

HEALTH INSURANCE INFORMATION FORM

Case No. \_\_\_\_\_

NAME OF PERSON PROVIDING INSURANCE: \_\_\_\_\_

PROVIDER OF INSURANCE IS:      \_\_\_ Obligor      \_\_\_ Obligor's Spouse      \_\_\_ Other

NAME OF INSURANCE COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

POLICY EFFECTIVE DATE: \_\_\_\_\_      \_\_\_ GROUP PLAN      \_\_\_ PRIVATE PLAN

POLICY AND/OR GROUP NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

EMPLOYER PHONE: \_\_\_\_\_

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NAME OF PERSON PROVIDING INSURANCE: \_\_\_\_\_

PROVIDER OF INSURANCE IS:      \_\_\_ Obligee      \_\_\_ Obligee's Spouse      \_\_\_ Other

NAME OF INSURANCE COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

POLICY EFFECTIVE DATE: \_\_\_\_\_      \_\_\_ GROUP PLAN      \_\_\_ PRIVATE PLAN

POLICY AND/OR GROUP NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

EMPLOYER PHONE: \_\_\_\_\_

THE FIRST \$100 PER CHILD PER YEAR OF MEDICAL EXPENSES WHICH ARE NOT COVERED BY INSURANCE SHALL BE PAID BY \_\_\_\_\_. ANY ADDITIONAL EXPENSES NOT COVERED BY INSURANCE SHALL BE PAID \_\_\_\_\_% BY OBLIGOR AND \_\_\_\_\_% BY OBLIGEE

**ATTACH COPY OF FRONT AND BACK OF INSURANCE CARD**

**APPLICATION FOR CHILD SUPPORT SERVICES  
NON-PUBLIC ASSISTANCE APPLICANT**

**IMPORTANT:** If you are receiving ADC or Medicaid, do not complete this application, because you became eligible for child support services when you became eligible to receive ADC or Medicaid.

I the undersigned, \_\_\_\_\_ requests Child Support Services from the \_\_\_\_\_ County Child Support Enforcement Agency. I understand and agree to the following conditions:

- A. I am a resident of the County in which services are requested.
- B. Recipients of child support services shall cooperate to the best of their ability with the CSEA. *(See attached right and responsibility information).*

The Child Support Enforcement Agency can assist you in providing the following services:

1. Location of Absent Parents.  
The agency can assist in finding where an absent parent is currently living, in what city, town or state. The applicant can request "Location Services Only", if the sole need is to find the whereabouts of the absent parent.
2. Establishment or Modification of Child Support and Medical Support.  
The CSEA can assist you to obtain an order for support if you are separated, have been deserted or need to establish paternity (*fatherhood*). The CSEA can also assist you in changing the amount of support orders (*modification*), and to establish a medical support order.
3. Enforcement of Existing Orders.  
The CSEA can help you collect current and back child support.
4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.  
The agency can assist in collecting back support (*arrearages*) by intercepting a non-payor's federal and state income tax refunds on some cases.
5. Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.  
The agency can help you get payroll deductions for current and back child support and can intercept unemployment compensation to collect child support.
6. Establishment of Paternity.  
The agency can obtain an order for the establishment of paternity (*fatherhood*), if you were not married to the father of the child. An absent parent may request paternity services.
7. Collection and Disbursement of Payments.  
The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Back support collected will be paid to you until all of the back support you are owed is paid.  
If you received ADC in the past and support was assigned to the state, back support collected will be paid to the state after you receive back support owed to you.
8. Interstate Collection of Child Support.  
The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.
- C. The only fee you can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

APPLICANT INFORMATION (INFORMATION ABOUT YOU)	
Name	Date of Birth
Social Security Number (SSN)	Current Marital Status ( <i>Check One</i> ) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Deserted <input type="checkbox"/> Widowed

Type(s) of Service(s) Requested: All services listed \_\_\_\_\_ Location of absent parent only \_\_\_\_\_

Other (*please explain*) \_\_\_\_\_

I understand that the Child Support Agency – within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support service (IV-D Services).

