

County of Adams

Courts' Self-Help Center – Packets

PARENTING PLAN

This packet contains information, forms, and instructions on developing a parenting plan with the other parent.

This packet is to be used if you have a custody case and a Judge orders you to complete a parenting plan.

DISCLAIMER

Court staff is not able to give you legal advice or help you fill out/complete these forms. The information in this packet is not a substitute for professional legal advice. The Court, the Adams County Bar Association and the Family Law Committee assume no responsibility and accept no liability for actions taken by users of these documents, including reliance on their contents. If you want to obtain the services of an attorney but do not know whom to contact, please call the Pennsylvania Lawyer Referral Service at 1-800-692-7375. A list of Attorneys Practicing in Adams County Available for Consultation On Filling Out Self-Help Custody and Divorce Forms can be obtained by inquiring with the Prothonotary, Law Library, Adams County Children and Youth Services, Adams County Domestic Relations Office, or the Office of the Court Administrator.

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GENERAL INFORMATION

A. Introduction

1. This is the **PARENTING PLAN** packet. This packet is only to be used when a Judge in your custody case orders you to complete a **PARENTING PLAN**.
 - i. If you do not have a Custody Order, and would like to obtain one, use the Obtaining a Custody Order packet.
 - ii. If you have a Custody Order and would like to change the Order, use the Modification of a Custody Order packet.
 - iii. If you need to enforce a Custody Order, use the Enforcing a Custody Order packet.
2. This packet of information has been created by members of the Adams County Bar Association. These materials are intended to assist individuals involved in a custody action by providing general information and legal forms. **IT IS HIGHLY RECOMMENDED THAT YOU HIRE AN ATTORNEY TO REPRESENT YOU IN ANY CUSTODY ACTION.** The information provided herein is not legal advice and is not to be used as a substitute for professional legal advice.

B. Legal Definitions

1. **Custody** means the legal right to keep, control, guard, care for and preserve a child and includes the terms “legal custody,” “physical custody,” and “shared custody.”
2. **Legal Custody** is the right to make major decisions on behalf of the child, including, but not limited to, medical, religious and educational decisions.
 - i. **Sole Legal Custody:** The right of one individual to exclusive legal custody of the child.
 - ii. **Shared Legal Custody:** The right of more than one individual to legal custody of the child.
3. **Physical Custody** is the actual physical possession and control of a child. When a person has physical custody of the children, regardless if they have legal custody, they can make decisions regarding the child’s health in an emergency situation. There are different types of physical custody schedules, including:
 - i. **Primary Physical Custody:** The right to assume physical custody of the child for the majority of the time. Child(ren) live with one party for the majority of the time.
 - ii. **Shared Physical Custody:** The right of more than one individual to assume physical custody of the child, each having significant periods of physical custodial time with the child. Child(ren) live with each party for an equal or substantially equal amount of time.
 - iii. **Partial Physical Custody:** The right to assume physical custody of the child for less than a majority of the time. Child(ren) live with one party

some of the time but not the majority of the time. A common example is when one party has the children every other weekend from Friday to Sunday, and occasionally one day during the week that they do not receive the child(ren) on the weekend.

- iv. **Sole Physical Custody:** The right of one individual to exclusive physical custody of the child.
 - v. **[Visitation]:** Pennsylvania no longer uses the term Visitation. Partial Physical Custody, defined above, is equivalent to Visitation as defined in some states.
 - vi. **Supervised Physical Custody:** Custodial time during which an agency or an adult designated by the court or agreed upon by the parties monitors the interaction between the child and the individual with those rights.
4. **Relocation:** A change in a residence of the child which significantly impairs the ability of a non-relocating party to exercise custodial rights.
5. Further information about the preceding legal definitions and about custody law may be found in the statutes that govern custody, Title 23 Pa. Consolidated Statutes Sections 5321 to 5340 (23 Pa.C.S. §§ 5321 – 40), and in the Pennsylvania Rules of Civil Procedure, Pa.R.C.P. 1915.1 – 1915.25.

