

**INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW  
FORM 12.995(c)  
RELOCATION/LONG DISTANCE PARENTING PLAN  
(02/18)**

**When should this form be used?**

A **Parenting Plan** is required in all cases involving **time-sharing** with minor child(ren), even when time-sharing is not in dispute. The Parenting Plan must be developed and agreed to by the parents and every other person entitled to access or time-sharing with the child(ren) and approved by the court. "Other Person" means an individual who is not the parent, but with whom the child resides pursuant to court order, or who has the right of access to, time-sharing with or visitation with the child(ren). If the parties cannot agree to a Parenting Plan or if the parents agreed to a Plan that is not approved by the court, a Parenting Plan will be established by the court with or without the use of Parenting Plan Recommendations. **The parents or Other Person must identify a name or designation to be used throughout this Parenting Plan.**

This form or a similar form should be used in the development of a Parenting Plan when you are planning to relocate your or the child(ren)'s principal residence more than 50 miles from the principal place of residence:

- at the time of the last order either establishing or modifying time-sharing, or
- at the time of filing the pending action to either establish or modify time-sharing

This form should be typed or printed in black ink. If an agreement has been reached, **both** parties must sign the Parenting Plan and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial (final hearing)**. If an agreed Parenting Plan is not filed by the parties, the Court shall establish a Plan.

**IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. **The rules and procedures should be carefully read and followed.**

## IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you **must** review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by e-mail, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General)**, Florida Supreme Court Approved Family Law Form 12.914; **Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

### Where can I look for more information?

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms.** The words that are in “**bold underline**” in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and the instructions for the petition and/or answer that were filed in this case

### Special notes...

At a minimum, the **Relocation/Long Distance Parenting Plan** must describe in adequate detail:

- How the parties will share and be responsible for the daily tasks associated with the upbringing of the child(ren),
- The **time-sharing schedule** that specifies the time that the minor child(ren) will spend with each parent and every other person entitled to access or time-sharing,
- A designation of who will be responsible for any and all forms of health care, school-related matters, including the address to be used for school-boundary determination and registration, other activities,

Instructions for Florida Supreme Court Approved Family Law Form 12.995(c), Relocation/Long Distance Parenting Plan (02/18)

- The methods and technologies that the parties will use to communicate with the child(ren), and
- Any transportation arrangements related to access or time-sharing.

The best interests of the child(ren) is the primary consideration in the Parenting Plan. In creating the Parenting Plan, all circumstances between the parties, including the parties' historic relationship, domestic violence, and other factors must be taken into consideration. Determination of the best interests of the child(ren) shall be made by evaluating all of the factors affecting the welfare and interest of the particular minor child(ren) and the circumstances of the family as listed in section 61.13(3), Florida Statutes, including, but not limited to:

- The demonstrated capacity and disposition of each party to facilitate and encourage a close and continuing parent-child relationship, to honor the time-sharing schedule, and to be reasonable when changes are required;
- The anticipated division of parental responsibilities after the litigation, including the extent to which parental responsibilities will be delegated to third parties;
- The demonstrated capacity and disposition of each party to determine, consider, and act upon the needs of the child(ren) as opposed to the needs or desires of the parent;
- The length of time the child(ren) has lived in a stable, satisfactory environment and the desirability of maintaining continuity;
- The geographic viability of the parenting plan, with special attention paid to the needs of school-age children and the amount of time to be spent traveling to effectuate the parenting plan. This factor does not create a presumption for or against relocation of either party with a child(ren);
- The moral fitness of the parties;
- The mental and physical health of the parties;
- The home, school, and community record of the child(ren);
- The reasonable preference of the child(ren), if the court deems the child(ren) to be of sufficient intelligence, understanding, and experience to express a preference;
- The demonstrated knowledge, capacity, and disposition of each party to be informed of the circumstances of the minor child(ren), including, but not limited to, the child(ren)'s friends, teachers, medical care providers, daily activities, and favorite things;
- The demonstrated capacity and disposition of each party to provide a consistent routine for the child(ren), such as discipline, and daily schedules for homework, meals, and bedtime;
- The demonstrated capacity of each party to communicate with and keep the other part(y)ies informed of issues and activities regarding the minor child(ren), and the willingness of each party to adopt a unified front on all major issues when dealing with the child(ren);
- Evidence of domestic violence, sexual violence, child abuse, child abandonment, or child neglect, regardless of whether a prior or pending action relating to those issues has been brought. If the court accepts evidence of prior or pending actions regarding domestic violence, sexual violence, child abuse, child abandonment, or child neglect, the court must specifically acknowledge in writing that such evidence was considered when evaluating the best interests of the child(ren);
- Evidence that any party has knowingly provided false information to the court regarding any prior or pending action regarding domestic violence, sexual violence, child abuse,

