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Harold Bazzel, Clerk
Bay County, Florida
DEPUTY CLERK DW
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IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA

ADMINISTRATIVE ORDER # 2008-00-10

RE: ADOPTION OF PARENTING PLAN AND RELATED FORMS

WHEREAS, the 2008 legislature made substantial revisions to Chapter 61, Florida Statutes, particularly in regard to rules regulating parenting time with minor children, to be effective October 1, 2008.

WHEREAS, in order to comply with the statutory changes, it has become necessary to develop new forms and procedures; and

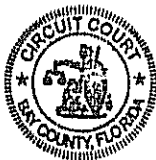
NOW THEREFORE, it is ORDERED and ADJUDGED:

1. The following documents are approved for use in the Fourteenth Judicial Circuit for parties seeking to establish or modify court-ordered parenting time with minor children:
 - *Basic Parenting Plan and Instructions*
 - *Exhibit "A" – Rules of Shared Parental Responsibility*
 - *Exhibit "B" – Option One – Time Sharing Schedule*
 - *Exhibit "B" – Option Two – Time Sharing Schedule*
 - *Exhibit "B" – Option Three – Time Sharing Schedule*
2. The official forms for use by the public are published on this circuit's website, www.jud14.flcourts.org. They may be modified and updated by the Court without amendment to this Administrative Order. The website should be consulted for the latest official version. These documents are in a downloadable format. They are also available at the offices of the Clerk of Court.
3. All forms listed above shall be included in the self-help packets sold by the Clerks.
4. A parenting plan may be developed or agreed to by the parents, or a plan may be recommended by a court-appointed mental health professional. Any parenting plan agreed to by the parties or recommended by a professional must be approved by the court. If the

parents cannot agree, the parenting plan will be established by the court pursuant to Chapter 61.046(13), Florida (2008).

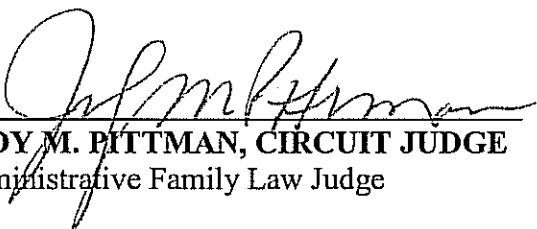
5. Parties ordered to mediation shall complete a parenting plan and bring a draft of their completed parenting plan to mediation.
6. Use of circuit approved forms is encouraged in every case involving child-parent contact. In the event a circuit-approved form is not used, or if an approved form is used in modified form that fact shall be clearly and conspicuously noted on the front page of the parenting plan submitted to the court for approval.
7. All custody, visitation, or parental responsibility orders pre-dating this Administrative Order are valid and remain in full force and effect until modified by the court. The approval and adoption of these new parenting plans shall not be the sole ground for modification of parental responsibility or time sharing arrangements which have been previously established by court order or judgment.
8. This Administrative Order shall be effective October 1, 2008 and shall apply to cases filed on or after that date, unless otherwise ordered by the assigned judge. Cases filed prior to October 1, 2008, will be adjudicated on the pleadings as they stand at the time of trial.

DONE AND ORDERED in chambers in Panama City, Bay County, Florida, this 13 day of November 2008, effective October 1, 2008, NUNC PRO TUNC.



A CERTIFIED TRUE COPY
HAROLD BAZZEL CLERK
OF THE CIRCUIT COURT

By Nanda Maddox
Deputy Clerk


JUDY M. PITTMAN, CIRCUIT JUDGE
Administrative Family Law Judge


HENTZ MCCLELLAN
CHIEF JUDGE

INSTRUCTIONS FOR PARENTING PLAN

If a divorce, paternity or other type of case involves the issues of parenting or time-sharing regarding the parties' minor child(ren), Florida law requires the entry of a Parenting Plan. The Parenting Plan may be agreed upon by the parties or proposed to the court by either party; however, the court has the ultimate authority to ensure that a proposed Parenting Plan and Time-Sharing Schedule is in the best interest of the child(ren).

