

INSTRUCTIONS FOR COMPLETING THE INFORMATION FOR PARENTING PROCEEDING AFFIDAVIT

These instructions will help you prepare the Information For Parenting Proceeding Affidavit. The Affidavit must be filed if you are requesting a parenting (custody) order in a Petition for a Domestic Violence Civil Protection Order. **IF ANOTHER COURT IS ADDRESSING OR HAS ADDRESSED CUSTODY ISSUES INVOLVING THE CHILDREN, CUSTODY ISSUES WILL BE HANDLED IN THAT CASE, NOT THE DOMESTIC VIOLENCE CASE.**

FILLING OUT THE FORM: Check each instruction below after you read and complete it

- Print or type only.** Attach an additional page to the Affidavit for your answers if you need more room.
- At the top of the front page, fill in the names.** YOU are the “Petitioner.” The person you want protection from is the “Respondent.” Leave the Case No. and Judge lines blank for the clerk of court to complete. Fill in your name again as the “Affiant.”
- Paragraph 1:** Fill in the names and other information requested about the children involved in this action.
- Paragraph 2:** Write the address where the children are living now. If you do not want to have this address known, write “address confidential.”
- Paragraph 3:** Write the names of all adults that the children are now living with, including you, if applicable.
- Paragraph 4:** List every address where the children have lived in the past 5 years. Also list the names of all adults who lived with the children at each address. Attach an additional page if you need more room.
- Paragraph 5:** List the current address of every adult whose name appears in your answers to Questions 3 and 4.
- Paragraph 6:** Answer “YES” or “NO”. If you answer “YES”, then write the details in Question 7.
- Paragraph 7:** If now or in the past, there has been a court case concerning the custody, visitation, or care of the children, write as many details as you know. If you do not know of any cases, write “NONE”.
- Paragraph 8:** List the name and address of anyone who is not involved in this case who might have some claim to child custody or visitation. If none, write “NONE”.
- Paragraph 9:** State if you or any other party to this case has been involved in any other case where child abuse, child neglect, or domestic violence was an issue. Fill in as many details as you know. If you do not know of any cases, write “NONE”.
- Paragraph 10:** State if you have any domestic violence protection orders or any other court restraining orders in effect now, either against you or on your behalf. Fill in as many details as you know. If you are not aware of any cases, write “NONE”.

SIGNING THE FORM: Fill out this form before you go to the courthouse. AFTER YOU HAVE FILLED OUT THE FORM, TAKE THE FORM TO THE CLERK OF COURT’S OFFICE OR TO A NOTARY PUBLIC TO HAVE YOUR SIGNATURE NOTARIZED. ***DO NOT SIGN THE FORM UNLESS YOU ARE IN FRONT OF A NOTARY PUBLIC.***