- child abandonment, or child neglect;
- The particular parenting tasks customarily performed by each party and the division of parental responsibilities before the institution of litigation and during the pending litigation, including the extent to which parenting responsibilities were undertaken by third parties;
- The demonstrated capacity and disposition of each party to participate and be involved in the child(ren)'s school and extracurricular activities;
- The demonstrated capacity and disposition of each party to maintain an environment for the child(ren) which is free from substance abuse;
- The capacity and disposition of each party to protect the child(ren) from the ongoing litigation as demonstrated by not discussing the litigation with the child(ren), not sharing documents or electronic media related to the litigation with the child(ren), and refraining from disparaging comments about any other party to the child(ren); and
- The developmental stages and needs of the child(ren) and the demonstrated capacity and disposition of each party to meet the child(ren)'s developmental needs.

This standard form does not include every possible issue that may be relevant to the facts of your case. The Parenting Plan should be as detailed as possible to address the time-sharing schedule. Additional provisions should be added to address all of the relevant factors. The parties should give special consideration to the age and needs of each child.

In developing the Parenting Plan, you may wish to consult or review other materials which are available at your local library, law library or through national and state family organizations.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

And

\_\_\_\_\_,  
Respondent.

## RELOCATION/LONG-DISTANCE PARENTING PLAN

This parenting plan is: *{Choose only one}*

\_\_\_\_\_ A Parenting Plan submitted to the court with the agreement of the parties.

\_\_\_\_\_ A proposed Parenting Plan submitted by or on behalf of:  
*{Name of Parent or Other Person}* \_\_\_\_\_.

\_\_\_\_\_ A Parenting Plan established by the court.

This parenting plan is: *{Choose only one}*

\_\_\_\_\_ A final Parenting Plan established by the court.

\_\_\_\_\_ A temporary Parenting Plan established by the court.

\_\_\_\_\_ A modification of a prior final Parenting Plan or prior final order.

### I. PARTIES

**Petitioner, hereinafter referred to as Parent**

***{name or designation}*** \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Respondent, hereinafter referred to as Parent**

***{name or designation}*** \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Other Person *{If Applicable}*, hereinafter referred to as**

**{name or designation}** \_\_\_\_\_

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

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

Telephone Number \_\_\_\_\_ E-mail: \_\_\_\_\_

**II. CHILDREN:** This parenting plan is for the following child(ren):

*{Add additional lines as needed}*

**Name(s)**

**Birth Date(s)**

Name(s)	Birth Date(s)
_____	_____
_____	_____
_____	_____
_____	_____

**III. JURISDICTION**

The United States is the country of habitual residence of the child(ren).

The State of Florida is the child(ren)'s home state for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act.

This Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. Sections 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980, and for all other state and federal laws.

Other: \_\_\_\_\_.

**IV. PARENTAL RESPONSIBILITY AND DECISION MAKING**

*{Insert the name or designation of the appropriate parent or other person in the space provided}*

**1. Parental Responsibility {Choose only one}**

a. \_\_\_\_\_ **Shared Parental Responsibility.**

It is in the best interests of the child(ren) that the parties confer and **jointly** make all major decisions affecting the welfare of the child(ren). Major decisions include, but are not limited to, decisions about the child(ren)'s education, healthcare, and other responsibilities unique to this family. Either parent may consent to mental health treatment for the child(ren).

