

**INSTRUCTIONS FOR COMPLETING THE PARENTING PLAN PARENT-CREATED  
Joint Legal and Joint Physical Custody**

**IMPORTANT: USE OF THE JOINT LEGAL AND JOINT PHYSICAL CUSTODY PARENTING PLAN IS INTENDED ONLY FOR THOSE CASES IN WHICH:**

- **BOTH PARENTS VOLUNTARILY AND WILLINGLY AGREE TO SHARE JOINT LEGAL CUSTODY OF THE CHILD(REN) (DECISION-MAKING)**
- **BOTH PARENTS VOLUNTARILY AND WILLINGLY AGREE TO SHARE JOINT PHYSICAL CUSTODY OF THE CHILD(REN) (PLACE OF RESIDENCE AND PARENTING TIME)**

If you want items in your parenting plan besides those in this sample provided, you can add them to your plan. Likewise, if you do not want some items in your parenting plan that are in this sample, you can take them out of your plan. For example, you may want to add other holidays, take out particular holidays, change time periods, change the method of pick up and return times for parenting time, change the length of time for summer parenting time, etc. Also, if you observe holidays that are not included in this sample, you can add language to your plan about those holidays. Remember, this is your parenting plan and it should meet your individual needs.

- The parenting plan provides a legal “fall back” plan for parents to use if there is a need. Parents can alter this plan informally if all are in agreement. However, if there is a disagreement, the provisions in this plan control the parentingtime.
- The parents can temporarily change the terms of this plan as long as theyboth agree to it.
- This plan may be changed by mutual, written agreement of the parents.
- The parents understand that any permanent changes must be approved by the court to be binding and enforceable.

**Please remember, your parenting plan will be reviewed by the judge and will need to be court ordered before it takes legal effect.**

**If you are printing the Parenting Plan and handwriting the answers, you will check the first box. If you are typing in your answers, you will check the second box.**

- Printing the form and handwriting the answers.
- Completing the form electronically.

**BODY OF THE PARENTING PLAN**

- In the first blank, enter the plaintiff’s name.
- In the second blank, enter the defendant’s name.
- In the third blank, enter the case number assigned by the clerk of the district court when the Complaint was filed.
- In the fourth blank, enter the name of the countywhere the Complaint was filed.

a. The parents wish to have this Parenting Plan approved by the court in the case of b.

(plaintiff’s full name) vs. (defendant’s full name)

c. case no. , filed in the District Court of

(case number assigned by clerk of court)

d. County, Nebraska. Both parents mutually agree as follows:

The numbers or letters beginning on the next page give instructions for completing the sections and paragraphs corresponding with the same numbers or letters in the Joint Legal and Joint Physical Custody Parenting Plan.

Paragraph 9.A.

**Parenting Time** - This section is in regard to **parenting time**. By selecting this Joint Legal and Joint Physical Custody Parenting Plan, you are indicating to the court that the child(ren) will live with each parent for continuous blocks of parenting time and for significant periods of time.

Step one: Read through the three sets of parenting time choices on page 2.

Step two: After you have decided which of the three parenting time choices you want to propose, check that box, and fill out the details within the fillable blanks. Boxes 1 and 2 have standard parenting time examples. Box 3 is left blank for parents to write in their own parenting time schedule.

- Step two.
1.  The parents will alternate parenting time on a  weekly  bi-weekly  monthly basis. The exchange of the child(ren)
  2.  During the week the plaintiff will have parenting time with the child(ren). During the week the defendant will have parenting time with the child(ren). The parents will alternate weekends and the parenting time.
- OR
3.  The schedule for parenting time will be as follows: (complete with the arrangements you have reached)

Step three: Following are instructions on how to fill out box 1, box 2, and box 3 of parenting time under Section 9.A.

If you check box 1: ALTERNATING BLOCK PARENTING TIME:

- a. First paragraph, first sentence, check the box that applies: weekly; biweekly (2 weeks at a time); or monthly.
- b. First paragraph, second sentence,
  - i. First and second blanks: fill in the time and check the appropriate box for "a.m." or "p.m.". This is when the exchange of the child(ren) will occur.
  - ii. Third blank: fill in the day of the week when exchange will occur.

a.

i.

1.  The parents will alternate parenting time on a  weekly  bi-weekly  monthly basis. The exchange of the child(ren) will occur at \_\_\_\_\_ : \_\_\_\_\_  am  pm on \_\_\_\_\_ .

