

Enter the Case Number given by the Circuit Clerk: _____

Employer address: _____
Street Address

City State ZIP

Employer phone number: _____

For 1c, if you plan to move, review **Section 10 (Relocation of Minor Children)** to see if that Section applies to your move.

- c. If a parent plans to move, they must give the other parent at least 60 days notice, or notice as soon as possible of (1) the intended move date; and (2) the new address unless the address is protected because of domestic violence or abuse.

In 2, list the name and birth date for the minor children of the parties. This plan is only for children who are younger than 18.

2. This Parenting Plan is for the Following Children Born to or Adopted by the Parties:

	Name	Date of Birth
1.		
2.		
3.		

I have listed additional minor children on the attached *Additional Minor Children* form.

3. Rights and Responsibilities of Both Parents:

Each parent must:

- a. Make day-to-day decisions for the children when they have them, such as routine discipline, minor medical treatment, curfew, chores, and hygiene.
- b. Give the other parent the name, address, and telephone number of any health care provider for the children.
- c. Have access to the children's school records, child care information, extracurricular activity schedules, and medical, dental, and mental health records unless access is denied by the court.
- d. Notify the other parent as soon as possible of emergencies, health care, travel plans, or other significant child-related issues.

4. Significant Decision Making (check only one option for each category):

- a. Education decisions (includes choice of schools and tutors) will be made by:
 Both parents Petitioner Respondent
- b. Health decisions (includes medical, dental, and psychological decisions) will be made by:
 Both parents Petitioner Respondent
- c. Religious decisions will be made by:
 Both parents Petitioner Respondent Reserved
- d. Extracurricular/recreational activities decisions will be made by:
 Both parents Petitioner Respondent

5. Parenting Time Schedule

(Instructions for this section):

Use the schedule below to show which parent has the child (or children) during each hour block shown. Overnight begins at 9:00 PM and ends at 8:00 AM the next day.

If the schedule will be the same every week, only fill in one schedule. If there will be two schedules that alternate every other week, fill in two schedules. If there will be more than two weekly schedules, fill in more schedules on the *Additional Parenting Time* form and Insert them after the next page.

Petitioner's initials: _____

Respondent's initials: _____

Enter the Case Number given by the Circuit Clerk: _____

Fill in the parents' names or initials in the chart below to show which parent has the child (or children) each day at each time listed.

Enter the parents' names and initials on the lines below:

Parent Name: _____ Initials: _____

Parent Name: _____ Initials: _____

Write the date that you want the Week 1 parenting time schedule to start.

a. Week 1 Schedule: Week 1 begins on: _____
Date

Enter the parents' names or initials in each box to show who will have the child at each time and day. **Do not** leave any boxes blank. If the child is scheduled to be somewhere else, for example, school or after school activities, you still must enter the name or initials of the parent responsible for the child at that time.

Start time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM - Overnight							

b. Week 2 Schedule:

Start time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM - Overnight							

Petitioner's initials: _____

Respondent's initials: _____

Make a schedule for parenting time during the holidays. First read both options 1 and 2 and pick either option 1 or 2. If you want holidays that are not listed, you can write the holidays you want to add on the blank line in 1 or in the "other" boxes in option 2. In option 2, enter the start and end time for each holiday and check which parent has the holiday in even years and which has it in odd years.

c. Holiday Schedule (*check only one*):

1. The holidays shall be divided between the parents as follows:
 - In even-numbered years, Petitioner shall have the minor children on Group A holidays and Respondent shall have the minor children on Group B holidays.
 - In odd-numbered years, Petitioner shall have the minor children on Group B holidays and Respondent shall have the minor children on Group A holidays.

Group A Holidays:

- Thanksgiving Day
- Christmas Eve
- New Year's Eve
- _____
- _____
- _____

Group B Holidays:

- 4th of July
- Labor Day
- Christmas Day
- _____
- _____
- _____

2. The holidays shall be divided between the parents as follows:

Holiday	Time (<i>include a.m./p.m.</i>)		Even Years	Odd Years
	Start Time	End Time		
New Year's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Mother's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Memorial Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Father's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
July 4 th			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Labor Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Halloween			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Thanksgiving Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Christmas Eve			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Christmas Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
New Year's Eve			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.

d. School Spring Break

1. No specific spring break schedule (*follow the regular parenting schedule*)
2. In even-numbered years, Petitioner shall have the entire spring break. In odd-numbered years, Respondent shall have the entire spring break.
3. Other: _____

e. School Summer Break

1. No specific summer break schedule (*follow the regular parenting schedule*)
2. Each parent shall have _____ weeks in the summer:
 - In even-numbered years, Petitioner shall have first choice of dates.
 - In odd-numbered years, Respondent shall have first choice of dates.
 - Each parent will notify the other in writing by May 1st each year of the weeks they wish to have summer parenting time.

