



# PRO SE CHILD CUSTODY/ PARENTING TIME INSTRUCTION PACKET AND FORMS



This project is funded by the Kentucky Bar Foundation



**\*\*CAUTION\*\* YOU MAY NEED THE ADVICE OF AN ATTORNEY!**

This is a Clinic to illustrate the forms and process of custody in family court. These materials provided are designed to assist parents seeking custody/visitation who cannot afford to hire a private attorney.

If you do not understand this process or know whether or not you should file, you should consult with a private attorney.

Legal advice or representation is not being provided in this clinic as to whether or not you should file any of the court documents provided with these materials

By teaching this clinic and providing you with these materials, we are making no assurances about your success through the legal process and we are not representing you as your attorney. Representation by an attorney is **always** preferred as representation could increase your chance of achieving a desired outcome.

Furthermore, we make no assurances that we will be able to answer additional questions you may have following this clinic.

If you have any questions, you may call the Legal Aid Society's (LAS) toll-free Custody and Visitation Hotline number at 1-844-673-3470. Phone lines are open Monday-Friday: 9 a.m.-noon and 1-3 p.m. Eastern Time. LAS attorneys cannot file legal pleadings, appear in court, or address child support issues

**Note: This packet does not provide information or forms to handle the issue of child support. If you have questions about your child support obligation please contact your local Child support Office. In Kentucky, the issues of child support**


and visitation are independent. This means whether or not you are having visitations with your child, you still must financially support your child.

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- Civil Summons
- Motion for Appointment of Guardian ad Litem
- Motion for Appointment of Friend of the Court

## **When to Use This Packet**

1. There is **NO Custody Order** in place in Kentucky or anywhere else; **AND**
  
2. The child has been living in Kentucky for **AT LEAST 6 CONSECUTIVE MONTHS BEFORE** filing your Petition for Custody.
  - If the child has not lived in Kentucky for at least 6 months, talk to an attorney to see if an exception applies to your situation; **AND**
  
3. You are one of the following:
  - The biological or adoptive mother of the child; **OR**
  - The biological (or presumed father) or adoptive father of the child.
  
-  If you believe that you have standing to file a Petition for Custody and you are not one of the people listed above, contact an attorney. Page 4 contains contact information for both Kentucky's lawyer referral services and legal aid organizations.

# How to Use This Packet

This packet contains general information about the process of filing a Petition for Custody, basic instructions on how to complete the Court forms you must file, and samples of the completed Court forms.

You should read the instructions and sample forms carefully before filling out any forms. All of the forms must be neatly filled out by hand or typed. The sample forms included in this Instruction Packet are simply to help you understand how to fill out the blank legal forms. **Only file the forms included the back of this packet.**

To make this Instruction Packet easier to read, it will explain Custody as if you wanted to file for Custody of **one child**. If you have more than one child with the other parent, you may file for Custody of all of your children with the other parent on the same petition. **Please note that if your children have different fathers or mothers, you must file for Custody on separate petitions.** For example, if two of your children have one father and one of your children has a different father, you would be required to file *two petitions*, one for each father.

Look for **the shaded written instructions**, **bold text**, and symbols below, throughout the packet. They are there to help guide you.



Read This Section Carefully



This Document Must Be Filed



Do Not Complete Now

## **Remember!**

- **Who is the Petitioner and who is the Respondent?**
  - The **Petitioner** is the person who filed the Petition for Custody and Parenting Time.
  - The **Respondent** is the person replying—*responding*—to the Petition
- **Always include the full case name, file, and petition numbers on a document when filing it with the Court.**
- **When having a court document notarized, always bring your photo identification.**
  - This identification can be a driver’s license, passport, or other state-issued photo identification card.
- **Bring the required number of copies of each document, and an extra copy to have “clocked-in,” with you when you come to court.**
  - You may have access to a Resource or Self-Help center, in order for you to make copies on site, but there is a fee.
- **Keep a copy of every document and court paper.**
  - Keep all of your notes and court documents organized in a folder with the most recent papers on top. Bring this folder to every hearing. There is a lot of paper in a court case and having the court make you additional copies can be expensive.
- **The Court staff cannot give you legal advice or recommendations.**
  - The judge cannot speak to you about your case except when your case is being heard in Court and/or the other party is present. The judge’s staff will help you as much as they can with questions about the scheduling of your case or whether the judge has decided on your case. Remember to always be polite to the Court staff and be prepared with any information they may need.

- **Just because you fill out the forms correctly, it does not necessarily mean the Court will decide in your favor.**
- **Self-Representation may be time intensive, difficult, and confusing.**
  - The Court will expect you to follow the same procedure and rules required of an attorney. If at any point throughout the Court process you are not confident in your ability to represent yourself, **please contact an attorney.**
  - If you need help finding an attorney, you can call your county’s lawyer referral services or legal aid organization; see below for contact information.

## Lawyer Referral Service

Counties	Phone Number
Bourbon, Clark, Fayette, Franklin, Jessamine, Madison, Scott, Woodford	(859) 225-8644
Breckenridge, Bullitt, Hardin, Henry, Jefferson, Larue, Meade, Nelson, Oldham, Shelby, Spencer, Trimble	(502) 583-1801
Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton	(859) 781-1525
Boyd, Greenup, and Lewis	(606) 326-1313

## Legal Aid Organizations

Region/ Organization Name	Phone Number
North, Central, and Northeast Legal Aid of the Bluegrass	(859) 431-8200
West Legal Aid of Western Kentucky	(866) 452-9243
Louisville Legal Aid Society	(502) 584-1254
East Appalachian Research and Defense Fund	(866) 277-5733

For more information, ask your local court’s clerk for “Your Day in Court: A Self Represented Litigant’s Guide to the Kentucky Courts,” or find it online at <https://courts.ky.gov/resources/publicationsresources/Publications/yourdayincourt.pdf>

# Frequently Asked Questions

- **What is Custody?**

- Custody refers to a parent's legal right to take part in decisions about the child's health care, education, and other important decisions. If the court grants **joint custody**, both parents have decision-making duties, when it comes to raising the child or children. **Sole custody** means that the Court grants one parent exclusive decision-making duties. Sole custody is granted far less frequently than joint custody.
- As of June 29, 2017, Kentucky has amended **KRS 403.280**, which is the Temporary Custody statute. Under this new amendment, there is a presumption that both parents will have temporary joint custody and shall share equal parenting time.