Signature of Applicant	Date
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Applicants Name <i>(Last, First, Middle)</i>	Telephone Number <i>(Home)</i>
Address <i>(Street/Route, P.O. Box)</i>	<i>(Work)</i>
City, State, and Zip Code	

**INFORMATION ON CHILDREN**

	Child 1	Child 2	Child 3	Child 4
a. Name				
b. Sex				
c. SSN				
d. Date of Birth (DOB)				
e. Name(s) of Absent Parent				
f. Has Paternity (Fatherhood) Been Established?				
g. Is There An Order For Support (Yes or No)				

**ABSENT PARENT INFORMATION OR PARENT TO PAY CHILD SUPPORT**

	Absent Parent #1	Absent Parent #2	Absent Parent #3
Name			
Address-City, State, Zip Code			
SSN			
Date of Birth (DOB)			
Name of Employer			
Address of Employer (City, State, Zip Code)			
Amount of Support Ordered-(Wk, Bi-Wk, Mo)			
Case Number on Support Order			
Date of Support Order			
Location Where Order Was Issued (City, County, State)			
Military Service – Give Date & Branch Entered			
Arrest Record: Give Date & Place of Arrest			
If the absent parent has been on the Public Assistance: Give Date & Place			
Give Name and Address of Current Spouse of Absent Parent			

Have you ever been on public assistance?  Yes  No

When \_\_\_\_\_ Date      Where \_\_\_\_\_ City and State      \_\_\_\_\_ County

(Do Not Write In this Space) FOR AGENCY USE ONLY		
Case Name	Date Requested	Date Mailed or Provided
Case Number	Date Returned or File Date	

## NOTIFICATIONS

Revised 01-01-09

### SUPPORT

**IT IS ORDERED** that the obligor is hereby restrained from making any payments directly to obligee. All current support payments and arrearage payments must be made through the Warren County Child Support Enforcement Agency ("CSEA") or the Ohio Child Support Payment Central ("OCSPC"). Any payments not made in this manner shall be deemed a gift.

All child support and spousal support under this order shall be withheld or deducted from the wages or assets of the obligor pursuant to a withholding or deduction notice or appropriate court order issued in accordance with Chapters 3119, 3121, 3123 and 3125 of the Ohio Revised Code ("ORC") and shall be forwarded to the obligee in accordance with Chapter 3121 of the ORC.

All child support and spousal support paid under this order shall include a two percent (2%) processing charge.

If child support arrearages are determined by the Court or the CSEA, repayment shall be at the rate of twenty percent (20%) of the current order, plus two percent (2%) processing charge, absent any Court ruling as to a different repayment schedule.

Any income provider who receives a Notice to Income Provider to Withhold Obligor/Income/Assets from the CSEA must immediately commence withholding in the amount and manner directed in the notice. Any income provider who fails to comply with the notice is subject to a finding of contempt of Court.

Support payments shall be forwarded to the OCSPC, P.O. Box 182372, Columbus, Ohio 43218. Until such time as the Notice to Income Provider To Withhold Income/Assets becomes effective, the obligor shall be responsible to make the appropriate payments directly to the OCSPC by certified check, cashier's check, or money order only. Cash payments may be made to the Warren County CSEA, 500 Justice Drive, Lebanon, Ohio 45036.

Child support for each child shall continue until that child reaches the age of eighteen and pursuant to ORC §3103.03 no longer continuously attends on a full-time basis any recognized and accredited high school, is otherwise emancipated, or unless otherwise ordered by the Court. Notwithstanding the foregoing, except in cases in which a child support order requires the duty of support to continue for any period after the child reaches age nineteen, the order shall not remain in effect after the child reaches age nineteen.

The Court retains jurisdiction to address the issue of support and to enter an order at any time in the future upon motion of either party based on changed circumstances. The Court also retains jurisdiction to enter a support order in the future at any time as either party may request and receive any public assistance for a child or children herein.