In **5d**, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

In **5e**, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

Petitioner's initials: _____
Respondent's initials: _____

3. Other: _____

In 5f, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

f. School Winter Break

- 1. No specific winter break schedule (*follow the regular parenting schedule*)
- 2. Each parent shall have one-half of the winter break:
 - In even-numbered years, Petitioner shall have the first half and Respondent shall have the second half.
 - In odd-numbered years, Respondent shall have the first half and Petitioner shall have the second half.
- 3. Other: _____

g. Conflict

If there is conflict, the priority will be:

- 1st Priority: Holiday
- 2nd Priority: School Break
- 3rd Priority: Regular Weekday/Weekend

For example, it is your weekend to have the children, but Saturday is July 4th and it is the other parent's turn to have July 4th. Because the Holiday schedule has 1st Priority, the other parent will get their time on July 4th even though it is your weekend.

I have listed additional parenting time information on the attached *Additional Parenting Time* form.

If you need more room to determine parenting time, check the box and fill out the *Additional Parenting Time* form and file it with this *Parenting Plan*.

6. Transportation of Children (*check only one*):

- a. Petitioner Respondent shall provide all transportation.
- b. Each parent shall pick up the children at the start of their parenting time.
- c. Each parent shall drop off the children at the end of their parenting time.

In 6, read all the options and choose which option for transportation works best. If you choose "a", check which parent will provide the transportation.

7. Exchange of Children:

- a. Drop off and pick up of the children will be at Petitioner's and Respondent's homes unless both parties agree in advance to a different meeting place.
- b. Drop off and pick up of the children shall take place at: _____

Choose option 7a or 7b. If you check 7b, you must list the address where the drop off and pick up of the children will be.

8. First Refusal for Childcare:

- a. There is no right of first refusal.
- b. Each parent must offer the other a first right of refusal as follows:
 - If a parent needs childcare for a period of 24 hours or more during their time with the children, they must give the other parent the option to care for the children before finding other childcare.
 - As soon as the need for childcare is known, the other parent must be immediately notified.
 - The parent offered the right to care for the children must accept the offer within 2 hours, otherwise the parent needing childcare may use another caregiver.
 - Transportation of the children is the same as for other parenting time.

In 8, check 8a if there will be no right of first refusal. Check 8b if there will be a right of first refusal.

Petitioner's initials: _____

Respondent's initials: _____

In **9**, state when the children can communicate with the other parent. In **9a**, you must choose one of the 3 options. If you check **Other**, you must list when the parent is able to communicate with the children.

Relocation is when a parent seeks to move with children for distances of over 25 or 50 miles (depending on county where they live).

10a explains that the parent who has majority or equal parenting and wants to move with children must obtain the permission of the other parent or the court.

10b sets out the information that must be in the notice and when the notice must be given.

10c1 explains what to do if the parents agree on the move and no change to the *Parenting Plan* is needed.

10c2 explains what to do when the parents agree to the move and need to make changes to the *Parenting Plan*.

10d explains what to do if the parents agree with the move but can't agree about the changes to the parenting time schedule.

9. Communication:

- a. The parent who does not have the children in their care may have electronic communication with the children (*check only one*):
 - Anytime
 - Every day between _____ a.m. p.m. to _____ a.m. p.m.
 - Other: _____
- b. Electronic communication includes telephone, e-mail, text, video, etc.
- c. Electronic communication between the children and the other parent must not be unreasonably monitored or interrupted.