- **What is Parenting Time?**

- Parenting time is how the non-residential custodian spends time with the child. The Court will enact a schedule establishing when each parent has contact with the child. (See Appendix A, Kentucky's "Timesharing/ Visitation Guidelines," to see a standard parenting schedule.)
- The court decides custody and parenting time based on the "best interest of the child." (See Appendix B, to understand how the court makes this decision.)



# Filing for Custody

## STEP 1: ESTABLISH PATERNITY

- Before the custody process can begin, the parents of the child must first establish paternity. This means the child's biological father also becomes the child's father as recognized by the law.
  - **Married couples**; fathers are automatically considered the legal parent of any child born with in the marriage.
  - **Non-Married Couples**; non-married fathers are legally required to take additional steps to establish paternity. 👁️ **Signing the child's birth certificate is not enough.**
- There are two ways to establish paternity in Kentucky, as seen below.
  1.  **Voluntary Acknowledgement of Paternity**; The VAP is a form that can be obtained at any local health department or county attorney's office. As the name suggest, by the signing the form in the presence of a notary, both parents acknowledge they are the child's biological parents. Either Parent may take back the acknowledgment within 60 days.
  2. **Court Decision**; A court must resolve the issue of paternity if:
    - the unmarried parents are under 18;
    - the mother was married to someone other than the child's father and the husband does not sign the voluntary acknowledgment of paternity; or
    - There is more than one possible father.
-  If applicable, bring a copy of the VAP or the court decision when filing the Petition for Custody and Parenting Time. (See Step 3)
- 👁️ **If there is *any* question as to the paternity of your child, by either parent, please contact an attorney.**

## **STEP 2: OBTAIN DOCUMENTS**

- After paternity is established, the custody process can begin. You will need the following forms attached to the back of this packet (See Appendix G):
  - **Petition for Custody and Parenting Time**
  - **Civil Summons**
- If you do not believe you can pay the fees and costs of filing this action, you may file the following forms, which are also attached to the back of this packet. (See Appendix A for fees by County):
  - **Pro Se Motion to Proceed in Forma Pauperis**
  - **Pro Se Affidavit in Support of Motion to Proceed in Forma Pauperis**
  - **Order to Proceed in Forma Pauperis**



## **STEP 3: PETITION FOR CUSTODY AND PARENTING TIME**

- To find the address of your local Circuit Court Clerk's offices go to <http://courts.ky.gov/courts/clerks/Pages/default.aspx>. There will be a drop down list, and you will pick your county from that list. Each county site records the court address, phone number, name of the Clerk, and hours of operation.
- When you go to the Clerk's office, you will need to bring the original petition, **plus two copies**. The Clerk will file the original copy with the court, and give you one stamped copy for your record. The remaining stamped copy will be sent with the civil summons to the Respondent (See Step 4).
- This document must be notarized before filing with the Court. **DO NOT SIGN** the verification page until you are in the presence of a notary.



**See following page for a sample Petition For Custody**

**And Parenting Time**

**SAMPLE**

COMMONWEALTH OF KENTUCKY  
YOUR COUNTY FAMILY COURT  
IF UNCLEAR, ASK CLERK Division

CASE NO. : ASK CLERK FOR # WHEN FILING

IN RE THE CUSTODY OF: INITIALS OF CHILDREN, minor child/children

YOUR FULL NAME

PETITIONER

AND

OTHER PARENT'S FULL NAME

RESPONDENT

**PETITION FOR CUSTODY AND PARENTING TIME**

Comes now Petitioner, YOUR FULL NAME, *pro se*, and for his/her Petition for Custody and Parenting Time, states as follows:

1. That the Petitioner and Respondent are the lawful and biological parents of the minor child(ren).
2. Paternity has been established by (**CHECK ALL THAT APPLY**):

  x   A paternity action, which was filed in FILING County, in Case No. ON DOCUMENT. A certified copy of the Paternity Judgment is attached to this Petition;

  x   Father's name appears on the child/children's birth certificate;

       Mother and Father have signed an Acknowledgement of Paternity, in which the original or a Certified Copy is attached to this Petition;

       The child was born while Petitioner and Respondent were married, or within ten (10) months thereafter;

       OTHER: \_\_\_\_\_

       Paternity has not been established.

3. The age, occupation and address of Mother is: \_\_\_\_\_  
\_\_\_\_\_

**SAMPLE**

4. The age, occupation and address of Father is: \_\_\_\_\_

**NOTE:**

• Answer all of the questions to the best of your ability.

5. The number of children born to Mother and Father: \_\_\_\_\_

6. The children's names, dates of birth and addresses in which the children reside:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• If you have a document to support your answer, keep it with your court folder

7. The places where the children have lived during the past five (5) years and the names and present address of the person(s) with whom said children lived during that period:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The Petitioner **has / has not** participated as a party, witness or in any other capacity in any other litigation concerning the custody of said children in this or in any other state. (If you have, please provide information regarding such):

\_\_\_\_\_  
\_\_\_\_\_

• Circle when applicable

For example

9. The Petitioner **does** / **does not** have information of any custody proceeding concerning said children pending in a court of this or any other state. (If you do, please provide information regarding such):

\_\_\_\_\_  
\_\_\_\_\_

10. The Petitioner **does / does not** know of any person not a party to this proceeding who has physical custody of a child involved in this action or claims to have custody or visitation rights with respect to a child in this action. (If you do, please provide information regarding such):

\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE**

The prior arrangement between the parties regarding custody, visitation and support of the minor children is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The arrangement I am seeking regarding custody, visitation and support of the minor children is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREFORE I, **YOUR FULL NAME**, the Petitioner, request that this

Court:

- X        1.      Order provisions for Custody and parenting time;
- \_\_\_\_\_    2.      Order the non-custodial parent to pay child support;

Respectfully submitted,

**YOUR SIGNATURE**  
Petitioner, *pro se*

Print Name: **YOUR NAME**  
Mailing Address: **YOUR ADDRESS**  
Phone Number: **YOUR PHONE NUMBER**

**SAMPLE**

VERIFICATION



Complete this page  
with the Notary

I hereby verify that I have read this Petition and that all statements in it are true and complete to the best of my knowledge.