C. Custody Factors

1. In ordering any form of custody, the Court shall determine the best interest of the child by considering all relevant factors, giving weighted consideration to those factors which affect the safety of the child, including:
- i. Which party is more likely to encourage and permit frequent and continuing contact between the child and another party.
 - ii. The present and past abuse committed by a party or member of the party's household, whether there is a continued risk of harm to the child or an abused party and which party can better provide adequate physical safeguards and supervision of the child.
 - iii. The parental duties performed by each party on behalf of the child.
 - iv. The need for stability and continuity in the child's education, family life and community life.
 - v. The availability of extended family.
 - vi. The child's sibling relationships.
 - vii. The well-reasoned preference of the child, based on the child's maturity and judgment.
 - viii. The attempts of a parent to turn the child against the other parent, except in cases of domestic violence where reasonable safety measures are necessary to protect the child from harm.
 - ix. Which party is more likely to maintain a loving, stable, consistent and nurturing relationship with the child adequate for the child's emotional needs.

- x. Which party is more likely to attend to the daily physical, emotional, developmental, educational and special needs of the child.
- xi. The proximity of residences of the parties.
- xii. Each party's availability to care for the child or ability to make appropriate child-care arrangements.
- xiii. The level of conflict between the parties and the willingness and ability of the parties to cooperate with one another. A party's effort to protect a child from abuse by another party is not evidence of unwillingness or inability to cooperate with that party.
- xiv. The history of drug or alcohol abuse of a party or member of a party's household.
- xv. The mental and physical condition of a party or member of a party's household.
- xvi. Any other relevant factor.

D. Criminal Convictions and Charges

1. Where a party seeks any form of custody the Court shall consider whether that party or member of that party's household has been convicted of or has pleaded guilty or no contest to any of the offenses listed below or an offense in another jurisdiction substantially equivalent to any of the offenses listed below. The Court shall consider such conduct and determine that the party does not pose a threat of harm to the child before making any order of custody to that parent when considering the following charges:

Criminal homicide, aggravated assault, terroristic threats, stalking, kidnapping, unlawful restraint, false imprisonment, luring a child into a motor vehicle or structure, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, sexual intercourse with animals, offenses relating to sex offenders, arson, incest, concealing death of child, endangering welfare of children, offenses relating to dealing in infant children, prostitution, offenses related to obscene and other sexual materials and performances, corruption of minors, sexual abuse of children, unlawful contact with minor, sexual exploitation of children, contempt for violation of a permanent or temporary Protection From Abuse Order or agreement, driving under the influence of alcohol or controlled substance, driving after imbibing alcohol or utilizing drugs, and offenses related to The Controlled Substance, Drug, Device and Cosmetic Act prohibiting manufacture, sale or delivery, holding, offering for sale or possession of any controlled substance or other drug or device.

2. If you have obtained information about a criminal charge filed against the other party for an offense listed above, you may move for a temporary Custody Order or modification of an existing Custody Order. The Court must schedule an expedited hearing and the Court shall consider whether the party who is or has

been charged with an offense poses a risk of physical, emotional or psychological harm to the child.