**OR**

b. \_\_\_\_\_ **Shared Parental Responsibility with Decision Making Authority**

It is in the best interests of the child(ren) that the parties confer and attempt to agree on the major decisions involving the child(ren). If the parties are unable to agree, the authority for making major decisions regarding the child(ren) shall be as follows:

Education/ Academic decisions	Parent _____	Parent _____	Other Person _____
Non-emergency health care	Parent _____	Parent _____	Other Person _____
_____	Parent _____	Parent _____	Other Person _____
_____	Parent _____	Parent _____	Other Person _____
_____	Parent _____	Parent _____	Other Person _____

**OR**

c. \_\_\_\_\_ **Sole Parental Responsibility:**

It is in the best interests of the child(ren) that \_\_\_\_\_ Parent \_\_\_\_\_ or \_\_\_\_\_ Other person \_\_\_\_\_ shall have sole authority to make major decisions for the child(ren). It is detrimental to the child(ren) for the parties to share decision-making.

2. **Day-to-Day Decisions**

Unless otherwise specified in this plan, each party shall make decisions regarding day-to-day care and control of each child, including the performance of daily tasks, while the child is with that party. Regardless of the allocation of decision making in the Parenting Plan, any party may make emergency decisions affecting the health or safety of the child(ren) when the child is residing with that party. A party who makes an emergency decision shall share the decision with the other party as soon as reasonably possible.

3. **Extracurricular Activities** *(Indicate all that apply)*

*{Insert the name or designation of parent or other person in the space provided.}*

a. \_\_\_\_\_ Any party may register the child(ren) and allow them to participate in the activity of the child(ren)'s choice.

b. \_\_\_\_\_ The parties must mutually agree to all extracurricular activities.

c. \_\_\_\_ The party with the minor child(ren) shall transport the minor child(ren) to and/or from all mutually agreed upon extra-curricular activities, providing all necessary uniforms and equipment within the party's possession.

d. \_\_\_\_ The costs of the extracurricular activities shall be paid by:

Parent \_\_\_\_\_ %

Parent \_\_\_\_\_ %

Other Person \_\_\_\_\_ %

e. \_\_\_\_ The uniforms and equipment required for the extracurricular activities shall be paid by:

Parent \_\_\_\_\_ %

Parent \_\_\_\_\_ %

Other Person \_\_\_\_\_ %

f. \_\_\_\_ Other: \_\_\_\_\_ .

**V. INFORMATION SHARING. Unless Otherwise Indicated or Ordered by the Court:**

1. Unless otherwise prohibited by law, the parties shall have access to medical and school records, and information pertaining to the child(ren), and shall be permitted to independently consult with any and all professionals involved with the child(ren). The parties shall cooperate with each other in sharing information related to the health, education, and welfare of the child(ren) and they shall sign any necessary documentation ensuring that all parties have access to said records.
2. Each party shall be responsible for obtaining records and reports directly from the school and health care providers.
3. The parties have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren).
4. The parties shall have equal and independent authority to confer with the child(ren)'s school, day care, health care providers, and other programs with regard to the child(ren)'s educational, emotional, and social progress.
5. The parties shall be listed as "emergency contacts" for the child(ren).
6. Each party has a continuing responsibility to provide a residential and mailing address, and contact telephone number (s) to the other parties. Each party shall notify the other parties in writing within 24 hours of any changes. Each party shall notify the court in writing within seven (7) days of any changes.



7. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## VI. SCHEDULING

### 1. School Calendar

a. \_\_\_\_\_ If necessary, on or before \_\_\_\_\_ of each year, the parties should obtain a copy of the school calendar for the next school year. The parties shall discuss the calendars and the time-sharing schedule so that any differences or questions can be resolved.

b. \_\_\_\_\_ The parties shall follow the school calendar of: *{Indicate all that apply}*  
\_\_\_\_\_ the oldest child  
\_\_\_\_\_ the youngest child  
\_\_\_\_\_ \_\_\_\_\_ County  
\_\_\_\_\_ \_\_\_\_\_ School

### 2. Academic Break Definition

When defining academic break periods, the period shall begin at the end of the last scheduled day of classes before the holiday or break and shall end on the first day of regularly scheduled classes after the holiday or break.

