provisions of this order with actual knowledge of its terms is punishable by contempt of court and may be a criminal offense under RCW 9A.40.060(2) or 9A.40.070(2). Violation of this order may subject a violator to arrest.

If this is a court order, the parties and/or their lawyers (and any GAL) sign below.

This order (*check any that apply*):

- ☐ is an agreement of the parties.
☐ is presented by me.
☐ may be signed by the court without notice to me.

This order (*check any that apply*):

- ☐ is an agreement of the parties.
☐ is presented by me.
☐ may be signed by the court without notice to me.

Petitioner signs here or lawyer signs here + WSBA #

Respondent signs here or lawyer signs here + WSBA #

Print Name

Date

Print Name

Date

This order (*check any that apply*):

- ☐ is an agreement of the parties.
☐ is presented by me.
☐ may be signed by the court without notice to me.

This order (*check any that apply*):

- ☐ is an agreement of the parties.
☐ is presented by me.
☐ may be signed by the court without notice to me.

Other party signs here or lawyer signs here + WSBA #

Other party or Guardian ad Litem signs here

Print Name

Date

Print Name

Date

Superior Court of Washington, County of _____

In re:

Petitioner/s *(person/s who started this case)*:

And Respondent/s *(other party/parties)*:

No. _____

Information for Temporary Parenting Plan
(DCLSPP)

Information for Temporary Parenting Plan

The court needs the information below to order a temporary parenting plan. You may attach pages to this form if you need more space. You may fill out a separate form for each child if the information is different for each child.

1. My name is: _____.

2. The information on this form is about:

Child's name	Age	Child's name	Age
1.		4.	
2.		5.	
3.		6.	

3. List the people the children have lived with in the last 12 months:

Who the children lived with <i>(names)</i>	Where <i>(county/state)?</i>	For how long?

4. Describe **your** involvement with the children's daily needs:

[illegible]

5. List your **current** work schedule below, if any:

Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday

How long has this work schedule been in place? (Check one):

☐ For the past 12 months or longer.

☐ For **less** than 12 months, since (date): _____. Before then, I had the work schedule listed below:

Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday

6. Describe the **other parent's** involvement with the children's daily needs:

The other parent (<i>name</i>): _____		Yes	No
a.	Has a loving and stable relationship with the children.	<input type="checkbox"/>	<input type="checkbox"/>
b.	Takes care of the children's daily needs, such as feeding, clothing, physical care and grooming, supervision, doctor/dentist visits, day care, and other activities for the children.	<input type="checkbox"/>	<input type="checkbox"/>
c.	Attends to the children's education, including any necessary remedial or other education.	<input type="checkbox"/>	<input type="checkbox"/>
d.	Helps the children to develop age-appropriate social relationships.	<input type="checkbox"/>	<input type="checkbox"/>
e.	Uses good judgment to protect the children's well-being.	<input type="checkbox"/>	<input type="checkbox"/>
f.	Provides financial support for the children, such as housing, food, clothes, child care, health insurance, and other basic needs.	<input type="checkbox"/>	<input type="checkbox"/>

Explain and give examples for each answer above: _____

[illegible]

7. List the other parent's **current** work schedule below, if any:

Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday

How long has this work schedule been in place? (*Check one*):

- ☐ For the past 12 months or longer.
- ☐ For **less** than 12 months, since (*date*): _____. Before then, the other parent had the work schedule listed below:

Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday

8. List the **children's** schedule below, including school, childcare, and other activities:

Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday

9. Abandonment, abuse, domestic violence, sex offense, or other serious problems (*RCW 26.09.191*)

- ☐ Does not apply. There are no abandonment, abuse, domestic violence, sex offense, or other serious problems that affect the children in this case.
- ☐ (*Check one*): ☐ The other parent's ☐ My parenting time and decision-making should be limited for the reasons listed in my proposed *Parenting Plan*, section 3.a.

Explain and give examples supporting those reasons for limitations: _____

10. Any other information the court needs to make a decision about a temporary *Parenting Plan*:

I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form (and any attachments) are true. ☐ I have attached (*number*) ____ pages.

Signed at (*city and state*): _____ Date: _____



Sign here

Print name

Warning! Documents filed with the court are available for anyone to see unless they are sealed. Financial, medical, and confidential reports, as described in General Rule 22, **must** be sealed so they can only be seen by the court, the other party, and the lawyers in your case. Seal those documents by filing them separately, using a *Sealed* cover sheet (form FL All Family 011, 012, or 013). You may ask for an order to seal other documents.