THE PARENTING PLAN

Indicate whether the Parenting Plan is being submitted by the agreement of the parties or is proposed by only one parent. If proposed by only one parent, write that parent's name where indicated. The "Other" section is used when a mental health professional submits a proposed parenting plan to the Court.

At the bottom on each page of the parenting plan there is a section that each party must initial. ___Petitioner (if you are the person who filed the petition initial here)
___Respondent (if you are the person who had to file an answer, initial here).

SECTION I: Parent's Information	Enter all information regarding the parents. If either parent does not have a telephone or e-mail address, write " NONE " on the appropriate line.
SECTION II: Children's Information	Write the complete legal name, date of birth and sex of each child. Attach an additional page if necessary.
SECTION III: Jurisdiction	This section concerns the court's jurisdiction or authority to handle the case. There is nothing to complete in this section; only read and understand what is written.
SECTION IV: Parental Responsibility	Indicate whether the parents will have "Shared Parental Responsibility" or if one parent will have Sole Parental responsibility. <u>Florida law requires the court to order that the parental responsibility for children be shared by both parents unless Shared Parental Responsibility would be detrimental for the child(ren).</u> If it is in the child(ren)'s best interests, the court may order Sole Parental Responsibility with or without time-sharing with the other parent.

Exhibit "A": Rules of Shared Parental Responsibility	The rules should be attached to the Parenting Plan on all cases in which the parental responsibility will be shared between the parents, but not in cases of Sole Parental Responsibility.
SECTION IV: Parental Responsibility Paragraph 2	"Ultimate Decision Making Authority" may be used in Shared Parental Responsibility cases, but it <u>should only be completed</u> if one parent is to have the final or ultimate decision making authority on certain issues regarding the children.
SECTION IV: Parental Responsibility Paragraph 3	"Day-to-Day and Emergency Decisions" There is nothing to complete in this section; only read and understand what is written.
SECTION IV: Parental Responsibility Paragraph 4	"Extra Curricular Activities" Write in the percentage amount that each parent shall pay for extra-curricular activities. The total between Mother and Father must equal 100%.
SECTION V: Time Sharing Schedule Choose between Option One, Option Two or Option Three. Must choose only one Option. See Exhibit "B"	The time-sharing schedule you choose or prepare shall be attached to the Parenting Plan as Exhibit "B." There are three options for time-sharing schedules attached to this material. ONLY ONE TIME-SHARING SCHEDULE MAY BE ATTACHED. If you choose options One or Two, you must indicate in the initial paragraph which parent will follow the time-sharing schedule outlined in the attached Exhibit B. If you wish to create your own time-sharing schedule, you may choose option Three; however, you must complete the three page schedule completely and accurately so that there will be no confusion as to when the children are to be with which parent.
SECTION VI: Transportation and Exchange of Children	Indicate only one choice on the "Transportation" issue and one choice on the "Exchange" issue. Choose the one that best suits the needs of your family.

SECTION VII: Education	Complete the "Education" sections as appropriate.
SECTION VIII: Changes or Modification of the Parenting Plan	Read the section on changes or modifications to the Parenting Plan. There is nothing to complete in this section; only read and understand what is written.
SECTION IX: Relocation	There is nothing to complete in this section; only read and understand what is written.
SECTION X: Communication Between Parents and Children	Complete the section on "Communication Between Parents and Children" by indicating the methods and times for each parent to communicate with the child(ren).
SECTION XI: Disputes or Conflict Resolution	Read the section on "Disputes or Conflict Resolution." There is nothing to complete in this section; only read and understand what is written.
SECTION XII: Other Provisions not Otherwise Addresses in this Plan	This section is to be used for any provisions that were not specifically outlined in the parenting plan.
SIGNATURES:	Date and sign the Parenting Plan BEFORE A NOTARY PUBLIC or DEPUTY CLERK. If either party does not have any Attorney, write "none" in the space for the attorney's signature.
NOTARY:	Make sure the Notary or Deputy Clerk completes the section for <u>each</u> parent.