### 3. Schedule Changes *{Indicate all that apply}*

- a. \_\_\_\_\_ A party making a request for a schedule change will make the request as soon as possible, but in any event, except in cases of emergency, no less than \_\_\_\_\_ before the change is to occur.
- b. \_\_\_\_\_ A party requesting a change of schedule shall be responsible for any additional child care, or transportation costs caused by the change.
- c. \_\_\_\_\_ Other \_\_\_\_\_.

## VII. TIME-SHARING SCHEDULE

*{Insert the name or designation of the appropriate parent in the space provided. A time-sharing schedule must be indicated for both parents, and/or the Other Person}*

### 1. Weekday and Weekend Schedule

The following schedule shall apply beginning on \_\_\_\_\_ with Parent \_\_\_\_\_, or, \_\_\_\_\_ *{If Applicable}* Other Person \_\_\_\_\_ and continue as follows:

The child(ren) shall spend time with **Parent** \_\_\_\_\_ on the following dates and times:

**WEEKENDS:** \_\_\_\_\_ Every \_\_\_\_\_ Every Other \_\_\_\_\_ Other *{Specify}*: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

WEEKDAYS: {Specify days} \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

OTHER: {Specify} \_\_\_\_\_

\_\_\_\_\_

The child(ren) shall spend time with **Parent** \_\_\_\_\_ on the following dates and times:

WEEKENDS: \_\_\_\_\_ Every \_\_\_\_\_ Every Other \_\_\_\_\_ Other {Specify}:

From \_\_\_\_\_ to \_\_\_\_\_

WEEKDAYS: {Specify days} \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

OTHER: {Specify} \_\_\_\_\_

\_\_\_\_\_

{If Applicable} The child(ren) shall spend time with the **Other Person** \_\_\_\_\_

on the following dates and times:

WEEKENDS: \_\_\_\_\_ Every \_\_\_\_\_ Every Other \_\_\_\_\_ Other {Specify} :

From \_\_\_\_\_ to \_\_\_\_\_

WEEKDAYS: {Specify Days} \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

OTHER: {Specify} \_\_\_\_\_

\_\_\_\_\_

**Please indicate if there is a different time sharing schedule for any child. Complete a separate Attachment for each child for whom there is a different time sharing schedule.**

\_\_\_\_\_ There is a different time-sharing schedule for the following child(ren) in Attachment \_\_\_\_\_.

\_\_\_\_\_, and \_\_\_\_\_.

{Name of Child}

{Name of Child}

**2. Holiday Schedule {Choose only one}**

{Insert the name or designation of the appropriate parent or Other Person in the space provided.}

a. \_\_\_\_\_ No holiday time sharing shall apply. The regular time-sharing schedule set forth above shall apply.

b. \_\_\_\_\_ Holiday time-sharing shall be as the parties agree.

c. \_\_\_\_\_ Holiday time-sharing shall be in accordance with the following schedule. The Holiday schedule will take priority over the regular weekday, weekend, and summer schedules. Fill in the

blanks with the name of either the appropriate parent or *{If Applicable}* Other Person to indicate where the child(ren) will be for the holidays. Provide the beginning and ending times. If a holiday is not specified as even, odd, or every year with one party, then the child(ren) will remain with the other party in accordance with the regular schedule