The obligee shall notify the Warren County CSEA, 500 Justice Drive, P.O. Box 440, Lebanon, Ohio 45036-0440, in writing, of any change in the status of the minor children of the parties which would terminate the duty of the obligor to pay any portion of the child support order. In the event of a reconciliation or remarriage of the parties, both parties are also required to notify the Warren County CSEA in writing of such a change. The parties are hereby ordered to notify the Warren County CSEA in writing of any change of his or her current mailing or residence address, or change of name. Willful failure to provide a change of address to the CSEA is contempt of Court. The obligor shall notify the Warren County CSEA in writing immediately upon any change of employment. This duty to notify shall continue until further order of the Court.

**EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER. IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**

**IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**

If you are a residential parent, or if you participate in a shared parenting plan, and intend to move, you MUST file a "Notice of Intent to Relocate" (DR Form 8) with the Court. DR Form 8 must be filed at least 30 days prior to a move within Warren County and 60 days prior to a move out of Warren County. A copy of this notice shall be mailed to the non-moving party. Any party receiving such a notice may request that a hearing be conducted to readjust the allocation of parental rights and responsibilities.

A residential parent shall not remove the children from the state of Ohio for the purpose of establishing residency for them in another state without either (1) a court order approving such change and establishing a parenting schedule or (2) an agreement signed by the parties.

If the court determines that the parent who is not the residential parent and legal custodian may claim the children as dependents for federal income tax purposes, the residential parent is ordered to take whatever action is necessary pursuant to §152 of



the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C. 1, as amended, to enable the parent who is not the residential parent and legal custodian to claim the children as dependents for federal income tax purposes. Any willful failure of the residential parent to comply with the order of the court is contempt of court.

### **HEALTH INSURANCE AND EXPENSES**

The person required to provide health insurance coverage shall designate the parties' minor children as covered dependents under any health insurance policy, contract, or plan for which that party contracts no later than 30 days after issuance of this order. Written verification of compliance with this order must be provided to the Warren County CSEA at P.O. Box 440, 500 Justice Drive, Lebanon OH 45036 immediately, but no later than 30 days after complying with this order.

The requirement to obtain health insurance for the parties' minor children under this order cannot be fulfilled through enrollment in the Medicaid system and such enrollment may require the Warren County CSEA to take action to modify your child support and/or health insurance orders.

If health insurance coverage for the parties' minor children is not presently available at a reasonable cost through a group policy, contract, or plan offered by either party's employer or through any other group policy, contract, or plan available to either party, and if health insurance coverage for the parties' minor children becomes available later at a reasonable cost, the person to whom the coverage becomes available shall obtain health insurance and inform the CSEA in writing within 30 days. "Reasonable cost" for these purposes is defined as 5% or less of a parent's annual gross income as identified on the most recently filed child support computation worksheet.

The person required to provide health insurance coverage shall provide the other party with all information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards no later than 30 days after the issuance of this order.

The individual who is to be reimbursed for out-of-pocket medical, optical, hospital, dental, or prescription expenses paid for the parties' minor children is the person who incurred the expense. Absent unusual circumstances, or court order to the contrary, request for reimbursement of health care expenses should be made within 30 days of the date when payment is made or due. Reimbursement should be made within 30 days of the request.

Nothing contained in this order prevents the health plan administrator that provides the health insurance coverage for the children from continuing to make payment for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.

Pursuant to ORC §3119.56, an obligor or obligee who fails to comply with a child support order issued in accordance with §3119.30 of the ORC is liable to the other for any medical expenses incurred as a result of the failure to comply with the order.

Upon written request, an employer of any person required to obtain health insurance coverage is required to release to the other parent, any person subject to an order issued under §3109.19 of the ORC, or the CSEA, any necessary information on the health insurance coverage, including the name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with §3119.32 of the ORC and any order or notice issued under this section.

If the person required to obtain health insurance coverage for the children subject to this child support order obtains new employment, the agency shall comply with the requirements of §3119.34 of the ORC, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the parties' minor children in health insurance coverage provided by the new employer.

### **HEALTH INSURANCE & CASH MEDICAL SUPPORT**

If private health insurance is accessible and reasonable, in accordance with ORC §3119.30, it is hereby ORDERED that, no later than 30 days after the issuance of this support order, such parent shall obtain and maintain private health insurance for the children covered by this order and that parent shall hereafter be referred to as the Health Insurance Obligor.