\_\_\_\_\_  
Petitioner, *pro se* (signature)

COMMONWEALTH OF KENTUCKY  
COUNTY OF \_\_\_\_\_

The foregoing Petition was duly subscribed and sworn to before me by  
Petitioner, \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20  
\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE  
Notary ID: \_\_\_\_\_  
My commission expires: \_\_\_\_\_



**STEP 4 (If APPLICABLE): PRO SE MOTION TO PROCEED IN FORMA PAUPERIS AND PRO SE AFFIDAVIT IN SUPPORT OF MOTION TO PROCEED IN FORMA PAUPERIS (1A, 1B, 1C)**

- *A Petition to Proceed In Forma Pauperis* is a request to the court, that due to your poverty, you should not have to pay the filing fee associated with your case. You should only make this request to the court if you do not have the money to pay the filing fee. To use these three forms you will have to answer several questions about your financial status. **Note: This is a sworn statement to the court, and any false or misleading information could be punishable by law.**
- *1A* tells the Court, you believe you should not have to pay the filing fee. **You may complete and sign this document on your own.**
- *1B* explains the reasons *why* you cannot afford the fees. It gives the Court an accurate idea how much money you earn, and how much you owe in expenses each month. **You may complete this document on your own, but DO NOT SIGN until you are in the presence of the notary**
- If he or she chooses to grant your motion, the Judge will use *1C*, or a similar document, to tell you, the respondent, and the Court. **Fill out the top portion of this form, the name of the judge, and the county, but do not sign!**
- Bring the complete documents, and ***one copy of each***, to the Clerk when you submit your Petition for Parenting Time and Custody. **👁️ Filing these documents does not guarantee the Court will grant your motion. If the Court denies the motion, you must pay the filing fee within 30 days or your case will be dismissed.**

**👁️ See the following page for a sample Pro Se Motion To Proceed in Froma Pauperis and Pro Se Affidvavit in Support of Motion to Proceed in Forma Pauperis**

**SAMPLE**

[1A]

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
FAMILY COURT  
\_\_\_\_\_  
DIVISION  
CASE NO.: \_\_\_\_\_

👁️ The top section of 1A, B, and C should look exactly like the top section of the Petition for Custody

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

---

**PRO SE MOTION TO PROCEED IN FORMA PAUPERIS**

---

Comes now the Petitioner, **YOUR NAME** , *pro se*, and respectfully requests this Court for an Order allowing me to proceed without payment of money for court fees in the above mentioned custody hearing. In support of this motion, I have attached an affidavit of my financial condition, and I am including its statements in this Motion.

**YOUR SIGNATURE**

Petitioner, *pro se*

Print Name: **YOUR NAME**

Mailing Address: **YOUR ADDRESS**

Phone Number: **YOUR PHONE NUMBER**



**SAMPLE**

[1B]

COMMONWEALTH OF KENTUCKY  
FAMILY COURT  
DIVISION  
CASE NO.: \_\_\_\_\_

👁️ The top section of 1A, B, and C should look exactly like the top section of the Petition for Custody

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

**PRO SE AFFIDAVIT IN SUPPORT OF  
MOTION TO PROCEED IN FORMA PAUPERIS**

The Petitioner, **YOUR NAME**, after being first duly sworn, does hereby state as follows:

1. I do not have the money or property needed to hire an attorney.
2. I have the following dependents to support as well as myself:

Initials: **write the initials of anyone who relies on you for financial support; for example, anyone who you claim as a dependent on your taxes**

3. My total monthly income is:

Gross Wages:	<b><u>*TOTAL INCOME BEFORE TAXES</u></b>
K-TAP:	<b><u>*CASH ASSISTANCE FROM THE CABINET</u></b>
Food Stamps:	<b><u>*SNAP BENEFITS</u></b>
Other government benefits:	<b><u>*SSI, SSD, ETC.</u></b>
Child Support:	<b><u>*AMOUNT YOU RECEIVE</u></b>
TOTAL:	_____

4. My monthly household expenses are:

👁️ **Note:**

Rent/mortgage:	_____
Electricity:	_____
Gas (for heating/cooking):	_____
Water:	_____
Cable TV:	_____
Telephone:	_____
Car Payment:	_____
Car Insurance:	_____
Gas (for transportation):	<b><u>*OR, FOR EXAMPLE, BUS FARE</u></b>
Groceries:	_____

- **Keep documentation of all income or expenses, in your court folder**

**SAMPLE**

Household/personal supplies: \_\_\_\_\_  
 Daycare/babysitting: \_\_\_\_\_  
 Children's clothing/diapers: \_\_\_\_\_  
 Children's school supplies: \_\_\_\_\_  
 Children's lunches: \_\_\_\_\_  
 Furniture/loan payments: \_\_\_\_\_  
 Medical bills/medicines: \_\_\_\_\_  
 Life/burial insurance: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

5. \_\_\_\_\_ I do not own any land or other property of significant value other than my furniture and clothing; OR  
 \_\_\_\_\_ I own (or have an interest in) the following land, automobile, or other property of value: \_\_\_\_\_  
 valued at \$\_\_\_\_\_, which **is / is not** paid for.

**I declare, under penalty of perjury that this report is true and complete to the best of my knowledge and belief.**



**Sign with Notary**

\_\_\_\_\_  
 PETITIONER, *pro se*

COMMONWEALTH OF KENTUCKY  
 COUNTY OF \_\_\_\_\_

The foregoing Petition was duly subscribed and sworn to before me by  
 Petitioner, \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20  
 \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC, STATE AT LARGE  
 Notary ID: \_\_\_\_\_  
 My commission expires: \_\_\_\_\_

**SAMPLE**

[1C]

COMMONWEALTH OF KENTUCKY  
FAMILY COURT  
DIVISION  
CASE NO.: \_\_\_\_\_

**👁 The top section of 1A, B, and C should look exactly like the top of the Petition for Custody**

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

**PETITIONER**

**AND**

\_\_\_\_\_

**RESPONDENT**

---

**ORDER TO PROCEED IN FORMA PAUPERIS**

---

This matter is before the court upon pursuant to the Petitioner's Motion to Proceed In Forma Pauperis and Affidavit pursuant to KRS 453.190, and this Court being sufficiently advised,

**IT IS HEREBY ORDERED** that:

1. Petitioner is permitted to proceed with this action in forma pauperis.
2. Petitioner shall have from all officers of the Court all needful services and process without payments of costs.
3. The Court reserves the right to order costs based on changes in Petitioner's income or assets.