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

Petitioner,

and

Case No.: _____

Respondent,

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:
(Parent's Name) _____.
- Other: _____.

I. PARENTS

Mother

Name: _____
Address: _____
Telephone Number: _____
E-Mail: _____

Father

Name: _____
Address: _____
Telephone Number: _____
E-Mail: _____

II. **CHILDREN:** This parenting plan is for the following child(ren) born to, or adopted by the parties: *(add additional lines as needed)*

<u>Name</u>	<u>Date of Birth</u>	<u>Sex</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. **JURISDICTION**

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

The State of Florida maintains the most significant contacts with the child(ren) and is the most appropriate forum for addressing parenting contact and time-sharing.

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

Any order adopting 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. ss 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.

IV. **PARENTAL RESPONSIBILITY AND DECISION MAKING**

1. **Parental Responsibility (Choose only one)**

Shared Parental Responsibility.

It is in the best interests of the child(ren) that the parties have full parental rights and responsibility to confer and make 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.

Both parents shall abide by the rules of shared parental responsibility as are set forth in Exhibit "A" which is attached to this Parenting Plan.

OR

Sole Parental Responsibility:

It is in the best interests of the child(ren) that the **Mother** **Father** shall have sole authority to make major decisions for the child(ren).

2. Ultimate Decision Making Authority (for Shared Responsibility cases only)

Although the parents shall share in making the major decisions for the child(ren), if they are unable to reach an agreement, the ultimate decision on the following major issues shall be made by the parent(s) as indicated below:

Education/Academic matters	[]	Mother	[]	Father
Non-emergency Medical/Dental Care	[]	Mother	[]	Father
Religion/Religious training	[]	Mother	[]	Father
Extra-curricular Activities	[]	Mother	[]	Father
Counseling or Mental Health Care	[]	Mother	[]	Father
Child care	[]	Mother	[]	Father
_____	[]	Mother	[]	Father
_____	[]	Mother	[]	Father

3. Day-to-Day and Emergency Decisions

Each parent shall be entitled to make minor decisions regarding day-to-day care and control of each child while the child is residing with that parent. Regardless of the allocation of decision making in the parenting plan, either parent may make emergency decisions affecting the health or safety of the child(ren) when the child is with that parent. A parent who makes an emergency decision shall share the decision with the other parent as soon as reasonably possible.

4. Extra-curricular Activities

A. The parent the child(ren) are with at the time of an extra-curricular activity shall transport the minor child(ren) to and from that extra-curricular activity.

B. It is the responsibility of both parents to ensure that all uniforms, equipment and other items necessary for the child(ren) to participate in an upcoming extra-curricular activity are delivered to the parent who the child(ren) will be with at the time of that activity.

C. It is the responsibility of the parent transporting the child(ren) to an extra-curricular activity to ensure that the child(ren) take to that activity all uniforms, equipment and other items necessary to participate in that activity.

D. In addition to any child support paid or received, the costs of the extra-curricular activities, including uniforms and equipment, shall be paid by:

Mother _____% **Father** _____%

V. TIME-SHARING SCHEDULE

The parties shall abide by the time-sharing schedule as set forth in **Exhibit "B"** attached to this Parenting Plan.

VI. TRANSPORTATION AND EXCHANGE OF CHILD(REN)

1. Transportation (Choose only one)

- The **Mother** **Father** **AND/OR** someone mutually known the parties who also holds a valid driver's license, shall provide all transportation.
- The parent beginning their time-sharing shall provide transportation for the child(ren).
- The parent ending their time-sharing shall provide transportation for the child(ren).
- Other: _____.

2. Exchange (Choose only one)

Both parents shall have the child(ren) ready on time with sufficient clothing packed and ready at the agreed upon time of exchange.