3. You can find out information about pending criminal charges, criminal convictions, guilty pleas and no contest pleas in Pennsylvania several ways. A law known as the “Jen & Dave Program” provides an information line that allows you to fill out an application in the Prothonotary’s Office after which you will be provided a number to call to get this information. There is a small per-minute fee for the call. This information can also be obtained for free from a website link on the program’s site, <http://www.jendaveprogram.us>. Another alternative is to log on to the Web Portal for the Unified Judicial System of Pennsylvania at <http://ujportal.pacourts.us/>. Once on this website, you can look up the dockets for all minor courts (Magisterial District Judges) and Common Pleas Courts in Pennsylvania. If you have correctly spelled the last name of the individual, you can find out if there are convictions or charges pending against the individual in all counties in Pennsylvania.
4. Criminal Record / Abuse History Verification
 - i. The plaintiff or petitioner must file and serve with any Complaint for Custody or Petition for Modification a Verification regarding any criminal or abuse history of the plaintiff or petitioner and anyone living in the plaintiff or petitioner’s household. The plaintiff or petitioner must attach a blank Verification form to a Complaint or Petition served upon the defendant or respondent. The defendant or respondent must file with the court a Verification regarding any criminal or abuse history of the defendant or respondent and anyone living in the defendant or respondent’s household on or before the initial in-person contact with the court, but not later than 30 days after service of the Complaint or Petition upon the defendant or respondent. If a trial is scheduled, both parties shall file and serve updated Verifications five days prior to trial.
 - ii. The Obtaining a Custody Order packet and the Modification of a Custody Order packet contain Criminal Record / Abuse History Verification forms for both parties. Additional copies of the blank Verification may be obtained from outside the law library on the third floor of the Adams County Courthouse or from the Courts’ Self-Help Center at <http://www.adamscounty.us>. The Pennsylvania Rules of Civil Procedure do not require the filing of the Criminal Record / Abuse History Verifications with a Petition for Civil Contempt.

E. Rules of Civil Procedure

1. A copy of the Pennsylvania Rules of Civil Procedure and Adams County Local Rules can be obtained from the law library located on the Third Floor of the Adams County Courthouse. The applicable rules of court are Rules 1915.1 through 1915.25 of the Pennsylvania Rules of Civil Procedure.

F. Basic Procedure – PARENTING PLAN

1. This packet contains instructions and forms for completing the **PARENTING PLAN**. If the Judge in your custody case orders you to complete a **PARENTING PLAN**, you may use the instructions and forms from this packet to do so. If there is no custody order involving the children and you want to obtain a custody order, you should not use this packet but rather you should use the Obtaining a Custody Order packet. If you have an existing custody order and you wish to modify it, you should not use this packet but rather you should use the Modification of a Custody Order packet. If you are experiencing difficulties with regard to the other party(ies) following an already existing custody order, then you should not use this packet but rather you should use the Enforcing a Custody Order packet.

G. Service

1. **STOP!! READ THE FOLLOWING PARAGRAPH CAREFULLY!**
2. The Pennsylvania Rules of Civil Procedure require that all documents (including Petitions, Complaints and Orders) that you file with the Court must be served by you on the other party, or their attorney of record, if any. This includes any Orders you receive scheduling an appearance before the Judge as a result of your filing. Although the Prothonotary's Office may send a copy of a Scheduling Order to the parties, **THIS IS NOT SERVICE**. If you do not properly serve all other parties, your case may be delayed, or even dismissed. This packet includes information on how to properly serve the other party.

H. Obtaining a Custody Order

1. **If there is a Custody Agreement:** You can initiate a custody action by yourself or through an attorney. Even if there is an agreement about custody, you still need to complete a Custody Complaint, file the Complaint at the Prothonotary's Office, and follow the instructions in the packet for service. The Court will schedule a time for all parties involved to meet at the Courthouse to place the agreement on the record for entry of an Order.
2. **If there is NO Custody Agreement:** you must complete various documents that need to be filed at the Prothonotary's Office. After the Court receives all of your properly filed documents, a custody conference will be scheduled by Court Order. You must then pick up the Court Order that schedules the custody conference from the Prothonotary, as well as your Custody Complaint and other required documents, and properly serve or provide a copy of those documents to the other side. You must prove, by filling out and filing an appropriate document, that you served the other side. If necessary, a custody trial will be scheduled at the time of the custody conference.

3. **What is a Custody Conference?** In Adams County, the first time that you come to Court in a custody case will not be a trial, unless a Judge has signed an Order that says otherwise. Normally, the first time that you come to Court will be for a Custody Conference.

