



Paragraph 8. a. Enter Plaintiff or Defendant (the parent who will have primary physical custody).

a. [ ] will have sole physical custody.

b. Enter Plaintiff or Defendant (the parent who will have parenting time).

b. [ ]'s parenting time with the children is set out in this plan

Paragraph 9. **Parenting Time** - In the first blank enter Plaintiff or Defendant  
Paragraph 9.A. (parent who will have parenting time).

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

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

Step two.  **Weekends:** Every other weekend **Weekdays:** On [ ] each week from [ ]:

2.  The schedule for parenting time will be as follows:

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

If you check box 1: WEEKEND/WEEKDAY PARENTING TIME:

- a. Enter the beginning day and time of the noncustodial parent's weekend parenting time.
- b. Enter the ending day and time.
- c. Enter the day of the week for the noncustodial parent's weekday parenting time.
- d. Enter the beginning time, and check the box for a.m. or p.m.
- e. Enter the ending time, and check the box for a.m. or p.m.

Step three.

1.  **Weekends:** Every other weekend from [ ] (beginning day) beginning at [ ]: [ ]  am  pm until [ ]: [ ] (ending day) at [ ]: [ ]  am  pm. (ending time)

**Weekdays:** On [ ] (day(s) of the week) each week from [ ]: [ ] (beginning time)  am  pm to [ ]: [ ]  am  pm. (ending time)

If you check box 2: PARENT-CREATED PARENTING TIME:

- a. Use the blank lines to clearly describe the details of the plan for regular weekly parenting you and the other parent have chosen. Please note that to meet 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.

2.  The schedule for parenting time will be as follows: (complete with the arrangements you have reached)

a. *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.

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.

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)

i.

**(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  
(beginning time)  
 released from school and end at \_\_\_\_\_:\_\_\_\_ am/pm ii.  
(ending time)  
 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  :   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 as that period of time during which the child(ren) is/are excused from school for the Thanksgiving holiday, including Thanksgiving day, and will be released from school and end at  :   am  pm on the day before the child(ren) return(s) to school.
- 2.  The parents will schedule follows: \_\_\_\_\_

**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.

ii.

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 be released from school and end at  :   am  pm on the day before the child(ren) return(s) to school.

(beginning time)

(ending time)

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.

(f) 1.  The holiday will have two parts: 2.  The parents will schedule

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".

1.  The holiday will have two parts:

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

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

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) (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.

- (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) **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.

- (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) **Other Holidays/School Breaks**  
**Other holiday:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Other holiday:**  
 \_\_\_\_\_

Paragraph 9.C. **Summer Parenting Schedule** –

- a. Enter the parent with parenting time.
- b. Enter the number of weeks the parent will have summer parenting time.
- c. Enter the beginning day and time of the summer schedule.
- d. Enter the ending day and time of the summer schedule.
- e. Use the blank lines to describe the detailed schedule for parenting time by the custodial parent during the noncustodial parent's summer parenting time.

**C. Summer Parenting Schedule:**  
 \_\_\_\_\_ will have \_\_\_\_\_ weeks of \_\_\_\_\_  
 (Plaintiff or Defendant) (number of weeks)  
 \_\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_  am  pm and end on \_\_\_\_\_  
 (beginning day) (beginning time)  
 \_\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_  am  pm.  
 (ending day) (ending time)

During the time the noncustodial parent has the child(ren) for the summer parenting schedule, the custodial parent will have the following parenting time with the child(ren):  
 \_\_\_\_\_

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 form with the following fields and callouts:

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

**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 children. 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.**