- Exchanges shall be at **Mother's** and **Father's** homes unless both parents agree to a different meeting place.
- Exchanges shall occur at _____
_____ unless both parties agree in advance to a different meeting place.
- Other: _____.

All necessary information will be sent with the child(ren) including:

- Medicine in its original packaging with dosage instructions
- Homework assignments, school projects and directions
- Social Activities with equipment
- Appointments
- Sleep / Meal Schedules

During all transportation exchanges, parental communication shall be limited to issues required for the child(ren) and neither parent shall display anger, sarcasm, or profanity in the presence of the child(ren).

The required child(ren)'s belongings will be provided to the other parent by the transporting parent. Child(ren) will not be required to take overnight bags or personal belongings to school.

VII. EDUCATION

1. **School designation.** For school and school district purposes, the **Mother** **Father's** address shall be designated.

2. **School enrollment.** The **Mother** **Father** shall be responsible for enrolling the child(ren) in school and for ensuring that both parents are listed as emergency contacts on all school forms.

3. *(If Applicable)* The following provisions are made regarding private or home schooling:

4. Other: _____

VIII. CHANGES OR MODIFICATIONS OF THE PARENTING PLAN

This Parenting Plan may be modified or varied on a temporary basis when both parents agree. When the parents do not agree, the Parenting Plan remains in effect until further order of this court. In the absence of an agreement between the parties, changes to the Parenting Plan must be sought through the filing of a supplemental petition for modification.

IX. RELOCATION

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

X. COMMUNICATION BETWEEN PARENTS AND CHILD(REN)

When the child(ren) are with one parent, then the child(ren) shall be permitted contact with the other parent by the following means and at the following times:

The child(ren) may have telephone e-mail text-messaging or 0 other electronic communication in the form of _____

with the other parent:

- Anytime
- Everyday during the hours of _____ to _____.
- On the following days

_____ during the hours of _____ to _____.

- Other: _____

XI. DISPUTES OR CONFLICT RESOLUTION

Should the parents arrive at differences regarding any of the terms of the Parenting Plan, they shall confer, in good faith, in an effort to resolve them.

No hearing shall be scheduled before a court of competent jurisdiction regarding any differences as aforesaid, unless the party seeking the hearing certifies to the court that the parties have conferred as herein mandated or that the other party refused to confer and that such difference cannot be resolved without intervention of the court.

These provisions are not applicable if immediate court action is required to protect the child(ren) in an emergency situation.

XII. OTHER PROVISIONS NOT OTHERWISE ADDRESSED IN THIS PLAN (You may attach additional pages, if necessary)

IN WITNESS WHEREOF, the parties hereto have executed this Parenting Plan.

DATED: _____

DATED: _____

Father's Printed Name

Mother's Printed Name

Father's Signature

Mother's Signature

ATTORNEY FOR FATHER

ATTORNEY FOR MOTHER

EXHIBIT A

Rules of Shared Parental Responsibility

"Shared Parental Responsibility" means a court-ordered relationship in which both parents retain full parental rights and responsibilities with respect to their child(ren) and in which both parents confer with each other so that major decisions affecting the welfare of the child(ren) will be determined jointly. F.S. §61.046(16)

The parties have the following shared parental rights and responsibilities:

- A. Both parents shall have access to medical and school records pertaining to the child(ren) and shall be permitted to independently consult with any and all professionals involved with the child(ren). The parents 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 both parents have access to such records.
- B. Each parent shall be responsible for obtaining records and reports directly from the school and health care providers. Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren).
- C. Both parents shall have equal and independent authority to confer with the child(ren)'s school, day care, health care provider, counselors, therapists, and other programs with regard to the child(ren)'s physical and mental health, education, and social progress.
- D. Both parents shall be listed as "emergency contacts" for the child(ren) with schools, day cares, or other programs.
- E. Each parent has a continuing responsibility to provide a residential, mailing or contact address, and contact telephone number to the other parent. Each parent shall notify the other parent in writing within twenty-four (24) hours of any changes to such contact information, and each parent shall notify the court in writing within seven (7) days of any such changes.
- F. In the event of the child(ren)'s acute and major illnesses, each parent shall, have the right of contact with the child(ren) where the child(ren) are confined.
- G. As a matter of courtesy, the parent picking up or delivering the child(ren) shall do so promptly. The child(ren) and the waiting parent have no duty to wait longer than thirty (30) minutes, unless notified that the other parent will be late. Both parents shall use good judgment and act in good faith in such matters.