- i. A Custody Conference is held for the following reasons:
 - To make the Judge familiar with your custody case.
 - To have you and the other party meet with the Judge and tell the Judge what the case will be about if there is a trial.
 - To find out whether it is possible for everyone in the case to agree to a custody schedule without having a trial.
 - To have the Judge establish a custody schedule between the time of the conference and the time of the custody trial if the parties are unable to resolve their difference by agreement.
- ii. You will need to attend the custody conference at the date, time and place set forth in the Court Order. The Court will determine whether the parties can agree on an appropriate custody schedule. If no agreement is reached the Court will order a temporary custody arrangement and set a date and time for trial.
- iii. Prior to coming to the custody conference, you should complete a **CUSTODY CONFERENCE MEMORANDUM** to submit to the Court at the conference.

4. **What is a Custody Trial?**

- i. At the trial, you will present witnesses and exhibits in support of your request for custody. At the end of the trial, the Court will enter an Order resolving the custody dispute.
- ii. If the Judge schedules a trial, you may be ordered to complete a **PARENTING PLAN**. You will need to complete the **PARENTING PLAN**, file it with the Prothonotary, and serve it on the other party. You will also need to file the Certificate of Service proving you served the **PARENTING PLAN**.
- iii. If the Judge schedules a trial, you may do a great disservice to yourself and your children if you do not consult with and hire a licensed attorney. If you end up having a trial before the Judge and do not have an attorney representing you, you will be considered to have all the knowledge and training of a lawyer during the trial.
- iv. If the other side does not have a lawyer at the trial and you do not have a lawyer, the Judge may, but is not required to, be more understanding of the situation and may relax some of the formal rules that govern how the trial is conducted. If, however, you do not have a lawyer and the other side has a lawyer at the trial, you may become very frustrated and feel defeated by the process. To prevent this from happening, you really should hire a lawyer if a custody trial is scheduled.

I. Enforcing a Custody Order

1. If someone violates the provisions of a Custody Order, then you can file a Petition for Civil Contempt along with a Notice and Order to Appear. After the Court receives a completed Petition for Civil Contempt along with a Notice and Order to Appear, a date and time will be scheduled for a hearing. These documents must be properly served on all parties and proper documentation of service must be submitted to the Court. At the hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. If someone violates a Custody Order, then he/she can be subject to a fine and/or imprisonment. The Enforcing a Custody Order Packet is available for your use regarding enforcing a Custody Order should the need arise, and can be obtained from outside the Adams County Law Library on the third floor of the Adams County Courthouse or from the Courts' Self-Help Center on the internet at <http://www.adamscounty.us>.

J. Modifying a Custody Order

1. If a Custody Order already exists but circumstances have changed, then you can file a Petition for Modification along with an Order of Court. The Court will schedule a date and time for a trial by Court Order. These documents must be properly served on all parties and proper documentation of service must be submitted to the Court. At the trial, the Court will review the evidence, and if necessary, take testimony from any witnesses. If the Court determines that the modification is warranted, then a new Court Order will be issued. The Modification of Custody Order Packet is available for your use regarding modifying a Custody Order should the need arise, and can be obtained from outside the Adams County Law Library on the third floor of the Adams County Courthouse or from the Courts' Self-Help Center on the internet at <http://www.adamscounty.us>.

K. Relocation

1. If one party wants to move, and the change in residence of the child will significantly impair the ability of the non-relocating party to exercise custodial rights, the moving party must file a Notice of Proposed Relocation no later than 60 days before the move. In certain circumstances, this Notice can be filed later than 60 days before the move. Relocation is complicated and it is strongly suggested you talk to an attorney if you plan to relocate with the child or if the other party plans to relocate with the child. The Relocation of Custody Packet is available to help all parties in a relocation case and contains important information about the relocation process. The Relocation of Custody Packet can be obtained from outside the Adams County Law Library on the third floor of the Adams County Courthouse or from the Courts' Self-Help Center on the internet at <http://www.adamscounty.us>.

