

# INSTRUCTIONS FOR COMPLETING THE PARENTING PLAN PARENT-CREATED Sole Legal and Sole Physical Custody with One Parent

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

- **ONE PARENT HAS SOLE LEGAL CUSTODY OF THE CHILD(REN) (DECISION- MAKING)**
- **ONE PARENT WILL HAVE PRIMARY (SOLE) 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 parenting time.
- The parents can temporarily change the terms of this plan as long as they both agree.
- 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 county where the complaint was filed.

a. The parents wish to have this Parenting Plan approved by the court in the case of  b.  
vs.   
(plaintiff’s full name) (defendant’s full name)

c. case no. , filed in the District Court of  
(case number assigned by clerk of court)

d. County, Nebraska. The parents mutually agree as follows:  
(county where Complaint filed)

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 Sole Physical Custody Parenting Plan.

Paragraph 7.

a. Enter Plaintiff or Defendant (custodial parent, parent who will have primary legal and physical custody).

a. [ ] will have sole physical custody. [ ]

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

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

Paragraph 8.

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

Paragraph 8.A.

Step one:

Read through the two sets of parenting time choices on page

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.

Step three.

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.

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 [ ] : [ ] (ending time)  am  pm.

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.

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

*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 8.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. **(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)

ii. at  :   am  pm on Monday, Memorial Day.

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

(beginning time)

ii. at  :   am  pm

(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. **(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  :   am  pm on Monday, Labor Day.

(beginning time)

ii. at  :   am  pm on Monday, Labor Day.

(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 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.
- 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.

i.  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:

(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:

(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.

- (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.  The regular weekend parenting schedule will skip the holiday and be carried forward to the weekend following.
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. **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 \_\_\_\_\_ : \_\_\_\_\_  am  pm for not less than \_\_\_\_\_ minutes.
- (day of the week) (beginning time) (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.

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

**Or**

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.

a. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ b.

c. Printed Name: \_\_\_\_\_ e.

Street Address/P.O. Box: \_\_\_\_\_ f.

City/State/ZIP Code: \_\_\_\_\_

g. Telephone Number: \_\_\_\_\_ h.

Email address: \_\_\_\_\_

d. If complete by an attorney:  
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 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.**