

Supreme Court of Kentucky

ORDER

IN RE: ORDER APPROVING THE RULES OF COURT PRACTICE AND PROCEDURE FOR THE 17TH JUDICIAL CIRCUIT FAMILY COURT DIVISION III, CAMPBELL COUNTY

Upon recommendation of the Judges of the 17th Judicial Circuit, Campbell County, and being otherwise sufficiently advised,

The Rules of Court Practice and Procedure for the 17th Judicial Circuit Family Court Division III, Campbell County, are hereby approved. This order shall be effective as of the date of this Order and shall remain in effect until further orders of this court.

Entered this the 16th day of March 2026.


CHIEF JUSTICE

COMMONWEALTH OF KENTUCKY
CAMPBELL CIRCUIT COURT
FAMILY COURT – DIVISION III

RULES

RULE 1. INTRODUCTION/ ADMINISTRATIVE PROCEDURE

- A. The jurisdiction of the Family Court shall include those cases set forth in KRS 23A.101 and KRS 23A.110.
- B. Each Circuit or District Judge of the 17th Circuit or District may preside, hear, and determine any case question within his/her jurisdiction in the absence of the Family Court Judge.
- C. Any appeal from Family Court shall proceed by the Rules of Civil Procedure to the Court of Appeals, pursuant to KRS 22A.020.
- D. These rules shall be cited as C.F.R.P.
- E. These rules shall be effective thirty (30) days after approval of the Kentucky Supreme Court.

RULE 2. COURT SCHEDULING

- A. The following weekly schedule shall be in effect for all cases before the Campbell County Family Court.

Monday:	8:30 a.m. – 4:00 p.m.	Open Docket
Tuesday:	9:00 a.m. – 4:00 p.m.	Paternity and Child Support (set by CCCSO)
Wednesday:	9:00 a.m. – 4:00 p.m.	Dependency, Neglect, and/or Abuse (set through juvenile clerk by Court secretary or case specialist)
Thursday:	8:30 a.m. – 10:30 a.m. 10:30 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.	Open Docket Domestic Violence Juvenile Status Offense (set through district juvenile clerk by Court secretary or case specialist)
Friday:	8:30 a.m. – 4:00 p.m.	Open Docket

- B. To obtain a date on the Court's open docket, please see Rule 7(A).

RULE 3. **ADOPTION**

- A. Pursuant to KRS 199.473(7), anyone who seeks temporary custody of a child prior to the CHFS¹ secretary's ruling on an application for adoption shall file a petition seeking temporary custody, with a notice of intent to adopt, with the Court. Such petitions shall be filed in an AD case to maintain confidentiality of the proceedings and a Petition for Adoption may be subsequently filed in the same case.
- B. In the event of sibling adoptions, separate case numbers shall be assigned, and separate filing fees shall be paid in accordance with FRCPP 30(2).
- C. A *guardian ad litem* shall be appointed for the minor child(ren) in all adoptions, including stepparent adoptions. If there is an underlying juvenile case, such shall be included in the petition, along with the *guardian ad litem* appointed for the minor child. To the extent possible, the same *guardian ad litem* shall be appointed from the juvenile action.
- D. A *guardian ad litem* shall be appointed to represent the biological parent(s) in an adoption where he/she does not consent. The cost for such shall be Petitioner's responsibility or through the Finance Cabinet if the parents are found to be indigent. Biological parents who are served via Warning Order Attorney shall be assumed to be indigent and shall have a *guardian ad litem* appointed to protect their rights.
- E. In the event a Warning Order Attorney is appointed for a party, said appointment shall come from the list of the Court's *guardian ad litem* panel. To the extent possible, appointments in an adoption case shall be consistent with any representation in the underlying juvenile matter, if any.
- F. No request for final hearing shall be made prior to the filing of the state child protective service agency report and the *guardian ad litem* report.
- G. Final paperwork, including a draft of the Notice of Hearing, the Findings of Fact and Conclusions of Law, Judgment of Adoption, and Motion and Order for Fees, for all adoption proceedings shall be submitted to the Court for review prior to a hearing date being scheduled. Final hearing dates or Case Management Conference dates, if any, shall be obtained upon contact with the Court's Staff Attorney.