(exchange time) (day of the week)

ii.

If you check box 2: PARTIAL WEEK ALTERNATING PARENTING TIME:

a. Fill in when the plaintiff will begin and end their parenting time with the child(ren).

- i. Enter the day of the week, and the beginning time.
- ii. Enter the day of the week and the ending time.

2. During the week the plaintiff will have parenting time with the child(ren) from  at  :   am  pm until  at  :   am  pm.

(day of the week) (beginning time) (day of the week) (ending time)

b. Fill in when the defendant will begin and end their parenting time with the child(ren).

- i. Enter the day of the week, and the beginning time.
- ii. Enter the day of the week and the ending time.

During the week the defendant will have parenting time with the child(ren) from  at  :   am  pm until  at  :   am  pm.

(day of the week) (beginning time) (day of the week) (ending time)

c. If the parents decide to alternate weekends with the child(ren), use this sentence and indicate when each parent's alternating weekends with the child(ren) will occur. If the parents are not alternating weekends, "X" out this sentence.

- i. Enter the day of the week, and the beginning time.
- ii. Enter the day of the week and the ending time.

The parents will alternate weekends and the parenting time will begin on  at  :   am  pm and end on  at  :   am  pm.

(day of the week) (beginning time) (day of the week) (ending time)

If you check box 3: PARENT-CREATED PARENTING TIME:

d. This option provides parents with the flexibility to create their own shared joint physical custody parenting time. If this choice is selected, the schedule needs to be very specific and give details showing that one parent or the other has responsibility for the child(ren) at all times, seven (7) days a week, 24 hours a day.

- i. On the lines provided, describe the details of the parent-created parenting time. If more space is needed, you may include additional page(s).

*To ensure that the Parenting Plan meets the requirements of the Parenting Act, one parent or the other must have responsibility for the child(ren) at all times which means 7 days a week, 24 hours a day.*

Paragraph 9.B.

**Holidays and other Special Days-** This section provides details for the parents and child(ren) to designate how holidays and other special days are to be shared. The sample plan assumes that the parents will have alternating holidays with the child(ren).

**For example:** In even numbered years the plaintiff may have Easter, Fourth of July, Thanksgiving, and the second half of the Christmas/Winter holiday and the defendant may have Memorial Day weekend, Labor Day weekend, part one of the Christmas/Winter holiday, and the child(ren)'s birthdays. In odd numbered years the plaintiff may have Memorial Day weekend, Labor Day weekend, the first half of the Christmas/Winter holiday, and the child(ren)'s birthdays and the defendant may have Easter, Fourth of July, Thanksgiving, and part two of the Christmas/Winter holiday.

1. Fill in which holidays that the plaintiff will have the child(ren) during even numbered years and odd numbered years.

1. The plaintiff will have the following holidays:  
Even numbered years: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;  
Odd numbered years: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

2. Fill in which holidays that the defendant will have the child(ren) during even numbered years and odd numbered years.

2. The defendant will have the following holidays:  
Even numbered years: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;  
Odd numbered years: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

3. For each holiday, fill in the beginning and ending time of the holiday parenting time.

**(a) Easter.**

- i. Enter the time (including a.m. or p.m.) that Easter parenting time will begin.
- ii. Enter the time (including a.m. or p.m.) that Easter parenting time will end.

(a) **Easter:** This holiday will include that period of time during which the child(ren) is/are excused from school before the Easter holiday, including Easter Sunday, and will begin at \_\_\_\_\_ : \_\_\_\_\_  am  pm on the day the child(ren) is/are released from school and end at \_\_\_\_\_ : \_\_\_\_\_  am  pm on the day before the child(ren) return(s) to school.

**(b) Memorial Day weekend.**

- i. Enter the time (including a.m. or p.m.) that Memorial Day weekend parenting time will begin.
- ii. Enter the time (including a.m. or p.m.) that Memorial Day weekend parenting time will end.

- (b)
- i.
- ii.

**(b) Memorial Day weekend:** This holiday will include only that weekend when Memorial Day is nationally recognized and will begin at  :   am  pm on Friday and end at  :   am  pm on Monday, Memorial Day.