10. Relocation of Minor Children:

- a. If a parent with the majority of the parenting time or equal parenting time wishes to move with the children, they must have the agreement of the other parent or permission from the court when:
 1. The children's primary residence is in Cook, DuPage, Kane, Lake, McHenry, or Will county and the move is within Illinois but more than 25 miles away from their current residence; OR
 2. The children's primary residence is in any other county in Illinois and the move is within Illinois but more than 50 miles away from their current residence; OR
 3. The move is outside of Illinois and more than 25 miles from the children's primary residence.
- b. The parent asking to move with the children must provide written notice to the other parent. The notice must:
 1. Be given at least 60 days before the move unless that is impossible. If impossible, the notice must be given at the earliest date possible; AND
 2. State the date the parent plans to move; AND
 3. State whether the move is permanent or for a specific time period; AND
 4. State the new address, if known, unless the address is protected because of domestic violence or abuse.
- c. Agreement
 1. If the parents agree on the move and no change is needed to the parenting time schedule, both parties shall sign the notices provided about the move and file it with the court. No court appearance is needed.
 2. If the other parent agrees with the move but changes need to be made to parenting time schedule, and the parents are in agreement about the changes to the parenting time schedule, the moving parent must:
 - Have the other parent sign the notice provided about the move;
 - File the signed notice with the court; AND
 - File an updated parenting plan with the court. The court does not need to approve the move but the court must approve the changes to the *Parenting Plan*.
- d. Partial Agreement

If the other parent agrees with the move, but both parents cannot agree on changes to the *Parenting Plan*, the moving parent must:

 - Have the other parent sign the notice provided about the move;
 - File the signed notice with the court;

Petitioner's initials: _____

Respondent's initials: _____

- Follow the Resolving Disagreements process set out below to try to reach an agreement with the other parent about changes to the parenting time schedule; AND

If no agreement can be reached after completing the Resolving Disagreements process, file a petition to modify the parenting time schedule with the court.

e. No Agreement

If the other parent does not agree with the move, the parent relocating must:

- Follow the Resolving Disagreements process set out below to try to reach an agreement with the other parent; AND
- If no agreement can be reached after completing the Resolving Disagreements process, file a petition with the court asking for permission to move.

10e explains what to do when the other parent does not agree with the move.

Some state or federal laws require picking a custodian for the children. In **11a**, choose the parent with the majority of the parenting time. If there is equal parenting time, check the parent that will be receiving Federal and State benefits for the children, like SNAP or TANF.

In **11b**, choose the parent that has the majority of the parenting time with the children. If there is equal parenting time, check the parent whose address will be given to the school as the children's home address.

11. Designation of Children’s Custody and Residence for Other Purposes:

a. Designation of Custodian for Other Statutes

Petitioner Respondent is the parent who has the majority of the parenting time with the children. This designation shall not affect parents' rights and responsibilities under the *Parenting Plan*.

b. Children's Residential Address

Petitioner’s Respondent’s home is the children's residential address for school enrollment purposes only.

12. Changing the *Parenting Plan*:

If a parent wants to change this *Parenting Plan*, they should talk and try to reach an agreement on their own.

Follow the steps in “a” if there is an agreement. Follow the steps in “b” if there is not.

a. Agreement

- Temporary changes may be made without filing a written agreement with the court.
- Permanent changes should be made by filing a new *Parenting Plan* with the court.

b. No agreement

- Follow the Resolving Disagreements process set out below to try to reach an agreement about changes to the *Parenting Plan*. If an agreement is reached, follow the steps in **13a**.
- If no agreement can be reached after completing the Resolving Disagreements process, file a petition with the court asking for changes to be made to this *Parenting Plan*.
- This *Parenting Plan* must be followed until the parents complete the Resolving Disagreements process and agree to a new plan or a new *Parenting Plan* is approved by the court.

Petitioner's initials: _____
Respondent's initials: _____

Check **13a** or **b**. If you check **b**, check the reason mediation is not required.

13. Resolving Disagreements (mediation):

If a parent wishes to change this *Parenting Plan* or feels the other parent is not following this *Parenting Plan*, the parents should talk and try to come to an agreement on their own.

If an agreement cannot be reached, parents must follow the steps below:

- a. Mediation is required on all issues.

Parents must first try to come to an agreement through mediation.

- Both parents must cooperate in scheduling and participating in mediation.
- Both parents must split the cost of mediation equally unless otherwise ordered by the court.

If mediation is unsuccessful, a parent must file a petition to modify this *Parenting Plan* or a petition to enforce this *Parenting Plan* with the court.

Emergencies: In an emergency situation, a parent may file a petition with the court to get an immediate resolution without first going through mediation.

- b. Mediation is not required because:

One parent has all significant decision making responsibility.

There is a history of domestic violence between the parties.

Other reason: _____

A parent must file a petition to modify this *Parenting Plan* or a petition to enforce this *Parenting Plan* with the court.

Petitioner's initials: _____

Respondent's initials: _____

If this is your plan, sign it. If both parents agree, both parents must sign the plan.

DO NOT complete this section. The judge will sign and date here.

Petitioner

Respondent

APPROVED:

Judge

Date