¹ Cabinet for Health and Family Services

RULE 4. DOMESTIC VIOLENCE

- A. Pursuant to KRS 23A.100, domestic violence proceedings will be heard in Family Court (every Thursday morning generally), subsequent to the issuance of an Emergency Protective Order in accord with the Domestic Violence Protocol for the 17th Judicial Circuit.²
- B. Domestic Violence Petitions should be filed with the District Court Clerk at 330 York Street, First Floor, Newport, between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, or after hours with any Campbell County police agency. If an Emergency Protective Order is issued, a hearing will be scheduled for Thursday morning the following week before the Family Court Judge. Interpersonal Protection Orders are typically being addressed with the District Court; however the Courts shall have discretion in whether a case shall be addressed before District Court or Family Court.
- C. Any person filing a petition for an Emergency Protective Order shall advise the Court of any dissolution or custody proceeding involving the children of the parties.

RULE 5. PATERNITY

- A. Petitions and/or motions for custody of or parenting time with a minor child shall not be filed in a paternity case. The Court reserves the right to transfer the custody, parenting time, or support matters in the paternity action to a civil custody proceeding on the open docket. Such a transfer may require the Court to order that the appropriate filing fee be paid by the moving party unless the movant is proceeding *in forma pauperis*.
- B. Petitions to establish paternity filed in conjunction with a custody or parenting time petition may be filed in a CI case, however, custody or parenting time matters shall not be filed in a J case.

RULE 6. JUVENILE DEPENDENCY NEGLECT AND ABUSE

- A. DNA Petition – All petitions shall be filed in accordance with FCRPP 19 and shall be submitted to the Campbell County Attorney, who shall review the petition for legal sufficiency. If the Assistant County Attorney does not approve the filing of the Petition, the Petitioner should be referred to CHFS or other appropriate agency for investigation. If there is no other appropriate agency, the Petition may be submitted to the Family Court Judge for determination of legal sufficiency. If the Judge determines that the petition fails to state grounds for action pursuant to KRS Chapter

² See Appendix A.

620, the petition shall be dismissed. If the petition is approved, the Assistant County Attorney or Judge, as appropriate, shall initial the petition for filing. A copy shall be distributed to the Assistant County Attorney assigned to prosecute dependency actions and the original shall be filed with the Office of the Campbell Family Court Clerk.

Any petition filed with this Court shall comply with the following conditions:

1. Petitions shall be filed on Form AOC-DNA-1;
 2. Citations to specific statute and factual allegations relied upon in asserting the Court's jurisdiction; and
 3. Full information concerning the child's parents, their address(es), and contact information. The petitioner shall make diligent efforts to locate the child's parents, including but not limited to, initiating contact with the Child Support Division of the Campbell County Attorney's Office.
- B. It shall be the responsibility of the County Attorney, appointed counsel, and/or a named, authorized representative of appointed counsel, or private counsel, to obtain access and make any necessary copies of all juvenile case files.
- C. Any case regarding a juvenile involved in a dependency, abuse, and/or neglect action or status offense, age fourteen (14) and under, who commits a public offense against family members, may, with the acquiescence of the Family Court Judge, be initially presented or transferred to the Family Court. All other juveniles with pending public offenses shall appear in District Court for the public offense, as well as any status offense.
- D. In juvenile adjudication proceedings, it shall be the responsibility of the county attorney to consult with the Cabinet for Health and Family Services (CHFS) prior to signing any Agreed Orders. Representatives from the CHFS shall not sign Agreed Orders. In addition, the CHFS shall confer with the County Attorney to issue subpoenas.
- E. Pursuant to FCRPP 18, if a request for an Emergency Custody Order is made, the process set forth in subsection A above should be followed. If the CHFS is the party seeking an ECO, it may complete AOC-DNA-1 along with the attached affidavit. If the request for an ECO is made by a person other than CHFS, that person must complete AOC-DNA-2.1 in addition to the DNA-1. The process for obtaining an ECO should be identical to the process set forth in subsection A above. The CHFS may seek an ECO outside of normal business hours by following established protocol.
- F. When a dependency, neglect, or abuse action is commenced, or a Temporary Removal Hearing has been held and further proceedings are required, this Court may appoint an attorney or a *guardian ad litem* to represent the minor child, parent(s), and/or custodian(s) of the minor child. Said appointment for parents and/or custodian

is contingent upon the party's submission of an Affidavit of Indigency with this Court within seven (7) days from the date the Order is entered or as soon thereafter is reasonably possible. Should the party not qualify as indigent, said party shall be responsible for reimbursement of any and all attorney fees incurred by the appointed counsel.