If private health insurance is not accessible and/or not reasonable in cost or becomes inaccessible or unreasonable in cost, in accordance with ORC §3119.30(C), the parent ordered to pay child support shall also pay Cash Medical Support during the period in which the children covered by this order are not covered by private health insurance.

The Cash Medical Support Order becomes effective on the first day of the month immediately following the month in which private health insurance coverage that had been in effect for the children becomes unavailable or terminates. The obligation to pay the Cash Medical Support Order shall stop on the last day of the month immediately preceding the month in which private health insurance coverage begins or resumes.

If private health insurance coverage for the children covered by this order becomes available to either parent through any group policy, contract or plan, that parent shall immediately inform the CSEA of the available coverage.

If the CSEA determines that private health insurance coverage is accessible and reasonable in cost, the CSEA shall notify both parties that the person to whom the coverage is available is now the Health Insurance Obligor and is ordered to obtain and maintain private health insurance for the children covered by this order and to meet the requirements identified under the "Notice to the Health Insurance Obligor," to be issued by the CSEA, without an additional order or hearing.

**BASIC PARENTING SCHEDULES  
WARREN COUNTY COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION**

**This Court encourages parents who are divorcing or divorced to create parenting schedules tailored to the specific needs of their child(ren), taking into account their respective work schedules and the individual needs of the child(ren).**

If parents have no specific written parenting schedule, the parents shall follow one of the schedules set forth below. The Court-imposed schedules are intended to further two goals: (1) preservation of or development of a close relationship between child(ren) and each parent; and (2) consideration of the changing developmental needs of the child(ren).

Note: For purposes of interpreting this order and if a shared parenting plan refers to this order, the party with whom the child(ren) spend the majority of time shall be referred to as the residential parent and the other parent as the non-residential parent provided that the shared parenting plan does not contain any provisions to the contrary.

**A. INFANTS: 0 - 2 MONTHS**

For infants up to two months of age, the non-residential parent may spend time with the baby in the residential parent's home three days per week, for two hours per visit. If the parties cannot agree as to days and time, the following schedule shall be followed: 2:00 p.m. to 4:00 p.m. on each Sunday and each Tuesday and Thursday evening from 6:00 p.m. to 8:00 p.m.

**B: INFANTS: 2 MONTHS - AGE 2** (Commencing at age 2 months, parenting time is spent away from residential parent's residence.)

1. Beginning at two months through twelve months, the non-residential parent may spend time with the child away from the residential parent's residence every Tuesday and Thursday evening from 5:30 p.m. to 8:30 p.m. and one day each weekend, alternating between Saturday and Sunday, from 10:00 a.m. to 6:00 p.m.
2. From twelve months to two years, the non-residential parent may spend time with the child as follows: every Tuesday and Thursday evening from 5:30 p.m. to 8:30 p.m. and on alternating weekends from Saturday at 10:00 a.m. to Sunday at 6:00 p.m.

3. **Holidays:** In odd numbered years, the non-residential parent may spend time with the child(ren) from 10:00 a.m. to 6:00 p.m. on President's Day, Memorial Day, Thanksgiving and Christmas Eve. In even numbered years, the non-residential parent may spend time with the child(ren) from 10:00 a.m. to 6:00 p.m. on Easter, July 4<sup>th</sup>, Labor Day and Christmas Day.
4. **Older Siblings:** If there are older brothers and sisters of the infant child(ren), the parenting time (including holidays) set forth below for children ages two years through twelve years shall govern infant visitation once the infant is two months old.

**C. CHILDREN AGE 2 THROUGH 12: The non-residential parent shall spend time with the children according to one of the following schedules as designated in the current court order:**

**Basic I:**

1. **Weekends:** Alternate weekends beginning Friday at 6:00 p.m. and ending Sunday at 6:00 p.m.
2. **Weekdays:** Every Wednesday (or other day by agreement) from 5:30 p.m. to 8:30 p.m.

**Basic II:**

1. **Weekends:** Alternate weekends beginning Friday at 6:00 p.m. and ending Monday morning at school or 9:00 a.m. if no school.
2. **Weekdays:** Every Wednesday (or other day by agreement) from 5:30 p.m. to the following morning at school or 9:00 a.m. if no school.