Superior Court of Washington, County of _____

In re the marriage / domestic partnership of:

Petitioner *(person who started this case)*:

And Respondent *(other spouse / partner)*:

No. _____

Residential Time Summary Report
(RTSR)

Clerk's action required.

Residential Time Summary Report

Submit with final Parenting Plan, *only*. This form is for statistical reporting purposes only.

1. The Parenting Plan

The court signed the Parenting Plan on (Date) _____.	
It was: <input type="checkbox"/> by agreement of the parties <input type="checkbox"/> after a contested hearing or trial <input type="checkbox"/> by default	It is: <input type="checkbox"/> an original order <input type="checkbox"/> a modification of a prior order
How many children under the parenting plan have the residential schedule summarized in paragraph 2, below? _____	

2. Parenting Time Schedule (Residential Provisions) from the Parenting Plan

If the same schedule does not apply to all children, fill out a separate Residential Time Summary Report for each schedule.

Check the box that comes closest to representing the time spent with each parent:	% of time the children spend with Petitioner	% of time the children spend with Respondent
<input type="checkbox"/>	0%	100%

<input type="checkbox"/> <input type="checkbox"/>	10%	90%
<input type="checkbox"/> <input type="checkbox"/>	20%	80%
<input type="checkbox"/> <input type="checkbox"/>	30%	70%
<input type="checkbox"/> <input type="checkbox"/>	40%	60%
<input type="checkbox"/> <input type="checkbox"/>	50%	50%
<input type="checkbox"/> <input type="checkbox"/>	60%	40%
<input type="checkbox"/> <input type="checkbox"/>	70%	30%
<input type="checkbox"/> <input type="checkbox"/>	80%	20%
<input type="checkbox"/> <input type="checkbox"/>	90%	10%
<input type="checkbox"/> <input type="checkbox"/>	100%	0%

3. Information about the Parents

Petitioner:	has the following relationship to the child(ren) <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> _____, and is <input type="checkbox"/> self-represented <input type="checkbox"/> represented by an attorney.
The court found under sections 3.a. and 3.b. from the Parenting Plan: <input type="checkbox"/> does not apply, or Petitioner <input type="checkbox"/> committed domestic violence <input type="checkbox"/> abused or neglected a child <input type="checkbox"/> has chemical dependency issues <input type="checkbox"/> has mental health issues <input type="checkbox"/> other: _____	

Respondent:	has the following relationship to the child(ren) <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> _____, and is <input type="checkbox"/> self-represented <input type="checkbox"/> represented by an attorney.
The court found under sections 3.a. and 3.b. from the Parenting Plan: <input type="checkbox"/> does not apply, or Respondent <input type="checkbox"/> committed domestic violence <input type="checkbox"/> abused or neglected a child <input type="checkbox"/> has chemical dependency issues <input type="checkbox"/> has mental health issues <input type="checkbox"/> other: _____	

4. Dispute Resolution from section 6 of the Parenting Plan

<input type="checkbox"/> Arbitration <input type="checkbox"/> Mediation <input type="checkbox"/> Counseling <input type="checkbox"/> No dispute resolution process except court action
--

Prepared by: _____, on (date) _____.

3209EN PARENTING PLANS - EVALUATION FORM

Your comments are appreciated and will help to make this packet more useful to others.

Please take a moment to complete this form and return it to:

LeeAnn Friedman

Northwest Justice Project

500 W. 8th, Suite 275

Vancouver, WA 98660

Or email to webmaster@nwjustice.org

1. Where did you get this packet?
☐ CLEAR ☐ [washingtonlawhelp.org](http://www.washingtonlawhelp.org) ☐ Court Clerk or Facilitator
☐ Other: _____
2. What is your primary language? _____
3. Are you low-income? ☐ yes ☐ no
4. What is the last grade you finished in school? _____
5. Did you read the instructions? ☐ yes ☐ no
6. Did you need the help of an agency, court facilitator, or advocate to complete your case? ☐ yes ☐ no
If yes, what agency or individual helped you? _____
7. Did you find anything hard to understand? ☐ yes ☐ no
If yes, please tell us what. _____

8. Did you find any mistakes? ☐ yes ☐ no
Describe mistakes. Include the page #. _____

9. Additional Comments [use back if you need to]: _____

10. Today's Date: _____