- G. Regarding Temporary Removal Hearings, the following shall apply:
1. The Court Clerk shall notify all relevant parties and attorneys that an Emergency Custody Order has been entered if the Temporary Removal Hearing is set within twenty-four (24) hours of the Order being entered.
 2. In situations where time is of the essence, faxed or electronic copies of Emergency Custody Orders and/or Petitions shall constitute sufficient notice when being sent to *guardians ad litem*, the CHFS, counsel for parents, county attorneys, the Director of Pupil Personnel, any and all school and/or educational facilities, and/or the complaining witness(es).
 3. *Guardians ad litem* and appointed counsel may bill at the rate provided by KRS §620.100.

RULE 7. DOMESTIC RELATIONS PRACTICE

- A. Parties represented by counsel shall contact the Family Court staff to request a date/time prior to the filing of any motion. In the event a date has already been set, subsequent motions shall be noticed for that date. *Pro se* litigants shall notice any requests for hearing "at the convenience of the Court," and file in the clerks' office. If appropriate, Court staff will set for Case Management Conference.
- B. Court staff will work to provide a date that is mutually agreeable to all parties. In the event parties cannot agree, a maximum of three dates will be offered. The hearing date will be set on the third provided date, regardless of availability.
- C. All motions shall be filed at least (7) days in advance of the court date. Ex-parte emergency motions are exempt from this rule. The Court shall have discretion to cancel any court date for noncompliance with this rule.
- D. Ex-parte emergency motions shall be noticed at the convenience of the Court and a courtesy copy shall be emailed to a member of the Court's staff. A prepared Order shall be tendered at the time of filing of the motion.
- E. At the time the Verified Petition for Dissolution is filed pursuant to KRS 403.150, a Preliminary Financial Disclosure Statement (form AOC-238) shall be exchanged

pursuant to FCRPP 2(3). A response to the petition shall be filed within twenty (20) days after service of the petition and financial disclosure affidavit.

- F. In the event one party proceeds *pro se* in a divorce by deposition, Final Verified Financial Disclosure Statements shall be filed and cannot be waived.
- G. Counsel and/or *pro se* litigants shall contact the Family Court staff for any necessary pretrial dates. A brief hearing will be held at the pretrial, and if necessary, a hearing date shall be granted. The Court may issue a Trial Order in its discretion. The Court reserves the right to cancel or postpone a scheduled trial or hearing for failure to file the requisite memorandums as ordered in any Trial Order.
- H. It is the policy and request of the Family Court to use the terms “shared parenting” and “parenting time.”
- I. All parties to any proceeding (including post-decree), except as provided under KRS 403.036 may be ordered to participate in mediation.
 - 1. If the parties are ordered by the Court to attend mediation, but are unable to resolve all issues through mediation, they shall contact the Court within ten (10) days to schedule a case management conference. At least seven (7) days prior to the conference, each party shall file any related motions, stipulations, or agreements reached as a result of the mediation. In the event of failure of a party or parties to appear at the conference, the Court may, in accordance with its order, conduct a hearing in which proof may be taken or the case dismissed as the Court may determine appropriate.
- J. The parties may refer to the FCRPP Model Time Sharing Guidelines as a guideline in deciding minimum parenting time.³
- K. In the event of a Final Hearing, Findings of Fact and Conclusions of Law and the Decree of Dissolution, if applicable, shall be prepared by counsel, and a “prepared by” designation included on all documents, a copy of which shall be presented to the Court immediately before a final hearing.
- L. The Court will enter a Trial Order for most final hearings. Should the Court not enter a Trial Order, parties are expected to comply with all rules of discovery and exchange of witnesses contained in the FCRPP.
- M. If a litigant intends to call any child to testify at this hearing, this party shall seek prior approval of the Court by Motion to be heard at the convenience of the Court. Upon receipt of motion, the Court will immediately schedule a hearing to determine if child will be permitted to testify. This motion should be made in sufficient time for the Court to appoint a Guardian ad Litem and/or Friend of Court to meet with the child prior to the scheduled trial. Failure to do so will likely result in a continuance of

³ See Appendix B.

the trial. Under no circumstances should either party call a child as a witness or bring the child to Court without prior written Court authorization.