<b><u>Holidays</u></b>	<b><u>Even Years</u></b> <i>{name}</i>	<b><u>Odd Years</u></b> <i>{name}</i>	<b><u>Every Year</u></b> <i>{name}</i>	<b><u>Begin/End</u></b> <b><u>Time</u></b>
New Year's Day	_____	_____	_____	_____
Martin Luther King Wknd	_____	_____	_____	_____
President's Day Wknd	_____	_____	_____	_____
Easter	_____	_____	_____	_____
Passover	_____	_____	_____	_____
Mother's Day	_____	_____	_____	_____
Memorial Day Wknd	_____	_____	_____	_____
Father's Day	_____	_____	_____	_____
4th of July	_____	_____	_____	_____
Labor Day Weekend	_____	_____	_____	_____
Rosh Hashanah	_____	_____	_____	_____
Yom Kippur	_____	_____	_____	_____
Columbus Day Wknd	_____	_____	_____	_____
Veteran's Day	_____	_____	_____	_____
Thanksgiving	_____	_____	_____	_____
Hanukkah	_____	_____	_____	_____
Christmas	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
Children's Birthday's	_____	_____	_____	_____

This holiday schedule may affect the regular time-sharing schedule. Parties may wish to specify one or more of the following options:

d. \_\_\_\_ When the parties are using an alternating weekend plan and the holiday schedule would result in one party having the child(ren) for three weekends in a row, the parties will exchange the following weekend, so that each has two weekends in a row before the regular alternating weekend pattern resumes.

e. \_\_\_\_ If a party has the child(ren) on a weekend immediately before or after an unspecified holiday or non-school day, they shall have the child(ren) for the holiday or non-school day.

3. **Winter Break** {choose only one}

a. \_\_\_\_\_ Parent \_\_\_\_\_ or \_\_\_\_\_ {If Applicable} Other Person {name or designation} \_\_\_\_\_ shall have the child(ren) from the day and time school is dismissed until December \_\_\_\_ at \_\_\_\_ a.m./p. m in \_\_\_\_\_ odd-numbered years \_\_\_\_\_ even-numbered years \_\_\_\_\_ every year. The other party will have the child(ren) for the second portion of the Winter Break. The parties shall alternate the arrangement each year.

b. \_\_\_\_\_ Parent \_\_\_\_\_ or \_\_\_\_\_ {If Applicable} Other Person {name or designation} \_\_\_\_\_ shall have the child(ren) for the entire Winter Break during \_\_\_\_\_ odd-numbered years \_\_\_\_\_ even-numbered years \_\_\_\_\_ every year

c. \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Specific Winter Holidays**

If not addressed above, the specific Winter Holidays such as Christmas, New Year's Eve, Hanukkah, Kwanzaa, etc. shall be shared as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5. **Spring Break** {Choose only one}

a. \_\_\_\_\_ The parties shall follow the regular schedule.

b. \_\_\_\_\_ The parties shall alternate the entire Spring Break with Parent \_\_\_\_\_, or \_\_\_\_\_ {If Applicable} Other Person {name or designation} \_\_\_\_\_ having the child(ren) during the \_\_\_\_\_ odd-numbered \_\_\_\_\_ even-numbered years

c. \_\_\_\_\_ Parent \_\_\_\_\_, or \_\_\_\_\_ {If Applicable} Other Person {name or designation} \_\_\_\_\_ shall have the child(ren) for the entire Spring Break every year.

d. \_\_\_\_\_ The Spring Break will be evenly divided. The first half of the Spring Break will go to the party whose regularly scheduled weekend falls on the first half and the second half going to the party whose weekend falls during the second half.

e. \_\_\_\_\_ Other: \_\_\_\_\_.

6. **Summer Break** {Choose only one}

a. \_\_\_\_\_ The parents shall follow the regular schedule through the summer.

b. \_\_\_\_\_ Parent \_\_\_\_\_, or \_\_\_\_\_ *{If Applicable}* Other Person *{name or designation}* \_\_\_\_\_ shall have the entire Summer Break from \_\_\_\_\_ after school is out until \_\_\_\_\_ before school starts.

c. \_\_\_\_\_ The parties shall equally divide the Summer Break as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

d. \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_.