**D. TEENAGERS - AGE 13 THROUGH 15:**

**Weekends and Weekdays:** It is recommended that the above schedule for children age two through twelve be continued through age fifteen if possible. However, parents should respect a teenager's need to spend time with peers and in organized activities, and less time with each parent, especially during weekends and summer holidays. Quality of time is more important than a rigid schedule. Flexibility in scheduling is necessary. When possible, it is preferable to consider the teenager's wishes as long as the parents agree. At a minimum, the non-residential parent may spend time with children in this age bracket every Wednesday from 5:30 p.m. to 8:30 p.m. and at least one overnight and day on alternating weekends.

**E. TEENAGERS - AGE 16 UNTIL 18:**

Parenting time for children in this age bracket shall be fixed between the child and the non-residential parent. Parenting time shall not be limited other than as the child and the non-residential parent choose.

**F. HOLIDAYS:**

1. In **odd** numbered years, **Mother** will have the child(ren) and in **even** numbered years **Father** will have the children on:

**Easter:** from Saturday at 6:00 p.m. to Sunday at 7:00 p.m. (Only applies to pre-school age children)

**July 4<sup>th</sup>:** from 9:00 a.m. to 11:00 p.m.

**Labor Day:** from Friday at 6:00 p.m. to Monday at 7:00 p.m.

**Christmas:** from December 24<sup>th</sup> at 9:00 p.m. to January 1<sup>st</sup> at 6:00 p.m.

2. In **odd** numbered years, **Father** will have the child(ren) on and in **even** numbered years **Mother** will have the children on:

**President's Day:** from Friday at 6:00 p.m. to Monday at 7:00 p.m.

**Memorial Day:** from Friday at 6:00 p.m. to Monday at 7:00 p.m.

**Thanksgiving:** from Wednesday night at 6:00 p.m. to Thursday at 7:00 p.m. unless the following weekend is that parent's regularly scheduled weekend, in which case the parenting time shall continue until Sunday at 6:00 p.m.

**Christmas:** from December 21<sup>st</sup> or the last day of school, whichever is later, at 6:00 p.m. to December 24<sup>th</sup> at 9:00 p.m.

**Spring Break:** commencing at 9:00 a.m. the day after school recesses to 6:00 p.m. the day before school resumes. (Only applies to school age children).

3. Other important days:

**Mother's Day:** With the mother from 9:00 a.m. to 7:00 p.m.

**Father's Day:** With the father from 9:00 a.m. to 7:00 p.m.



**Birthdays:** No special provision is made for the children's birthdays unless otherwise agreed.

**Other Cultural Holidays:** Any other religious holidays, cultural holidays or days of significance not referenced herein shall be addressed by agreement of the parties or court order.

If any of the above holidays falls on a Monday following that parent's regular weekend, then the parenting time will be continuous through the holiday.

**G. Extended Parenting Time, Summer Vacations and Travel:**

The non-residential parent shall have extended parenting time with the child(ren) to coincide with his or her work vacation if possible. The parenting time may extend to two weeks (non-consecutive) for ages two to four years; it may extend to two consecutive weeks for ages four and five years; and it may extend for up to four weeks (with no more than two weeks being consecutive) for ages six through twelve years. The residential parent may also have an extended vacation with the child(ren) not to exceed two weeks. All parenting/vacation time taken under this section must be taken in blocks of time of at least seven days. Each parent must give the other parent thirty days prior written notice of the dates he or she intends to have extended parenting time or vacation with the child or children. In the case of conflict, the schedule of the parent who first gives written notice to the other parent shall prevail. For any vacation or holiday travel, each parent must provide the other parent with destination, times of arrival and departure, and methods of travel. If there are children in different age brackets, the provisions set forth for the oldest age bracket shall govern as to all children, except that there shall be no extended parenting time/vacation for children under two years of age. NOTE: Child support will not be reduced during summer vacation periods specified in this provision.