**SO ORDERED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**



**LEAVE BLANK!**



\_\_\_\_\_  
**JUDGE \*If do not know, ask the Clerk**  
**YOUR COUNTY FAMILY COURT**

**Copies to:  
All parties of record**



## **STEP 5: THE CIVIL SUMMONS**

- A summons is a paper issued by the Court informing a person that a complaint has been filed against him or her. In Kentucky, the summons may be served in person through a Sheriff or Constable, or through certified mail. The summons states the name of both plaintiff and defendant, the title and file number of the case, the court and its address, the name and address of the plaintiff's attorney, and instructions on how to file a required response to the complaint within 20 days. **If the Court grants your Motion to Proceed in Forma Pauperis, from step 4, make sure you are noted as indigent on the civil summons.**

** See the following page for a sample Civil Summons**

AOC-105 Doc. Code: CI  
Rev. 1-07  
Page 1 of 1  
Commonwealth of Kentucky  
Court of Justice  
courts.ky.gov



CIVIL SUMMONS

Case No. \_\_\_\_\_  
Court  Circuit  District  
County   X  

SEE PREVIOUS DOCUMENTS

**SAMPLE**

YOUR COUNTY  
PLAINTIFF

vs. **YOUR NAME**

DEFENDANT

**OTHER PARENT'S NAME**

Service of Process Agent for Defendant:

**Do not complete until you are with the court clerk.**

THE COMMONWEALTH OF KENTUCKY  
TO THE ABOVE-NAMED DEFENDANT(S):

You are hereby notified a **legal action has been filed against you** in this Court demanding relief as shown on the document delivered to you with this Summons. **Unless a written defense is made by you or by an attorney on your behalf within 20 days** following the day this paper is delivered to you, judgment by default may be taken against you for the relief demanded in the attached Complaint.

The name(s) and address(es) of the party or parties demanding relief against you are shown on the document delivered to you with this Summons.

Date: \_\_\_\_\_, 2\_\_\_\_\_ Clerk

By: \_\_\_\_\_ D.C.

**This section is for the clerk to complete.**

**Proof of Service**

This Summons was served by delivering a true copy and the Complaint (or other initiating document) to:

this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Served by: \_\_\_\_\_

Title

**SAMPLE**

**STEP 6: FINAL CHECKLIST BEFORE FILING**

- Before filing your petition, complete through the checklist below. It is easier to fix any errors with in the documents before you submit them to the Court.

**Checklist:**

- **Petition for Custody and Parenting Time**
  - Paternity Established
  - Complete Petition For Custody And Parenting Time
  - Page 3 Signed
  - Page 4, Verification, Signed With Notary
  - Three Copies
    - Original Filed In Court File
    - Copy of Complaint to Sheriffs Dept. (Civil Process Dept.)
    - Keep One Set Of Copies For Your Records
  - (If applicable) Check or Money Order for the Filing Fee ( To the Court)
- Motion to Proceed In Forma Pauperis
  - Complete and Sign 1A
  - Complete 1B (DO NOT SIGN)
  - 1B Signed With Notary
  - Complete 1C (DO NOT SIGN)
- Civil Summons (original white +2 yellow)
  - Complete Civil Summons (DO NOT SIGN)
  - (If applicable) Check or Money Order for the Service Fee (To the Sheriff)
- When you go to submit these documents, ask your local court's clerk how you must proceed.

# Appendix A

## **TIMESHARING / VISITATION GUIDELINES**

*Revised and Effective April 27, 2011\**

The following schedules are suggested as guidelines for the parents and the court establishing time-sharing/visitation schedules. Each case will present unique facts or circumstances which shall be considered by the court in establishing a time-sharing/visitation schedule and the final schedule established by the court or agreed to by the parents may or may not be what these guidelines suggest.

---

### ***EACH PARENT SHALL:***

#### **BEHAVIOR**

- A.** Realize that these Guidelines require both parents to put the child(ren)'s needs ahead of their own, to actually utilize the timeshare granted, and to be responsible for getting the child(ren)'s homework and other activities done during that parent's time with the child(ren).
- B.** Understand that there may be circumstances from time to time with regard to work schedules and/or activities of the child(ren) which require flexibility and cooperation, and that changes in scheduling may be required.
- C.** Do not send written or verbal messages to each other through the child(ren).
- D.** Keep the other parent advised as to current residential address, business address, telephone numbers for home, work, cell phone, fax and pager for the purpose of notification unless otherwise ordered by the Court. Each parent shall provide to the other parent contact numbers and addresses where the child(ren) can be located during their scheduled timesharing / visitation time.
- E.** Do not schedule activities for the child(ren) when the child(ren) are to be with the other parent, without first consulting with the other parent.
- F.** Cooperate to ensure that the child(ren) have appropriate clothing and other personal items at both parents' residences.
- G.** Do not do or say anything that will interfere with the love and affection of the child(ren) for the other parent or allow third parties to do or say anything to or in the presence of the child(ren) that will interfere with the love and affection of the child(ren) for the other parent.

**SAMPLE**

- H. Do not consume alcohol, take illegal drugs or prescribed drugs, other than as prescribed, while in care of their child(ren).

#### **TRAVEL**

- A. Be responsible to pick up the child(ren) from the other parent's residence, school or daycare when assuming physical custody of the child(ren) unless otherwise ordered by the Court.
- B. Do not unreasonably object to assistance in transportation by responsible third parties.
- C. Do not turn over the child(ren) to an intoxicated individual.
- D. Ensure the child(ren) are secured in an appropriate child restraint system when transporting the child(ren).
- E. Be prompt when picking up or dropping off the child(ren). However, each parent is entitled to a thirty (30) minute grace period. After this period, the parent shall continue with their daily activities, and the timesharing is forfeited for that period for Parent B who is late. If timesharing / visitation is missed through no fault of Parent B and reasonable notice has been given, that time should be made up if reasonable to do so. If Parent A is more than thirty (30) minutes late, Parent A shall be required to schedule an additional visitation day (from 6:00 p.m. to 6:00 p.m.) within the next thirty (30) days.

#### **SCHOOL / HEALTH**

- A. Have the right and responsibility to obtain schedule and activity information regarding the child(ren)'s school, daycare, healthcare or any other organized activity from any third party.
- B. Have the opportunity to complete and view the school information for the child(ren), including emergency contact information, and persons allowed to pick up the child(ren) from school. Both parents shall be listed on all information with the school.
- C. Keep the other parent advised as to the child(ren)'s serious illness or any other major development, whether medical, educational or otherwise.