**7. Number of Overnights:**

Based upon the time-sharing schedule, Parent *{name or designation}* \_\_\_\_\_ has a total of \_\_\_\_\_ overnights per year, \_\_\_\_\_ Parent *{name or designation}* \_\_\_\_\_ has a total of \_\_\_\_\_ overnights per year and \_\_\_\_\_ *{If Applicable}* the Other Person *{name or designation}* \_\_\_\_\_ has a total of \_\_\_\_\_ overnights per year.

**Note: The total of these numbers must equal 365.**

**8. Attached Time-Sharing Schedule:**

\_\_\_\_\_ **If not set forth above**, the parties shall have time-sharing in accordance with the schedule which is attached as Attachment \_\_\_\_\_ and incorporated herein.

**VIII. TRANSPORTATION AND EXCHANGE OF CHILD(REN)**

*{Insert the name or designation of the appropriate parent or Other Person in the space provided.}*

1. The parties shall have the child(ren) ready on time with sufficient clothing packed and ready at the agreed upon time of exchange. All necessary information and medicines will accompany the child(ren).
2. The parties shall exchange travel information and finalize travel plans at least \_\_\_\_\_ days in advance of the date of travel. Except in cases of emergency, any party requesting a change of travel plans after the date of finalization shall be solely responsible for any additional costs.
3. **Automobile Transportation and Exchange** *{Choose only one}*  
If a party is more than \_\_\_\_\_ minutes late without contacting the other party to make other arrangements, the party with the child(ren) may proceed with other plans and activities.

a. \_\_\_\_\_ Parent *{name or designation}* \_\_\_\_\_, or \_\_\_\_\_ *{If Applicable}* Other Person *{name or designation}* \_\_\_\_\_ shall provide all transportation.

- b. \_\_\_\_\_ Parent *{name or designation}* \_\_\_\_\_, or \_\_\_\_\_ *{If Applicable}* Other Person *{name or designation}* \_\_\_\_\_ shall pick up the child(ren) at the beginning of the visit and the other party shall pick up the child(ren) at the end of the visit. The exchange shall take place:
- \_\_\_\_\_ At the parties' homes unless otherwise agreed;
- \_\_\_\_\_ At the following location unless the parties agree in advance to a different location: *{specify}* \_\_\_\_\_;
- \_\_\_\_\_ At the following central location: *{specify}* \_\_\_\_\_;
- c. \_\_\_\_\_ Other: \_\_\_\_\_.

**4. Airplane and Other Public Transportation and Exchange**

Airline regulations govern the age at which a child may fly unescorted. An older child or children may fly under such regulations as each airline may establish.

- a. \_\_\_\_\_ Until a child reaches the age of \_\_\_\_\_, the parties agree that the child(ren) shall take a direct flight and/or fly accompanied by: \_\_\_\_\_.
- b. \_\_\_\_\_ Once a child reaches the age of \_\_\_\_\_, the child shall be permitted to fly accompanied by an airline employee.
- c. \_\_\_\_\_ Once a child reaches the age of \_\_\_\_\_, the child shall be permitted to fly unescorted.
- d. \_\_\_\_\_ Other: \_\_\_\_\_.

Airline reservations should be made well in advance and preferably, non-stop or direct.

All flight information shall be sent to the other party(ies) at least \_\_\_\_\_ days in advance of the flight by the party purchasing the tickets.

If the child(ren) are flying accompanied by a party, the party picking up the child(ren) shall exchange the child(ren) with the other party at \_\_\_\_\_ and the party returning the child(ren) shall exchange the children at \_\_\_\_\_.

If the exchange is to be made at the airport, the party flying in to pick up or drop off the child(ren) from/to the airport must notify the other party of any flight delays.

Unless otherwise agreed in advance, the party taking the child(ren) to the airport must call the other party(ies) immediately upon departure to notify the other party(ies) that the child(ren) is/are arriving, and the party who meets the child(ren) must immediately notify the other party(ies) upon the child(ren)'s arrival.