**H. RULES REGARDING PARENTING TIME:**

1. **Conflicting Schedules:** In the event of any conflict between parenting time schedules, the following is the order of precedence:
  - a. Holidays
  - b. Vacation periods or extended parenting times
  - c. Weekends and mid-week days

For example, one parent may not schedule his or her summer vacation to include July 4<sup>th</sup> if July 4<sup>th</sup> is the other parent's holiday that year. As another example, the residential parent may be entitled to have the children on the Easter holiday even though it falls on the non-residential parent's alternating weekend. In this case, the non-residential parent's weekend shall conclude at 6:00 p.m. on Saturday evening.

2. **Illness:** Parenting time shall be provided to the non-residential parent even if the child is ill unless the child is hospitalized or a physician has recommended that the child not be removed from the residential parent's home, in which event immediate notice shall be given to the non-residential parent. Any weekend parenting time that is missed under this provision shall be made up the following weekend.
3. **Telephone and Mail:** Both parents may have reasonable telephone contact with the child(ren) not to exceed once a day between the hours of 7:00 a.m. and 9:00 p.m. If the children are not available, the child(ren) should return the telephone call. Both parents shall encourage free communications between the child(ren) and the other parent and shall not do anything to impede or restrict reasonable communications by telephone or mail between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Any mail between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.
4. **Cooperation:** Both parents shall refrain from criticizing the other parent or arguing with the other parent in the presence of the child(ren).
5. **Exchange of Phone Numbers:** Unless this Court orders otherwise each parent must keep the other parent informed of his or her current telephone number and a telephone number where the child(ren) may be reached.
6. **Transportation:** In the event that the parents are unable to reach an agreement regarding transportation, the parent receiving the child(ren) shall arrange transportation. For example, if the parents are following the Basic Order of this Court, the non-residential parent will pick up the children from the residential parent's home on Friday evenings. Likewise on Sunday evenings the residential parent will pick up the children from the non-residential parent's home. In the event that either party moves and thereby increases the distance that existed between the parties at the time of the last court order by more than 25 miles, that party must provide all of the transportation or file a motion to have the transportation duties reviewed. Until such hearing, the moving parent shall provide all the transportation.
7. **Grace Period:** The transporting parent for parenting time shall have a grace period of fifteen minutes for pick up and delivery if both parties live within thirty miles of each other. If the one way distance to be traveled is more than thirty miles, the grace period shall be thirty minutes. In the event the non-residential parent exceeds the grace period, that period of parenting time is forfeited unless prior notification and arrangements have been made and excepting cases where the non-residential parent lives in excess of thirty miles away and suffers an unavoidable breakdown, or delay en route and the non-residential parent promptly notifies the residential parent by telephone of the delay. Repeated violations by either parent shall be cause for granting a modification of the parenting order.

8. **Clothing and Supplies for Children:** The residential parent shall send with the child(ren) on parenting time sufficient clothing and outerwear appropriate for the season and for any known, planned activities. For the weekend, this shall consist of a minimum of a coat and shoes appropriate for the weather, two extra sets of play clothes, one dress outfit and underwear, in addition to the clothes the children are wearing at the time of the start of the weekend. In the case of infants, the residential parent shall send with the child(ren) sufficient bottles, formula and diapers and shall inform the non-residential parent of the child's sleeping and eating schedules. The non-residential parent shall return all items that are sent with the child(ren) at the end of his or her parenting time.
  
9. **Child(ren)'s Activities:** Scheduled periods of parenting time shall not be delayed or denied because a child has other activities (with friends, work, lessons, sports, etc.). It is the responsibility of the parents to discuss extra-curricular activities of the child(ren) in advance, including time, dates and transportation needs, so that the child(ren) are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e. activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance and/or other arrangements. Both parents are encouraged to attend all their child(ren)'s activities.

### **CONCLUSION**

Parents are encouraged to allow for flexibility in the foregoing schedule to best suit the changing needs of the child(ren) and the employment schedules of the parents. HOWEVER, absent an order of this Court, the foregoing schedule shall be followed absent a clear, mutual understanding between parents to deviate. Any modification shall be in writing if feasible.

**Experts uniformly agree that the absence of conflict between parents is more critical to a child's welfare than the amount of time either parent spends with the child.**