**MISCELLANEOUS**

- A. Realize that these Guidelines assume that both parents reside in Campbell County or an adjacent county. These Guidelines will not address all of the appropriate terms for timesharing of parents who do not live within a reasonable proximity of one another.
- B. Realize that these Guidelines will apply **only** in cases where both parents have been involved in the child(ren)'s lives. The Guidelines would not be appropriate for cases in which the parent is a stranger to the child(ren).
- C. Realize that timesharing in accordance with these Guidelines, or timesharing of less than these Guidelines, shall not be the basis for a motion to reduce child support or deviate from the child support Guidelines.
- D. Times in this schedule are to be in the time zone where the child(ren) primary reside(s).
- E. Realize that if an Emergency Order of Protection or Domestic Violence Order is in place between the parents, these guidelines may not apply as to contact and/or communication pursuant to the terms of the Emergency Order of Protection or Domestic Violence Order.

**General Guidelines for Child(ren) of All Ages**

- 1. Both parties shall be permitted reasonable telephone visitation with their child(ren) every day.
- 2. The regular weekend visitation schedule shall not change and all holiday, birthday, spring, summer, fall and winter break visitation shall supersede regular weekend visitation and regular weekday visitation on Tuesdays and Thursdays.
- 3. **Child(ren)'s Birthday**. The child shall celebrate his/her birthday in the home of Parent A, unless it falls on a visitation day for Parent B. If the child's birthday does not fall on a visitation day, an additional, non-scheduled day shall be granted so that Parent B may celebrate the child's birthday with him/her as well, from 9:00 a.m. until 7:00 p.m., if desired. This additional day shall be the first non-scheduled

**SAMPLE**

Saturday after the child's birthday unless otherwise agreed by the parties.

4. **Parent's Birthday**. The child(ren) shall spend each parent's birthday with that parent, except in those years, if any, on which it is a holiday to be spent with the other parent. In the latter event, the child(ren) shall spend four (4) hours with the parent who is having a birthday, on the first day following the holiday spent with the other parent.
5. Parent A shall have all holiday and break visitation not otherwise granted to Parent B in these guidelines.

### **For Child(ren) Under Eighteen (18) Months**

**Regular Visitation**. Regular visitation with Parent B shall occur on alternate weekends from Friday at 6:00 p.m. until Saturday at 6:00 p.m. or Saturday at 6:00 p.m. until Sunday at 6:00 p.m. In addition, Parent B shall have visitation with the child(ren) on Thursday evening following Parent B's weekend visitation from 5:30 p.m. on Thursday until 8:00 a.m. the next morning and also visitation on Tuesday evening preceding Parent B's weekend visitation from 5:30 p.m. on Tuesday until 8:00 a.m. the next morning.

**Additional Holiday Parenting Time**. Parent B shall have parenting time with the child(ren) on New Year's Day and July 4<sup>th</sup> in even numbered years (i.e. 2008) and Easter in odd numbered years (i.e. 2007) from 6:00 p.m. on the day prior to the holiday and ending 6:00 p.m. on the holiday. Parent B shall have visitation on Martin Luther King, Jr. Day and Labor Day in odd numbered years and on Memorial Day in even numbered years from 6:00 p.m. on the day prior to the holiday and end at 6:00 p.m. on the holiday.

**Winter Break**. In families which celebrate Christmas, the Parent B shall have the child(ren) each year from 1:00 p.m. to 7:00 p.m. on Christmas Eve and on December 26<sup>th</sup> from 10:00 a.m. through December 27<sup>th</sup> at 6:00 p.m. In families which celebrate Hanukkah, Parent B shall have one (1) overnight visitation during Hanukkah, as agreed between the parties thirty (30) days in advance. In families which observe the religious holidays of Rosh Hashanah and Yom Kippur, Parent B shall have visitation for Rosh Hashanah in even numbered years (i.e. 2008) and Yom Kippur in odd-numbered years (i.e. 2007). In families which practice other religions, the Parents shall attempt to divide

**SAMPLE**

their religious holidays in a similar manner.

**Thanksgiving.** In odd-numbered years (i.e. 2007), Parent B shall have the child(ren) for Thanksgiving, beginning at 6:00 p.m. Thursday and ending at 6:00 p.m. Friday.

**Mother's Day/Father's Day.** On Mother's Day and Father's Day, the child(ren) shall be with the appropriate parent from 9:00 a.m. to 7:00 p.m., regardless of who would have otherwise had the child(ren).

### **For Child(ren) Eighteen (18) Months to Three (3) Years**

**Regular Visitation.** Regular visitation with Parent B shall occur on alternate weekends from Friday evening at 6:00 p.m. to Sunday evening at 6:00 p.m. In addition, Parent B shall have visitation with the child(ren) on Thursday evening following Parent B's weekend visitation from 5:30 p.m. on Thursday until the next morning at 8:00 a.m. and also visitation on Tuesday evening preceding Parent B's weekend visitation from 5:30 p.m. on Tuesday until the next morning at 8:00 a.m.

**Additional Holiday Parenting Time.** Parent B shall have parenting time with the child(ren) on New Year's Day and July 4<sup>th</sup> in even numbered years (i.e. 2008) and Easter in odd numbered years (i.e. 2007) from 6:00 p.m. on the day prior to the holiday and ending 6:00 p.m. on the holiday. Parent B shall have visitation on Martin Luther King, Jr. Day and Labor Day in odd numbered years and on Memorial Day in even numbered years from 6:00 p.m. on Friday of the holiday weekend and end at 6:00 p.m. on the Monday of the holiday weekend.

**Winter Break.** In families which celebrate Christmas, Parent B shall have the child(ren) each year from 1:00 p.m. to 7:00 p.m. on Christmas Eve and from December 26<sup>th</sup> at 10:00 a.m. through December 29<sup>th</sup> at 6:00 p.m. In families which celebrate Hanukkah, Parent B shall have three (3) consecutive days of visitation during Hanukkah, as agreed between the parties thirty (30) days in advance. In families which observe the religious holidays of Rosh Hashanah and Yom Kippur, Parent B shall have visitation for Rosh Hashanah in

**SAMPLE**

even-numbered years and Yom Kippur in odd-numbered years. In families which practice other religions, the Parents shall attempt to divide their religious holidays in a similar manner.

**Spring Break.** Parent B shall have four (4) days with the child(ren) in March or April in even-numbered years. If the child(ren) attends preschool and the preschool has a spring break, the four (4) day period shall be during the time of that spring break.