**5. Costs of Airline and Other Public Transportation *{Indicate all that apply}***

*{Insert the name or designation of the appropriate parent in the space provided.}*

a. \_\_\_\_\_ Ticket Purchase *{If Applicable}*:

The parties shall work together to purchase the most convenient and least expensive tickets.

After consultation among the parties, it shall be the responsibility of \_\_\_\_\_ to purchase the tickets by *{date}* \_\_\_\_\_.

All parties entitled to access to, or time-sharing with the child(ren) shall be notified of the purchase by *{date}* \_\_\_\_\_.

Proof of the purchase and a copy of the itinerary (*choose only one*) \_\_\_\_\_ shall be provided to all parties by \_\_\_\_\_ *{date}* \_\_\_\_\_ shall not be provided.

Unless otherwise agreed or in the case of an unavoidable emergency, any costs incurred by a missed travel connection shall be the sole responsibility of the party who failed to timely deliver the child(ren) to the missed connection.

b. \_\_\_\_\_ Transportation costs are included in the Child Support Worksheets and/or the Order for Child Support and should not be included here.

c. \_\_\_\_\_ Parent \_\_\_\_\_ shall pay \_\_\_\_\_%  
Parent \_\_\_\_\_ shall pay \_\_\_\_\_% of the transportation costs.

d. \_\_\_\_\_ Parent \_\_\_\_\_ shall pay \_\_\_\_\_%  
Parent \_\_\_\_\_ shall pay \_\_\_\_\_% of the transportation costs for an adult to accompany the child(ren) during travel.

e. \_\_\_\_\_ If the parties are sharing travel costs, the non-purchasing party shall reimburse the other party within \_\_\_\_\_ days of receipt of documentation establishing the travel costs.

f. \_\_\_\_\_ Other: \_\_\_\_\_.

**6. Foreign and Out-Of-State Travel *{Indicate all that apply}***

a. \_\_\_\_\_ The parties may travel within the United States with the child(ren) during his/her time-sharing. The party traveling with the child(ren) shall give the other party(ies) at least \_\_\_\_\_ days written notice before traveling out of state unless there is an emergency, and shall provide the other party(ies) with a detailed itinerary, including locations and telephone numbers where the child(ren) and party can be reached at least \_\_\_\_\_ days in advance of the date of travel.

b. \_\_\_\_\_ A party may travel out of the country with the child(ren) during his/her time-sharing. At least \_\_\_\_\_ days in advance of the date of travel, the party shall provide a detailed itinerary, including locations, and telephone numbers where the child(ren) and party may be

reached during the trip. Each party agrees to provide whatever documentation is necessary for the other party(ies) to take the child(ren) out of the country.

- c. \_\_\_\_\_ If a party wishes to travel out of the country with the child(ren), he/she shall provide the following security for the return of the child \_\_\_\_\_  
\_\_\_\_\_.
- d. \_\_\_\_\_ Other \_\_\_\_\_.

7. **Other Travel and Exchange Arrangements:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## IX. EDUCATION

1. **School designation.** For purposes of school boundary determination and registration, the address of Parent *{name or designation}* \_\_\_\_\_ or \_\_\_\_\_ *{If Applicable}* Other Person's *{name or designation}* \_\_\_\_\_ address shall be used .
2. *{If Applicable}* The following provisions are made regarding private or home schooling:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3. **Other.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## X. DESIGNATION FOR OTHER LEGAL PURPOSES

The child(ren) named in this Parenting Plan are scheduled to reside the majority of the time with the Parent *{name or designation}* \_\_\_\_\_ or \_\_\_\_\_ *{If Applicable}* Other Person *{name or designation}* \_\_\_\_\_. This majority designation is **SOLELY** for purposes of all other state and federal laws which require such a designation. **This designation does not affect the rights or responsibilities of any party under this Parenting Plan.**

## XI. COMMUNICATION

1. **Between Parties**  
All communications regarding the child(ren) shall be between the parties. The parties shall not use the child(ren) as messengers to convey information, ask questions, or set up schedule changes.