- N. Documents requiring the judge's signature may be tendered electronically through CourtNet. Parties who elect to do so **MUST** submit documents as **TENDERED** documents. Electronically **FILED** documents will not be available to the judge for electronic signature and have to be conventionally signed by the judge and copies of such will be mailed by the clerk. Failure to properly tender all documents will result in delay.

- O. Parties who reach an agreement on all issues may obtain a decree of dissolution without a hearing by filing a motion or agreed order to submit for such⁴. The following information shall be included in the motion or agreed order to submit for a divorce by deposition:
 - a. Date of marriage and separation
 - b. Date petition for dissolution was filed
 - c. Date respondent was served or filed an entry of appearance
 - d. Date verified disclosures were filed (unless waived)
 - e. Whether the parties have minor children

RULE 8. **CHILD SUPPORT**

- A. Any motion for child support and any response thereto shall be accompanied by a Kentucky Child Support Guideline Worksheet and an affidavit regarding the pertinent facts attached thereto. All motions to establish or modify child support shall conform to the requirements under FCRPP 9(4). All child support orders shall be in strict compliance with the guidelines unless the parties agree to a deviation. All child support shall be paid by wage assignment unless the parties agree otherwise. Any dispute may be referred to mediation.

- B. A child support worksheet shall be attached to all orders and agreements where child support has been ordered by this Court and/or agreed to by parties in a case that is before this Court. In the event the parties have, by agreement or otherwise, deviated from the Kentucky Child Support Guidelines, a statement explaining the reason for said deviation shall be included in the order.

⁴ See Appendix C

RULE 9. PERSONAL IDENTIFIERS

All pleadings must comply with the requirements of KRS Chapters 205, 403, 405, and 407 by providing the personal identifying information required in those chapters. However, where personal identifiers are required by statute or contained in other documents or exhibits filed with the court, parties shall comply with CR 7.03(1)(b) by filing one copy from which any personal data has been redacted and filing an unredacted copy in a marked and sealed envelope. The clerk of the court shall allow the unredacted sealed copy of the pleading, document, or exhibit containing personal identifiers to be accessed only by a party to the case, an attorney of record in the case, a judge of the court or other authorized court personnel, a duly authorized employee or agent of the Cabinet for Health and Family Services involved in child support matters attendant to the case, or a person authorized to view the copy by specific orders of the court. As used in this section, “personal identifier” means a Social Security number or tax-payer identification number, date of birth, or financial account number.

RULE 10. REMOTE ACCESS

- A. The Court shall utilize Zoom, as allowed herein. Unless otherwise provided for a specific case, the Court shall use the following Zoom Meeting Information:
Meeting ID: 506 651 5405
Password: campbellfc
- B. Persons seeking to utilize Zoom shall receive permission from the Court or the Court Staff prior to appearing. Notwithstanding, Attorneys may utilize Zoom for any Case Management Conference.
- C. Zoom shall not be permitted for litigants, parties, or Counsel participating in a fact-finding hearing, absent specific approval from the Court. Any requests for remote witness testimony shall also be approved by the Court.
- D. Persons utilizing Zoom, as permitted herein, shall properly identify themselves with full name and/or case name. Failure to comply with identification requirements may result in missing the Court appearance.

RULE 11. ARTIFICIAL INTELLIGENCE

- A. Parties shall not file pleadings drafted (partially or in whole) by generative artificial intelligence unless a certification is filed with the Court stating:

“Any language drafted by generative artificial intelligence—including quotations, citations, paraphrased assertions, and legal analysis—will be checked for accuracy, using print reporters or traditional legal databases, by a human being before submission to the Court. I understand that any attorney or pro se litigant

who signs any filing in this case will be held responsible for the contents thereof according to applicable rules of attorney discipline, regardless of whether generative artificial intelligence drafted any portion of that filing.”

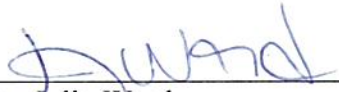
- B. Failure to comply with Rule 11(A) will result in a show cause hearing before this Court. Additionally, any attorney failing to comply, will be reported to the Office of Bar Counsel.