**Fall Break.** Parent B shall have four (4) days with the child(ren) in October in odd-numbered years. If the child(ren) attends preschool and the preschool has a fall break, the four (4) day period shall be during the time of that fall break.

**Thanksgiving.** Parent B shall have the child(ren) for Thanksgiving, beginning at 5:00 p.m. Wednesday and ending at 7:00 p.m. Sunday in odd-numbered years.

**Mother's Day/Father's Day.** On Mother's Day and Father's Day, the child(ren) shall be with the appropriate parent from 9:00 a.m. to 7:00 p.m., regardless of who would have otherwise had the child(ren).

**Summer.** Parent B shall have three (3) periods each summer of four (4) days each. Each party shall give the other party at least sixty (60) days notice of his or her vacation schedule so that both parties have an opportunity to have the child(ren) during their vacations.

### **For Child(ren) Three (3) Years and Older**

**Regular Visitation.** Regular visitation with Parent B shall occur on alternate weekends from Friday evening at 6:00 p.m. until Sunday evening at 6:00 p.m. In addition, Parent B shall have visitation with the child(ren) on Thursday evening following Parent B's weekend visitation from 5:30 p.m. until school the next morning or until 8:00 a.m. if there is no school that day. Parent B shall also have visitation on

Tuesday evening preceding Parent B's weekend visitation from 5:30 p.m. on Tuesday

**SAMPLE**

until school the next morning or until 8:00 am. if there is no school that day. For the Tuesday and Thursday visitation under this section, Parent B shall be responsible for making sure the child(ren) is(are) taken to school during Parent B's visitation period

**Additional Holiday Parenting Time.** Parent B shall have parenting time with the child(ren) on New Year's Day and July 4<sup>th</sup> in even numbered years and Easter in odd numbered years from 6:00 p.m. on the day prior to the holiday and ending 6:00 p.m. on the holiday. Parent B shall have visitation on Martin Luther King, Jr. Day and Labor Day in odd numbered years and on Memorial Day in even numbered years from 6:00 p.m. on Friday of the holiday weekend and end at 6:00 p.m. on the Monday of the holiday weekend.

**Winter Break.** In families which celebrate Christmas, Parent B shall have the child(ren) each year from 1:00 p.m. to 9:00 p.m. on Christmas Eve and from December 26<sup>th</sup> at 10:00 a.m. through December 31<sup>st</sup> at 6:00 p.m. In families which celebrate Hanukkah, Parent B and Parent A shall equally divide visitation during Hanukkah, as agreed between the parties thirty (30) days in advance. In families, which observe the religious holidays of Rosh Hashanah and Yom Kippur, Parent B shall have visitation for Rosh Hashanah in even-numbered years and Yom Kippur in odd-numbered years. In families which practice other religions, parents shall attempt to divide their religious holidays in a similar manner.

**Spring Break.** Parent B shall have nine (9) days (five (5) weekdays during which spring break is observed plus the weekend before spring break beginning Friday at 6:00 p.m. and the weekend after spring break until Sunday at 6:00 p.m.) with the child(ren) in March or April when spring break is observed by the child(ren)'s school in even-numbered years.

**Fall Break.** Parent B shall have nine (9) days (five (5) weekdays during which fall break is observed plus the weekend before fall break beginning Friday at 6:00 p.m. and the weekend after fall break until Sunday at 6:00 p.m.) with the child(ren) in

September or October when fall break is observed by the child(ren)'s school in odd-

**SAMPLE**

numbered years.

**Thanksgiving.** Parent B shall have the child(ren) for Thanksgiving beginning at 5:00 p.m. Wednesday and ending at 7:00 p.m. Sunday in odd-numbered years.

**Mother's Day/Father's Day.** On Mother's Day and Father's Day, the child(ren) shall be with the appropriate parent from 9:00 a.m. to 7:00 p.m. regardless of who would have otherwise had the child(ren).

**Summer.** Parent B shall have two (2) periods each summer of two (2) weeks each. Parent A shall have one period each summer of two (2) weeks. Each party shall give the other party at least sixty (60) days notice of his or her vacation schedule so that both parties have an opportunity to have the child(ren) during their vacati

# Appendix B

## Best Interest of the Child

The court shall determine custody in accordance with the “best interests of the child.” Equal consideration is given to each parent, and any de facto custodian<sup>1</sup>. According to Kentucky custody law, the Court may consider “all relevant factors,” including the list of factors listed below.

- The wishes of the child's parent(s) or any de facto custodian;
- The wishes of the child;
- The child’s relationship, and interactions, with members of his family, or anyone who may have significant impact in the best interest of the child;
- The child's adjustment to his home, school, and community;
- The mental and physical health of all individuals involved;
- Information, records, and evidence of domestic violence;
- The extent to which the child has been cared for, nurtured, and supported by any de facto custodian;
- The intent of the parent or parents in placing the child with a de facto custodian;
- The circumstances under which the child was placed or allowed to remain in the custody of a de facto custodian.

---

<sup>1</sup> A de facto custodian is a person who can show by “clear and convincing evidence”—substantially more likely than not—they have been the primary caregiver and financial provider of a child which has lived with the person for either 1) If they are under 3 years old, 6 months or more, or 2) If they are 3 years or older, 1 year or more. However, a court must make this determination, so if you believe you may be a de facto custodian, *contact an attorney*.

# Appendix C

## Kentucky Definition of “GAL” and “Friend of the Court”

- **A Guardian Ad Litem (GAL)** is an attorney appointed by the courts to represent the best interests of the child, as well as to provide legal representation for the child. The GAL’s responsibilities include:
  - Interviewing all parties concerned, if the parties consent.
  - Conducting investigations.
  - Getting to know the child or children involved.
  - Representing the child at hearings.
  - The GAL can file motions and cannot be called as a witness.
- **A Friend of the Court** is an attorney appointed by the courts to provide information about the care and custody of children:
  - Gathering the facts concerning the care and custody of children.
  - Writing reports to the Court.
  - Investigating and making recommendations to the trial judge in regards to care, custody, and maintenance of the children.
  - Securing and enforcing the orders of the court in divorce actions concerning the custody, care and maintenance of the children.
  - The Friend of Court is an agent of the Court, not the child. The Friend of Court does not have a confidential relationship with the parties or the child, the parties can have access the Friend of Court’s file, and the Friend of Court can be called as a witness.
- **If you think that you or your child would benefit from either of these actors, a “Motion for Appointment of Guardian ad Litem,” or “Motion for Appointment of Friend of the Court” can be filed with the court at any time.**
- **Note: As mentioned with other motions in this packet, submitting one of these motions does not necessarily mean the judge will grant the motion**



👁️ **See the following page for a sample Motion for Appointment of Guardian ad Litem and Motion for Appointmet of Friend of the Court**

**SAMPLE**

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_ FAMILY COURT  
\_\_\_\_\_ DIVISION  
CASE NO.: \_\_\_\_\_

👁️ The top section of this motion should look exactly like the top section of the Petition for Custody

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

**MOTION FOR APPOINTMENT OF GUARDIAN AD LITEM**

👁️ Circle whichever is your position in the case

Comes now Petitioner/Respondent **YOUR FULL NAME**, pro se, and request this court to appoint a Guardian ad Litem for the minor child(ren), USE THE INTIALS OF THE CHILDREN FOLLOWED BY THEIR AGE, in the above-stated proceedings.