The parties shall communicate with each other by: *{Indicate **all** that apply}*  
\_\_\_\_\_ in person



- by telephone
- by letter
- by e-mail
- Other: \_\_\_\_\_.

**2. Between Parties and Child(ren)**

The parties shall keep contact information current. Telephone or other electronic communication between the child(ren) and another party shall not be monitored by or interrupted by the other party. "Electronic communication" includes telephones, electronic mail or e-mail, webcams, video-conferencing equipment and software or other wired or wireless technologies or other means of communication to supplement face to face contact.

The child(ren) may have  telephone  e-mail  other electronic communication in the form of \_\_\_\_\_ with the other party:

*{Choose only one}*

- Anytime
- Every day during the hours of \_\_\_\_\_ to \_\_\_\_\_
- On the following days \_\_\_\_\_  
during the hours of \_\_\_\_\_ to \_\_\_\_\_
- Other: \_\_\_\_\_

**3. Costs of Electronic Communication** shall be addressed as follows:

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

**XII. CHILD CARE** *{Choose only one}*

1.  Each party may select appropriate child care providers
2.  All child care providers must be agreed upon by the parties.
3.  Each party must offer the other party the opportunity to care for the child(ren) before using a child care provider for any period exceeding \_\_\_\_\_ hours.
4.  Other \_\_\_\_\_.

**XIII. CHANGES TO OR MODIFICATIONS OF THE PARENTING PLAN**

Temporary changes may be made informally without a written document. When the parties do not agree, this Parenting Plan remains in effect until further order of the court.

Any substantial changes to the Parenting Plan must be sought through the filing of a supplemental petition for modification.

**XIV. RELOCATION**

Any relocation of the child(ren) is subject to and must be sought in compliance with Section 61.13001, Florida Statutes.

**XV. DISPUTES OR CONFLICT RESOLUTION**

The parties shall attempt to cooperatively resolve any disputes which may arise over the terms of the Parenting Plan. The parties may wish to use mediation or other dispute resolution methods and assistance, such as Parenting Coordinators and Parenting Counselors, before filing a court action.

**XVI. OTHER PROVISIONS**

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**SIGNATURES OF PARTIES**

**I certify that I have been open and honest in entering into this Parenting Plan. I am satisfied with this plan and intend to be bound by it.**

Dated: \_\_\_\_\_

Signature of Petitioner/ Parent \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Designated E-mail Address(es): \_\_\_\_\_

\_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
*[Print, type, or stamp commissioned name of notary or deputy clerk.]*

\_\_\_\_\_ Personally known

\_\_\_\_\_ Produced identification

\_\_\_\_\_ Type of identification produced \_\_\_\_\_

**I certify that I have been open and honest in entering into this Parenting Plan. I am satisfied with this plan and intend to be bound by it.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Respondent/Parent \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Designated E-mail Address(es): \_\_\_\_\_

\_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
*[Print, type, or stamp commissioned name of notary or deputy clerk.]*

\_\_\_\_\_ Personally known

\_\_\_\_\_ Produced identification

\_\_\_\_\_ Type of identification produced \_\_\_\_\_

I certify that I have been open and honest in entering into this Parenting Plan. I am satisfied with this plan and intend to be bound by it.

Dated: \_\_\_\_\_

Signature of Other Person \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Designated E-mail Address(es): \_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
*[Print, type, or stamp commissioned name of notary or deputy clerk.]*

\_\_\_\_ Personally known  
\_\_\_\_ Produced identification  
\_\_\_\_ Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:** [fill in all blanks] This form was prepared for the: *{choose only one}* \_\_\_\_\_ Petitioner \_\_\_\_\_ Respondent \_\_\_\_\_ Other Person.

This form was completed with the assistance of:  
*{name of individual}* \_\_\_\_\_,  
*{name of business}* \_\_\_\_\_,  
*{address}* \_\_\_\_\_,  
*{city}* \_\_\_\_\_, *{state}* \_\_\_\_\_, *{zip code}* \_\_\_\_\_, *{telephone number}* \_\_\_\_\_.