

## **REQUEST FOR PARENTING TIME ASSISTANCE**

**NOTE:** You must follow all instructions carefully! Accuracy and completeness is important! Failure to follow instructions may result in your complaint not being processed.

### **Use this forms if:**

- You have read and understand the Parenting Time Assistance Pamphlet.
- You have attended the Parents for Life Orientation.
- You have a specific parenting time order.
- The other party is in direct violation of the specific parenting time order.

### **You cannot use this form if:**

- You are requesting a modification of your parenting time order.
- You are requesting assistance for an issue not specifically outlined in your court order.
- You have failed to attend the required Parents for Life orientation (contact your Court Services Specialist for additional information).

REQUEST FOR PARENTING TIME ASSISTANCE

PTE

Mail to: Family Court Services; 3rd Floor, Hall of Justice, Muskegon MI 49442/Fax (231) 724-1108
Email to: Imaging@MuskegonCounty.net or use the submit button at the bottom of this form.

Family Court recommends that you attempt to resolve parenting time disputes with the other parent before contacting the Court.

Family Court Staff will review each request and determine the appropriate response based on Restorative Justice Principles of Recognizing the harm to children, Taking responsibility for one's actions, and Repairing the harm and making commitments to enhance co-parenting for the benefit of the child(ren).

Please include a copy of your parenting time order or portion of the order you identify as being violated.

JUDGE: DOCKET #:

YOUR NAME OTHER PARENT

ADDRESS ADDRESS

CITY CITY

STATE ZIP STATE ZIP

TELEPHONE: HOME TELEPHONE: HOME

WORK WORK

Name(s) of child(ren) involved in your request:

This/These child(ren) also has the following type of Family Court Case: Delinquency Neglect/abuse

1. With whom does the child(ren) live?

2. What is the date of your last parenting time with your child(ren)?

3. What efforts have you made to contact the custodial parent for parenting time and/or to resolve this complaint?

4. Do you know if a restraining or personal protection order has been issued against either party?

Yes No If yes, what is the date of the order?

5. Have you retained an attorney to assist you in parenting time enforcement? Yes No

6. Attorney name and phone number

7. What date(s) and time(s) were denied parenting time?

8. Please describe in detail, but be as brief as possible, the incident that occurred that supports your position that the parenting time order was violated. Please include dates and times of the alleged violation and witnesses and authorities (if any) who were contacted. Be specific and do not give details about past incidents.