SO ORDERED on this 6 day of MARCH 2026

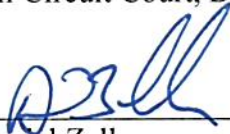


Judge Abigail Voelker
Campbell Family Court, Division III

HAVE SEEN AND APPROVED:



Judge Julie Ward
Campbell Circuit Court, Division I



Judge Daniel Zalla
Campbell Circuit Court, Division II

**APPENDIX A – TWENTY-FOUR HOUR ACCESSIBILITY TO EMERGENCY
PROTECTIVE ORDERS AND LOCAL JOINT JURISDICTION DOMESTIC
VIOLENCE PROTOCOL**

17TH JUDICIAL CIRCUIT AND DISTRICT CAMPBELL COUNTY

Pursuant to KRS 403.735 and KRS 456.050, and in compliance with Family Court Rules of Procedure and Practice (FCRPP) Section IV, this local domestic violence protocol is established to ensure twenty-four hour accessibility to emergency protective orders and to establish written procedures for domestic violence matters in which there may be joint jurisdiction between the circuit/family and district courts.

I. Uniform Protocol for Processing Cases

A. Circuit court clerks shall process domestic violence and interpersonal protection cases in accordance with the procedures set forth in the “Domestic Violence Proceedings” section of the Kentucky Circuit Court Clerk's Manual.

B. All cases will be assigned a “D” case number with the appropriate trailer number within the court case management system and shall not be consolidated with any other case type.

C. Domestic violence matters shall be assigned to the Family Court. As agreed or otherwise required, interpersonal protection cases may be heard by the District Court.

D. Domestic violence cases are civil matters within the purview of CR 41.01. Therefore, this jurisdiction does not have a “no-drop” policy.

E. Domestic violence cases may be reassigned or transferred to another circuit when it is determined that a dissolution or child custody case is pending in the other county. A determination to transfer the matter is in the sole discretion of the issuing Judge. Consistent with FCRPP 12, when the Family Court Judge orders that a case be transferred to another circuit due to a pending dissolution or custody matter, an emergency protective order shall continue and the summons shall be reissued by the initiating court, pursuant to KRS 403.740(4), for a period not to exceed fourteen days if service has not been made on the adverse party by the date of transfer, or as the court determines is necessary for the protection of the petitioner. Thereafter, reissuance of the summons shall occur as needed in the court of transfer.

II. Twenty-four Hour Accessibility

- A. The following agencies and officers are authorized to take domestic violence petitions and administer oaths to petitioner **during** regular business hours:
 1. Campbell County Circuit Court Clerk and all Deputy Clerks
- A. The following agencies and officers are authorized to take domestic violence petitions and administer oaths to petitioner **after** regular business hours and weekends:
 2. Any Law Enforcement handling the matter, including the Kentucky State Police.
- B. Upon receipt of a petition **during** regular business hours, the authorized agency/officer shall present the petition to the following:
 3. The Clerk shall deliver the appropriate documents to the Family Court Judge for consideration and action thereof. If the Family Court Judge is unavailable, the Clerk shall seek the consideration of a District Judge. If the District Court Judges and/or Family Court Judge are unavailable, the Clerk should call a non-Family Court Circuit Judge. If an EPO is issued, the Clerk shall docket the case in the Domestic Violence session of the Family Court.
- C. Upon receipt of a petition **after** regular business hours, the authorized agency/officer shall present the petition to:
 4. The on-call Judge shall be contacted to consider the petition. If an EPO is issued, the Clerk shall docket the case in the Domestic Violence session of the Family Court.
- D. Petitions will be reviewed within an hour of presentation to a judge or trial commissioner unless it is impossible due to the unavailability of a judge or trial commissioner.
- E. The schedule for domestic violence hearings is as follows:
 5. Every Thursday from 10:30 a.m. to 12:00 p.m.

III. Contempt Proceedings

- A. Pursuant to KRS 403.180, civil and criminal proceedings for violation of a protective order for the same violation of a protective order shall be mutually exclusive.

B. Petitioners seeking to initiate contempt proceedings should contact: The Campbell County Circuit Court Clerk's Office

C. No petitioner may be held in contempt for failing to appear at a domestic violence hearing or to prosecute a criminal violation of a protective order.

All general orders, forms, policies, and procedures relating to domestic violence within the judicial circuit are attached to this protocol and incorporated by reference.