INSTRUCTIONS

A. Completing the **PARENTING PLAN**

1. **In a contested custody proceeding, the Judge may require that the parties submit PARENTING PLANS for the care and custody of the child to aid the Court in resolving the custody dispute.**
 - i. If the parties cannot come to an agreement on a custody schedule at the custody conference, the Judge will schedule a date and time for trial.
 - ii. If a trial is scheduled, the Judge may order you and the other parties to each complete a **PARENTING PLAN**.
 - iii. You must complete, file, and serve the **PARENTING PLAN** on the other party at least a week prior to the date of the trial.
 - iv. Please refer to the following instructions for completing the **PARENTING PLAN**.

2. **CAPTION**
 - i. Print the name of the Plaintiff in the line for Plaintiff, the name(s) of the other parent or guardian of the child(ren) in the line(s) for Defendant(s), and the case number. This should appear exactly as the caption looks on all other documents for this case, such as the COMPLAINT FOR CUSTODY or PETITION TO MODIFY CUSTODY.

3. **THIS PARENTING PLAN INVOLVES THE FOLLOWING CHILD/CHILDREN**
 - i. Print the name, age, and residence of each child that will be involved with the parenting plan. The child(ren) involved in this custody case are the child(ren) you should list here.

4. **CHILDREN NOT ADDRESSED BY THIS PARENTING PLAN**
 - i. Print the name, age, and residence of all other children you have, that are not part of this custody case.

5. **LEGAL CUSTODY**
 - i. Circle whether both parties plan to decide together or whether the Plaintiff or Defendant only will make decisions as to the listed legal custody items.

6. **EXPLAIN THE PROCESS YOU WILL USE TO MAKE DECISIONS**
 - i. Explain how you and the other parent plan to make decisions pertaining to the child(ren) involved with this custody case.

7. **PHYSICAL CUSTODY**
 - i. List the name and address of all planned residences of the child(ren) involved with this custody case.

8. DESCRIBE WHICH DAYS AND WHICH TIMES OF THE DAY THE CHILD/CHILDREN WILL BE WITH EACH PERSON

- i. For each day of the week, list the planned custody schedule of the child(ren) involved with this custody case.

9. DESCRIBE WHERE AND WHEN THE CHILD/CHILDREN WILL BE DROPPED OFF AND/OR PICKED UP

- i. Print the location, time and day of the planned custody exchanges, based on the planned custody schedule.

10. IF ONE OF YOU DOESN'T SHOW UP, HOW LONG WILL THE OTHER WAIT?

- i. For the planned custody exchanges, list how long the other parent should wait at the planned custody exchange location when one parent is late or hasn't shown up.

11. IF THERE ARE ANY EXTRAORDINARY COSTS, WHO WILL PAY?

- i. List which parent (or if both parents) plans to pay for which costs if custody exchanges require extraordinary costs, such as the cost of taxis, trains, and airplanes.

12. HOLIDAYS

- i. For each holiday, list which parent will have custody of the child.
- ii. The **PARENTING PLAN** allows for an alternating schedule (YEAR A/YEAR B) or for one parent to have custody on each year.
 1. For example, Mother might like to have custody of the child for Memorial Day in Year A, and give Father custody of the child on this day in the next year, Year B. This schedule would then alternate year to year.
 2. For example, Father might like to have custody of the child on every Father's Day, and Mother on every Mother's Day.
- iii. If a listed holiday does not apply, you may draw a line through that holiday or write "Not-Applicable" on the **PARENTING PLAN**.
- iv. If there are other holidays not listed, please write-in the holiday you wish to schedule in the "Other" spaces.

13. SUMMER VACATION PLANS

- i. In the space provided, describe how you plan to share custody of the child(ren) over the Summer Vacation.
- ii. Please also indicate any periods of time you would like to reserve for vacation that you would like to take with the child(ren) and the time required.

14. SPECIAL ACTIVITIES or SCHOOL ACTIVITIES

- i. For each child, list special activities and school activities and whether both parents may attend, and if not, which parent attends.