(beginning time)

(ending time)

**(c) Fourth of July.**

- i. Enter the time (including a.m. or p.m.) that Fourth of July parenting time will begin.
- ii. Enter the time (including a.m. or p.m.) that Fourth of July parenting time will end.

- (c)
- i.
- ii.

**(c) Fourth of July:** This holiday will begin on July 4th at  :   am  pm and end on July 5th at  :   am  pm.

(beginning time)

(ending time)

**(d) Labor Day weekend.**

- i. Enter the time (including a.m. or p.m.) that Labor Day weekend parenting time will begin.
- ii. Enter the time (including a.m. or p.m.) that Labor Day weekend parenting time will end.

- (d)
- i.
- ii.

**(d) Labor Day weekend:** This holiday will include only that weekend on which Labor Day is nationally recognized and will begin at  :   am  pm on Friday and end at  :   am  pm on Monday, Labor Day.

(beginning time)

(ending time)

**(e) Thanksgiving.** Parents can select one of two choices. Check the box that applies.

- (e)

1.  This holiday will be defined 2.  The parents will schedule the Thanksgiving holiday

**1. BLOCK THANKSGIVING HOLIDAY:**

- i. Enter the time (including a.m. or p.m.) that Thanksgiving parenting time will begin.
- ii. Enter the time (including a.m. or p.m.) that Thanksgiving parenting time will end.

- 1.
- i.

1.  This holiday will be defined as that period of time during which the child(ren) is/are excused from school for the Thanksgiving holiday, including Thanksgiving day, and will begin at  :   am  pm on the day the child(ren) is/are released from school and end at  :   am  pm on the day before the child(ren) return(s) to school.

(beginning time)

(ending time)

- ii.

2. FLEXIBLE PARENT-CREATED THANKSGIVING HOLIDAY:

- i. fill in the blank lines with the details of the parenting time for each parent.

2.  The parents will schedule the Thanksgiving holiday as follows:  
i. \_\_\_\_\_

(f) **Christmas/Winter holiday.** Parents can select one of two choices. Check the box that applies.

- 1.  The holiday will have two parts: 2.  The parents will schedule the Christmas/Winter holiday

1. SHARED WINTER HOLIDAY (two parts):

- i. Fill in the beginning time and the ending time for "Part one".
- ii. Fill in the beginning and the ending time for "Part two".

i. Part one will begin at \_\_\_\_:\_\_\_\_  am  pm on the (beginning time) day the child(ren) are released from school and end at \_\_\_\_:\_\_\_\_  am  pm on December 27th. (ending time)

ii. Part two will begin at \_\_\_\_:\_\_\_\_  am  pm on (beginning time) December 27<sup>th</sup> and end the day before school begins at \_\_\_\_:\_\_\_\_  am  pm. (ending time)

2. FLEXIBLE PARENT-CREATED WINTER HOLIDAY:

- i. fill in the blank lines with the details of the parenting time for each parent.

2.  The parents will schedule the Christmas/Winter holiday as follows:  
i. \_\_\_\_\_

(g) **Child(ren)'s birthdays.**

- i. Enter the time (including a.m. or p.m.) that parenting time on the child(ren)'s birthday(s) will begin.
- ii. Enter the time (including a.m. or p.m.) that parenting time on the child(ren)'s birthday(s) will end.

(g) **The Child(ren)'s Birthdays:** This will be the actual day of the child(ren)'s birthday, and will begin at \_\_\_\_:\_\_\_\_  am  pm and will end at \_\_\_\_:\_\_\_\_  am  pm.

i. (beginning time)

ii. (ending time)

**(h) Father's/Mother's Day.**

- i. Enter the name of the parent to have the child(ren) on Father's Day.
- ii. Enter the name of the parent to have the child(ren) on Mother's Day.
- iii. Enter the time (including a.m. or p.m.) that the parenting time with the child(ren) on Father's/Mother's Day will begin.
- iv. Enter the time (including a.m. or p.m.) that the parenting time with the child(ren) on Father's/ Mother's Day will end.

(h)

**(h) Father's/Mother's Day:** Every year  will  have the child(ren) on Father's Day and  will have the child(ren) on Mother's Day. This holiday will begin at  :   am  pm and (beginning time) end at  :   am  pm on the Sunday on which (ending time) this holiday is nationally observed.

iv.

**(i) Other Holidays/School Breaks.**

- i. Complete the blanks with details of other holiday or school break beginning and ending time and with which parent.