Respectfully submitted,

**YOUR SIGNATURE**  
**PETITIONER OR RESPONDENT**, pro se

Print Name: **YOUR NAME**  
Mailing Address: **YOUR ADDRESS**  
Phone Number: **YOUR PHONE NUMBER**

👁️ This date MUST be the exact same date you sent a copy to the opposing party

**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of this MOTION FOR APPOINTMENT OF GUARDIAN AD LITEM was sent via U.S. Mail this the \_\_\_ day of \_\_\_\_, 20\_\_ to Mr., Ms., Or Hon. if attorney) Other Party's or Other Party's Attorney's name, and Address

👁️ When submitting a motion with the court, you MUST send a copy of that motion to either the other party ( if the other party is also pro se) or to the other party's attorney

YOUR SIGNATURE

YOUR NAME PRINTED

**SAMPLE**

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_ FAMILY COURT  
\_\_\_\_\_ DIVISION  
CASE NO.: \_\_\_\_\_

👁️ **The top section of this motion should look exactly like the top section of the Petition for Custody**

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

**PETITIONER**

AND

\_\_\_\_\_

**RESPONDENT**

---

**MOTION FOR APPOINTMENT OF FRIEND OF COURT**

---

Comes now Petitioner/Respondent, **YOUR FULL NAME**, pro se, and request this court to appoint a Friend of the Court.

**Circle whichever is your position in the case**

Respectfully submitted,

**YOUR SIGNATURE**  
**PETITIONER OR RESPONDENT, pro se**

Print Name: **YOUR NAME**  
Mailing Address: **YOUR ADDRESS**  
Phone Number: **YOUR PHONE NUMBER**

👁️ **This date MUST be the exact same date you sent a copy to the opposing party**

**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of this MOTION FOR APPOINTMENT OF FRIEND OF THE COURT was sent via U.S. Mail this the \_\_\_ day of \_\_\_\_, 20\_\_ to (Mr., Ms., Or Hon. if attorney) Other Party's or Other Party's Attorney's name, and Address

👁️ **When submitting a motion with the court, you MUST send a copy of that motion to either the other party ( if the other party is also pro se) or to the other party's attorney**

**YOUR SIGNATURE**

**YOUR NAME PRINTED**

# Blank Legal Forms

Blank forms start on the next page.

- 👁 Each form should be its own separate document. For example, the Civil Summons should not be on the back of the Petition for Custody and Parenting Time.

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_ COUNTY FAMILY COURT  
\_\_\_\_\_ Division

CASE NO. : \_\_\_\_\_

IN RE THE CUSTODY OF: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

---

PETITION FOR CUSTODY AND PARENTING TIME

---

Comes now Petitioner, \_\_\_\_\_, *pro se*, and for his/her Petition for Custody and Parenting Time, states as follows:

1. That the Petitioner and Respondent are the lawful and biological parents of the minor child(ren).
2. Paternity has been established by (CHECK ALL THAT APPLY):

\_\_\_\_\_ A paternity action, which was filed in \_\_\_\_\_ County, in Case No. \_\_\_\_\_. A certified copy of the Paternity Judgment is attached to this Petition;

\_\_\_\_\_ Father's name appears on the child/children's birth certificate;

\_\_\_\_\_ Mother and Father have signed an Acknowledgement of Paternity, in which the original or a Certified Copy is attached to this Petition;

\_\_\_\_\_ The child was born while Petitioner and Respondent were married, or within ten (10) months thereafter;

\_\_\_\_\_ OTHER: \_\_\_\_\_

\_\_\_\_\_ Paternity has not been established.

3. The age, occupation and address of Mother is: \_\_\_\_\_  
\_\_\_\_\_

4. The age, occupation and address of Father is: \_\_\_\_\_  
\_\_\_\_\_

5. The number of children born to Mother and Father: \_\_\_\_\_

6. The children's names, dates of birth and addresses in which the children reside:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The places where the children have lived during the past five (5) years and the names and present address of the person(s) with whom said children lived during that period:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The Petitioner has / has not participated as a party, witness or in any other capacity in any other litigation concerning the custody of said children in this or in any other state. (If you have, please provide information regarding such):  
\_\_\_\_\_  
\_\_\_\_\_

9. The Petitioner does / does not have information of any custody proceeding concerning said children pending in a court of this or any other state. (If you do, please provide information regarding such):  
\_\_\_\_\_  
\_\_\_\_\_

10. The Petitioner does / does not know of any person not a party to this proceeding who has physical custody of a child involved in this action or claims to have custody or visitation rights with respect to a child in this action. (If you do, please provide information regarding such):

\_\_\_\_\_  
\_\_\_\_\_

11. The prior arrangement between the parties regarding custody, visitation and support of the minor children is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The arrangement I am seeking regarding custody, visitation and support of the minor children is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREFORE I, \_\_\_\_\_, the Petitioner,  
request that this Court:

- X        1.      Order provisions for Custody and parenting time;  
\_\_\_\_\_      2.      Order the non-custodial parent to pay child support;

Respectfully submitted,

\_\_\_\_\_  
Petitioner, *pro se*

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**VERIFICATION**

I hereby verify that I have read this Petition and that all statements in it are true and complete to the best of my knowledge.