15. TEMPORARY CHANGES TO THIS PARENTING SCHEDULE

- i. From time to time, one of you might want or need to rearrange the parenting time schedule due to work, family, or other reasons. You can attempt to agree on these changes. If you cannot agree, the parent receiving the request will make the final decision.
- ii. Please describe which methods the asking parent may use to contact the receiving parent. Please check all that apply.
- iii. Please indicate how far ahead of time the request must be made.
- iv. Please indicate the methods the receiving parent may use to reply to the asking parent. Check all that apply.
- v. Please indicate how long the receiving parent has to reply to the request.

16. MAY PARENTS CONTACT ONE ANOTHER?

- i. Indicate whether the parents may contact one another, and describe by which methods.

17. WHEN THE CHILD/CHILDREN IS/ARE WITH ONE OF YOU, HOW MAY THEY CONTACT THE OTHER PARENT?

- i. Please describe how the child may contact the parent not exercising custody when the child is with the parent exercising custody.

18. WHEN AND HOW MAY YOU CONTACT THE CHILD WHEN THE CHILD IS WITH THE OTHER PARENT?

- i. Describe how you may contact the child when the child is with the other parent.

19. CHANGES TO PARENTING PLAN AND CUSTODY ORDER

- i. In the event that proposed changes, disputes or alleged breaches of this **PARENTING PLAN** and Custody Order are necessary or desired, describe how the parties plan to address such changes.

20. THE FOLLOWING MATTER OR MATTERS AS SPECIFIED BY THE COURT

- i. Include any matters you would like the Court to include in the Custody Order.

21. OTHER

- i. If there is anything else that you and the other parent want to agree on, please list it here. This will help the Judge in making the custody decision.

22. Completing the PARENTING PLAN

- i. After you have completed the **PARENTING PLAN**
 1. Sign and date the **PARENTING PLAN**.
 2. Have a witness who saw you sign and date the **PARENTING PLAN** sign and date as a witness.

- ii. You must then make at least two (2) copies of the **PARENTING PLAN**.
- iii. File the original and all copies with the Prothonotary's Office at least a week prior to attending the custody trial.
- iv. The Prothonotary will keep the original and return to you the copies of the **PARENTING PLAN**. Save one copy for yourself and serve the other on the other party, see below.

23. Serve the PARENTING PLAN on the other parties

- i. You must serve the **PARENTING PLAN** on all of the other parties at least a week prior to the custody trial.
- ii. Service may be completed by mailing a copy of the **PARENTING PLAN** to the other parties via First Class Mail.
- iii. Please complete the Certificate of Service form, and file the Certificate of Service with the Prothonotary. The Certificate of Service form is located at the end of this packet.

CHECKLIST FOR PARENTING PLAN

This checklist is provided for you to chart your progress. The checklist is arranged in chronological order. Please refer to the checklist as you complete the materials in this packet.

- _____ Complete the PARENTING PLAN.
- _____ Sign and date PARENTING PLAN, and have witness sign and date.
- _____ Copies of PARENTING PLAN made.

IMPORTANT: AT LEAST A WEEK PRIOR TO TRIAL:

- _____ File PARENTING PLAN and all copies with the Prothonotary.
- _____ Serve PARENTING PLAN on the other party.
- _____ Complete and File the Certificate of Service with the Prothonotary.

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW**

Name	PLAINTIFF	:	
		:	
	vs.	:	CASE NO. _____
		:	
		:	ACTION IN CUSTODY
Name	DEFENDANT 1	:	
		:	
	and (if applicable)	:	
		:	
Name	DEFENDANT 2	:	

PARENTING PLAN

This parenting plan involves the following child/children:

	<u>Child's Name</u>	<u>Age</u>	<u>Where does the child live?</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

If you have children not addressed by this parenting plan, name here:

	<u>Child's Name</u>	<u>Age</u>	<u>Where does the child live?</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Legal Custody (who makes decisions about certain things):