(i)

**(i) Other Holidays/School Breaks**

**Other holiday:**

i.

Paragraph 9.C. **Summer Parenting Schedule (Optional)** – This is only filled out if the parents want to change the parenting time schedule during the summer from the school year schedule.

- a. If the parenting time stays the same during the summer as it is during the school year, "X" out the "Summer Parenting Schedule" section.
- b. If the parenting time changes during the summer, fill in the start and end dates in the two blanks of the first sentence.
- c. In the "Plaintiff" section, fill in when the plaintiff will have parenting time with the child(ren) during the summer schedule.
- d. In the "Defendant" section, fill in when the defendant will have parenting time with the child(ren) during the summer schedule.

b.

**Summer Parenting Schedule (Optional):**  
Beginning on  and ending on

c.

Plaintiff:

d.

Defendant:



Paragraph 10.

**Priority of Holiday Parenting Time Schedules** - Check the box that you choose for your plan. Remember that a holiday will take priority over a regularly scheduled visit. The sample plan gives you an example that may help you decide how to structure your plan.

1. Check the first box if you are alternating weekends and want to continue that regular alternating schedule and not consider that holiday in that rotation.
2. Check the second box if you are alternating weekends and wish the weekends to remain the same even though a holiday may mean that one parent may have the child(ren) three consecutive weekends.

1.

1.  The regular weekend parenting schedule will skip the holiday and be carried forward to the weekend following.

2.

2.  Regular parenting time will remain unchanged regardless of holiday parenting time even if it creates a situation where one parent may have the child(ren) three consecutive weekends.

Paragraph 11.

**Telephone /Virtual Parenting Access** - This paragraph can be modified to fit your particular situation. For example, you may want to specify that the visit be on FaceTime or Skype.

- a. Enter the day of the week (Monday through Friday) when telephone parenting time will occur.
- b. Enter the beginning time (including a.m. or p.m.) of the telephone parenting time.
- c. Enter the time (including a.m. or p.m.) that the telephone parenting time will end.
- d. Enter the number of minutes each week the noncustodial parent will have telephone parenting time with the minor child(ren).

11.

11. **Telephone/Virtual Parenting Access:** The parent who does not have the

child(ren) will have telephone parenting time with the child(ren) on

\_\_\_\_\_ each week, between \_\_\_\_\_  am  pm and \_\_\_\_\_

(day of the week)

(beginning time)

\_\_\_\_\_:\_\_\_\_\_  am  pm for not less than \_\_\_\_\_ minutes.

(ending time)

(number of minutes)

Paragraph 12.

**Child(ren)'s Transition – Responsibility for Exchange** - Check the box that you choose for your plan.

- a. If you check the second box you must set forth the place and time of the exchange for both the beginning and ending of the parenting time.

12.

1.  Each parent will pick up the child(ren) at the beginning of their parenting time.

**Or**

a.

2.  The parents agree to the following exchange plan:

\_\_\_\_\_



## FINAL SIGNATURE

There are two signature blocks.

Both parties must sign.

If you are the plaintiff, you will complete the first signature block.

If you are the defendant, you will complete the second information block.

- a. Sign your name.
- b. Enter the date.
- c. Print your name.
- d. If being completed by an attorney, they must include their bar number and firm name.
- e. Enter your full street address.
- f. Enter your city, state, and ZIP code.
- g. Enter your telephone number, including the area code.
- h. Enter your email address, if any.

The diagram shows a signature block form with the following fields and callout boxes:

- a.** Points to the "Signature:" field.
- b.** Points to the "Date:" field.
- c.** Points to the "Printed Name:" field.
- e.** Points to the "Street Address/P.O. Box:" field.
- f.** Points to the "City/State/ZIP Code:" field.
- g.** Points to the "Telephone Number:" field.
- h.** Points to the "Email address:" field.
- d.** Points to a separate box containing "If complete by an attorney:" and "Bar Number:".

***MAKE CERTAIN TO STAPLE THIS PARENTING PLAN TO THE DECREE OF DISSOLUTION THAT YOU TAKE TO YOUR FINAL HEARING.***

**Remember: This sample plan is only a guide. You must consider your own situation and develop a parenting plan that works for you, the other parent, and your child(ren). For example, the list of holidays is only a suggestion and you can add or delete holidays that reflect your traditions. You can add additional sheets to your plan if necessary.**