APPENDIX B – FCRPP PARENTING TIME GUIDELINES

The following schedules are suggested as guidelines for the parents and the court in 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.

1. The time-sharing/visitation schedule set by the court for holidays, school breaks and summer break should control over regularly scheduled timesharing/visitation time, even if this allows successive timesharing/visitation periods.
2. The parent exercising time-sharing/visitation should be responsible for timely picking up the child(ren) at the beginning of the timesharing/visitation period and returning the child(ren) in a timely manner at the end of the time-sharing/visitation period.
3. Times in a time-sharing/visitation schedule should be set in the time zone where the child primarily resides.
4. For time-sharing/visitation times pertaining to school holidays, whether in a formal school or home-schooled, the school holidays where the children) primarily resides should apply.
5. Each parent should provide to the other parent contact numbers and addresses (unless a domestic violence order is in effect) where the child(ren) can be located during their scheduled time-sharing/visitation time.
6. The parent exercising time-sharing/visitation should be given a minimum of every other weekend as time-sharing/visitation time with the child(ren) and one midweek overnight time-sharing/visitation. The parent having such time-sharing/visitation should be responsible for delivering the child(ren) to school, childcare, or the other parent's home as specifically ordered by the court or agreed to by the parents.
7. Holidays.
 - a. If a holiday is celebrated on a Monday following a parent's regularly scheduled time-sharing/visitation, then that parent should be permitted to extend parenting time until 6:00 p.m. on the holiday, unless the parents agree otherwise.
 - b. Other holidays.
 - i. Parent exercising time-sharing/visitation.
 1. During the first full year after divorce/custody proceedings have been filed, the non-residential parent should have time-sharing/visitation scheduled as follows:
 - a. New Year's Day and July 4th from 8:00 a.m. until 6:00 p.m.
 - b. Thanksgiving, beginning at 6:00 p.m. the day school ends until 3:00 p.m. Thanksgiving Day.
 - c. Christmas/Winter Break, beginning at 6:00 p.m. the day school ends until noon on December 25.
 - d. Holidays not listed that are of special interest to the family should be assigned to the nonresidential parent in time amounts similar to those in a), b) and c) above.

2. Holiday time not scheduled above to the parent exercising time-sharing/visitation should be with the other parent.
 3. Mother's Day and Father's Day, regardless of any conflict with the above proposed schedule, should be spent with the appropriate parent from 8:00 a.m. until 6:00p.m.
 4. Fall Break or Spring Break, as allowed by the child(ren)'s school calendar, should be scheduled for the parent with whom the children) primarily resides in the first full year after the divorce/custody proceedings are filed from 6:00 p.m. the day school ends until 6:00 p.m. the following Friday. If school breaks are longer than one week due to the. School schedule, the parent with whom the child(ren) primarily resides should be scheduled for the first half of the break and the other parent should be scheduled for the last half.
 5. Summer Break should be scheduled to allow the parent exercising time-sharing/visitation a minimum of two periods of two consecutive weeks during the Summer Break. Each parent should provide the time periods he or she desires to the other parent before the end of the school year, or at least 60 days in advance of the requested time. If a child must attend summer school in order to pass to the next grade, summer time-sharing/visitation should not prevent school time.
 6. Birthdays: Unless the birthday falls on a regularly scheduled time-sharing/visitation day, the parent exercising time-sharing/visitation should be scheduled for birthday time from 5:00 p.m. until 8:00 p.m. If it is a regular day of the parent exercising timesharing/visitation where the children) does not primarily reside, the other parent should have birthday time from 5:00 p.m. until 8:00 p.m.
 - ii. Alternating years: For each year thereafter, the timesharing/visitation set out above should alternate between the parent with whom the child(ren) primarily resides and the parent exercising time-sharing/visitation.
8. Waiting/Tardiness/Cancellations.
- a. In the event either parent will be more than 30 minutes late, due to reasonable unforeseen circumstances, to pick up the child(ren), he or she should provide direct notice to the other parent or a designated third party and make suitable arrangements for exchange of the child(ren).
 - b. If time-sharing/visitation is missed through no fault of the parent, and reasonable notice has been given, that time should be made up, if reasonable to do so.
 - c. If the child(ren) is ill, the parent who has the child should give 24-hour notice, if possible, to allow for appropriate plans to be made.
9. Transportation: The parents should transport the child(ren) in a safe manner, which includes utilizing the appropriate child restraint systems and not driving under the influence of intoxicants.