Circle one

Diet	Both parties decide together / Plaintiff / Defendant
Religion	Both parties decide together / Plaintiff / Defendant
Medical Care	Both parties decide together / Plaintiff / Defendant
Mental Health Care	Both parties decide together / Plaintiff / Defendant
Discipline	Both parties decide together / Plaintiff / Defendant
Choice of School	Both parties decide together / Plaintiff / Defendant
Choice of Study	Both parties decide together / Plaintiff / Defendant
School Activities	Both parties decide together / Plaintiff / Defendant
Sports Activities	Both parties decide together / Plaintiff / Defendant
Additional Items	Both parties decide together / Plaintiff / Defendant

Explain the process you will use to make decisions:

(For example, the parent confronted with or anticipating the choice will call the other parent when the choice presents itself, and the other parent must agree or disagree within 24 hours of any deadline.)

Physical Custody (where the child/children live):

The child's/children's residence is with _____

Describe which days and which times of the day the child/children will be with each person:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Describe where and when the child/children will be dropped off and/or picked up (day and time of day):

Drop-Off:

Where: _____

When: _____

Pick-Up:

Where: _____

When: _____

If one of you doesn't show up, how long will the other wait? _____

If there are any extraordinary costs (taxi, train, airplane, etc.), who will pay for which costs?

HOLIDAYS – Where will the child/children stay?

HOLIDAY	YEAR A	YEAR B	EVERY YEAR
Martin Luther King Day	_____	_____	_____
Presidents Day	_____	_____	_____
Easter	_____	_____	_____
Memorial Day	_____	_____	_____
Fourth of July	_____	_____	_____
Labor Day	_____	_____	_____
Yom Kippur	_____	_____	_____
Rosh Hashanah	_____	_____	_____
Thanksgiving	_____	_____	_____
Vacation after Thanksgiving	_____	_____	_____
Christmas Vacation	_____	_____	_____
Kwanzaa	_____	_____	_____
New Year's Eve/Day	_____	_____	_____
Spring Vacation	_____	_____	_____
Easter Sunday	_____	_____	_____

Child's Birthday	_____	_____	_____
Mother's Day	_____	_____	_____
Father's Day	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

Summer Vacation Plans:

Special Activities or School Activities:

Child's Name	List Activity	Both attend? If not, which parent attends?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Temporary changes to this parenting schedule:

From time to time, one of you might want or need to rearrange the parenting time schedule due to work, family, or other events. You can attempt to agree on these changes. If you cannot agree, the parent receiving the request will make the final decision.

The parent asking for the change will ask:

_____ in person, _____ by letter/mail, _____ by phone, _____ by email (check all that apply)

No later than _____ 12 hours, _____ 24 hours, _____ 1 week, _____ 1 month ahead of time.

The parent being asked for a change will reply:

_____ in person, _____ by letter/mail, _____ by phone, _____ by email (check all that apply)

No later than _____ 12 hours, _____ 24 hours, _____ 1 week, _____ 1 month after being asked.

May parents contact one another? _____

When the child/children is/are with one of you, how may they contact the other parent?

When and how may you contact the child when the child is with the other parent?

In the event that proposed changes, disputes or alleged breaches of this parenting plan and custody order are necessary or desired, the parties agree that such changes will be addressed by the following method (specify method of arbitration, mediation, court action, etc.)

The following matter or matters as specified by the Court: _____

Other (Anything else you want to agree on):

Date

Signature of Mother

Date

Signature of Father

Date

Signature of Witness

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW**

Name	PLAINTIFF	:	
	vs.	:	CASE NO. _____
		:	
		:	
Name	DEFENDANT 1	:	
	and (if applicable)	:	
		:	
		:	
Name	DEFENDANT 2	:	

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Case Record Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Date: _____

Signature: _____
Petitioner

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW**

Name	PLAINTIFF	:	
		:	
	vs.	:	CASE NO. _____
		:	
		:	
Name	DEFENDANT 1	:	
		:	
	and (if applicable)	:	
		:	
		:	
Name	DEFENDANT 2	:	

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Case Record Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

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