\_\_\_\_\_  
Petitioner, *pro se* (signature)

COMMONWEALTH OF KENTUCKY  
COUNTY OF \_\_\_\_\_

The foregoing Petition was duly subscribed and sworn to before me by Petitioner, \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE  
Notary ID: \_\_\_\_\_  
My commission expires: \_\_\_\_\_



[1A]

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
FAMILY COURT  
\_\_\_\_\_  
DIVISION  
CASE NO.: \_\_\_\_\_

IN RE: \_\_\_\_\_, minor child/children  
\_\_\_\_\_  
PETITIONER

AND  
\_\_\_\_\_  
RESPONDENT

---

**PRO SE MOTION TO PROCEED IN FORMA PAUPERIS**

---

Comes now the Petitioner, \_\_\_\_\_, *pro se*, and respectfully requests this Court for an Order allowing me to proceed without payment of money for court fees in my Divorce. In support of this motion, I have attached an affidavit of my financial condition, and I am including its statements in this Motion.

Respectfully submitted,

\_\_\_\_\_  
Petitioner, *pro se*

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
FAMILY COURT  
\_\_\_\_\_  
DIVISION  
CASE NO.: \_\_\_\_\_

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

---

**PRO SE AFFIDAVIT IN SUPPORT OF  
MOTION TO PROCEED IN FORMA PAUPERIS**

---

The Petitioner, \_\_\_\_\_, after being first duly sworn, does hereby state as follows:

1. I do not have the money or property needed to hire an attorney.
2. I have the following dependents to support as well as myself:

Initials: \_\_\_\_\_

3. My total monthly income is:

Gross Wages: \_\_\_\_\_  
K-TAP: \_\_\_\_\_  
Food Stamps: \_\_\_\_\_  
Other government benefits: \_\_\_\_\_  
Child Support: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

4. My monthly household expenses are:

Rent/mortgage: \_\_\_\_\_  
Electricity: \_\_\_\_\_  
Gas (for heating/cooking): \_\_\_\_\_  
Water: \_\_\_\_\_  
Cable TV: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Car Payment: \_\_\_\_\_  
Car Insurance: \_\_\_\_\_  
Gas (for transportation): \_\_\_\_\_  
Groceries: \_\_\_\_\_

Household/personal supplies: \_\_\_\_\_  
 Daycare/babysitting: \_\_\_\_\_  
 Children's clothing/diapers: \_\_\_\_\_  
 Children's school supplies: \_\_\_\_\_  
 Children's lunches: \_\_\_\_\_  
 Furniture/loan payments: \_\_\_\_\_  
 Medical bills/medicines: \_\_\_\_\_  
 Life/burial insurance: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

5. \_\_\_\_\_ I do not own any land or other property of significant value other than my furniture and clothing; OR  
 \_\_\_\_\_ I own (or have an interest in) the following land, automobile, or other property of value: \_\_\_\_\_  
 valued at \$\_\_\_\_\_, which **is / is not** paid for.

**I declare, under penalty of perjury that this report is true and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
 PETITIONER, *pro se*

COMMONWEALTH OF KENTUCKY  
 COUNTY OF \_\_\_\_\_

The foregoing Petition was duly subscribed and sworn to before me by Petitioner, \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC, STATE AT LARGE  
 Notary ID: \_\_\_\_\_  
 My commission expires: \_\_\_\_\_

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
FAMILY COURT  
\_\_\_\_\_  
DIVISION  
CASE NO.: \_\_\_\_\_

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

---

ORDER TO PROCEED IN FORMA PAUPERIS

---

This matter is before the court upon pursuant to the Petitioner's Motion to Proceed In Forma Pauperis and Affidavit pursuant to KRS 453.190, and this Court being sufficiently advised,

**IT IS HEREBY ORDERED** that:

4. Petitioner is permitted to proceed with this action in forma pauperis.
5. Petitioner shall have from all officers of the Court all needful services and process without payments of costs.
6. The Court reserves the right to order costs based on changes in Petitioner's income or assets.

**SO ORDERED THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**JUDGE** \_\_\_\_\_  
\_\_\_\_\_ **COUNTY FAMILY COURT**

**Copies to:**  
**All parties of record**

AOC-105 Doc. Code: CI  
Rev. 1-07  
Page 1 of 1  
Commonwealth of Kentucky  
Court of Justice www.courts.ky.gov  
CR 4.02; CR Official Form 1



**CIVIL SUMMONS**

Case No. \_\_\_\_\_  
Court  Circuit  District  
County \_\_\_\_\_

**PLAINTIFF**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VS.**

**DEFENDANT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Service of Process Agent for Defendant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE COMMONWEALTH OF KENTUCKY  
TO THE ABOVE-NAMED DEFENDANT(S):**

You are hereby notified a **legal action has been filed against you** in this Court demanding relief as shown on the document delivered to you with this Summons. **Unless a written defense is made by you or by an attorney on your behalf within 20 days** following the day this paper is delivered to you, judgment by default may be taken against you for the relief demanded in the attached Complaint.

The name(s) and address(es) of the party or parties demanding relief against you are shown on the document delivered to you with this Summons.

Date: \_\_\_\_\_, 2\_\_\_\_ Clerk  
By: \_\_\_\_\_ D.C.

**Proof of Service**

This Summons was served by delivering a true copy and the Complaint (or other initiating document) to:

\_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Served by: \_\_\_\_\_  
\_\_\_\_\_ Title

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_ FAMILY COURT  
\_\_\_\_\_ DIVISION  
CASE NO.: \_\_\_\_\_

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

---

MOTION FOR APPOINTMENT OF GUARDIAN AD LITEM

---

Comes now Petitioner/Respondent, \_\_\_\_\_, pro se, and request this court to appoint a Guardian ad Litem for the minor child(ren),

\_\_\_\_\_ in the above-stated proceedings.

Respectfully submitted,

\_\_\_\_\_

\_\_\_\_\_, *pro se*

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of this MOTION FOR APPOINTMENT OF GUARDIAN AD LITEM was sent via U.S. Mail this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ to

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COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ FAMILY COURT

\_\_\_\_\_ DIVISION

CASE NO.: \_\_\_\_\_

IN RE: \_\_\_\_\_, minor child/children

\_\_\_\_\_

PETITIONER

AND

\_\_\_\_\_

RESPONDENT

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MOTION FOR APPOINTMENT OF FRIEND OF THE COURT

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Comes now Petitioner/Respondent, \_\_\_\_\_, pro se, and  
request this court to appoint a Friend of the Court .

Respectfully submitted,

\_\_\_\_\_

\_\_\_\_\_, *pro se*

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_



**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of this MOTION FOR APPOINTMENT OF GUARDIAN AD LITEM was sent via U.S. Mail this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ to

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