Holiday/Vacation Parenting Schedule

This Standard Holiday/Vacation Parenting Schedule shall be used as a guideline to form an agreement between the parties. It shall not be used as a default schedule; however, it should be used as a foundation for establishing an agreement between the parties. The schedule ordered by the Court may or may not contain all of the elements of this Schedule or the Model Time-Sharing/Visitation Guidelines appended to the FCRPP and included in this Appendix B.

Holiday	Even Years	Odd Years	As Agreed, OR
New Year's Holiday ⁵	Mother	Father	12/31, 6:00 p.m. - 1/1, 7:00 p.m.
Martin Luther King Day	Father	Mother	Sun., 6:00 p.m. - Mon., 7:00 p.m.
President's Day	Mother	Father	Sun., 6:00 p.m. - Mon., 7:00 p.m.
Easter	Father	Mother	Sat., Noon - Sun., 7:00 p.m.
Memorial Day	Mother	Father	Sun., Noon - Mon., 7:00 p.m.
Independence Day	Father	Mother	7/4, 9:00 a.m. - 10:30 p.m.
Labor Day	Mother	Father	Sun., Noon - Mon., 7:00 p.m.
Halloween	Father	Mother	5:00 p.m. - 8:30 p.m.
Thanksgiving	Mother	Father	Wed., 6:00 p.m. - Fri., 7:00 p.m.
Christmas Eve	Father	Mother	12/23, Noon - 12/24, 10:00 p.m.
Christmas Day	Mother	Father	12/24, 10:00 p.m. - 12/26, 6:00 p.m.
Kwanzaa	Father	Mother	1st Night, 5:00 p.m. - 9:30 p.m.
Rosh Hashanah Eve	Mother	Father	5:00 p.m. - 9:30 p.m.
Rosh Hashanah Day	Father	Mother	9:00 a.m. - 7:00 p.m.
Yom Kippur Eve	Mother	Father	5:00 p.m. - 9:30 p.m.
Yom Kippur Day	Father	Mother	9:00 a.m. - 7:00 p.m.
Passover (1st Night)	Mother	Father	5:00 p.m. - 9:30 p.m.
Hanukkah (1st Night)	Father	Mother	6:00 p.m. - 8:30 p.m.
Mother's Day	Mother	Mother	10:00 a.m. - 7:00 p.m.
Father's Day	Father	Father	10:00 a.m. - 7:00 p.m.
Child's Birthday (school)	Father	Mother	5:30 p.m. - 8:30 p.m.
Child's birthday (no school)	Father	Mother	10:00 a.m. - 8:30 p.m.

In the event of a conflict, the following is the order of precedence: 1. Holidays; 2. Extended periods; 3. Weekends; and 4. Midweek days.

⁵ New Year's Holiday is governed by the year in which New Year's Day falls. It is not governed by the year in which New Year's Eve falls.

APPENDIX C – DECREE BY DEPOSITION CHECKLIST

(a) IF PARTIES REACH AN AGREEMENT ON ALL ISSUES, A DECREE OF DISSOLUTION MAY BE OBTAINED WITHOUT A HEARING BY FILING A MOTION OR AGREED ORDER TO SUBMIT FOR A DECREE OF DISSOLUTION OF MARRIAGE:

- i. The motion or agreed order shall contain the following info and affidavits:
 - a. Date of marriage and separation
 - b. Date petition for dissolution was filed
 - c. Date respondent was served or filed entry of appearance
 - d. Date verified disclosures were filed unless waived by court
 - e. If the parties have minor children and copies of divorce/parenting class, if required. Also check the service or entry of appearance – judge cannot sign until 60 days from service or EOA if the parties have minor children.
 - f. Copy of separation agreement
 - g. Written deposition executed under oath by either party setting forth testimony required at a hearing
 - h. Written waiver of right to a hearing executed by both parties
 - i. An affidavit stating that the parties have lived apart for sixty (60) days and that no material change in circumstances has occurred since the taking of the proof
 - j. Request for name restoration, if any

- ii. Proposed Findings of Fact and Conclusions of Law and a Decree