- H. Either parent who is unable to exercise any time-sharing period of less than five (5) days shall give the other parent forty-eight (48) hours advance notice of intent not to exercise such time-sharing period. Either parent who is unable to exercise any time-sharing period of more than five (5) days shall give the other parent three (3) weeks advance notice of intent not to exercise such time-sharing period.
- I. All communication regarding the child(ren) shall be between the parents. The parents shall not use the child(ren) as messengers to convey information, ask questions, or set up schedule changes. The parents may communicate with each other in person, by telephone, letter, text-messaging, e-mail, or other electronic communication.
- J. Each parent shall use all reasonable efforts to maintain unhampered contact between the child(ren) and other parent and to foster a feeling of affection between them. Neither parent shall do or say anything, nor allow any other person to do or say anything, that would estrange the child(ren) from the other, that would injure the child(ren)'s opinion of the other, or that would impair the natural development of the child(ren)'s love and respect for each parent. At all times, the parents should strive for a working relationship between themselves that is in the best interest of the child(ren).

In addition to the general duties set forth above, each parent SHALL NOT:

1. Ask the child(ren) to keep a secret from the other parent.
2. Quiz the child(ren) about what's going on at the other parent's home.
3. Try to conduct parental business when exchanging the child(ren).
4. Ask the child(ren) directly or subtly, "Which of us do you really want to live with."
5. Have the child(ren) refer to a future stepparent as "mother" or "father".
6. Use as the child(ren)'s last name one that is different from their legal name.

EXHIBIT "B" - *Option One* TIME-SHARING SCHEDULE

The Father Mother shall parent the child(ren) during the following time-sharing schedule:

1. **Alternate Weekends:** Every other weekend from 5:00 p.m. Friday until 5:00 p.m. Sunday.

2. **Summers:** Summer vacation will be shared between the parents as follows:

3. **Child(ren)'s birthdays:** On odd numbered years, from 10:00 a.m. until 3:00 p.m., and on even-numbered years from 3:00 p.m. until 8:00 p.m., with the opposite schedule for the other parent. This schedule applies to all children in a family on every child's birthday. This schedule allows both parents to have time with each child (and his or her siblings) on each child's birthday. This has priority over any other time-sharing schedule.

4. **Christmas Holiday:** Christmas vacation, from the time that school ends on the last day before the vacation through 5 pm the day before school resumes, shall be split evenly, with the (*check one only*) **Father** **Mother** having the child(ren) for the first half of Christmas vacation, and the other parent having the child(ren) for the second half of the vacation in even-numbered years; and the opposite schedule shall apply for the parents in odd-numbered years. If the parent having the child(ren) for the first half of the vacation is not traveling out of town for Christmas day, then the other parent shall have the children from noon to 8 pm on Christmas day with that other parent responsible for picking up and returning the children at the beginning and end of the Christmas day visit.

5. **Thanksgiving Holiday:** 5:00 p.m. the day school gets out for the Thanksgiving holiday until 5:00 p.m. the day before school begins after the holiday every odd-numbered year, and the same time every even numbered year for the other parent. This has priority over any other time-sharing schedule.

6. **Spring Break/ Fall Break :** The child(ren)'s **Spring** school break every even-numbered year from 5:00 p.m. the day school is out for the break until 5:00 p.m. the day before school begins after the break. The other parent shall have the child(ren) during the entire **spring** break every odd-numbered year.

The child(ren)'s **Fall** school break every odd-numbered year from 5:00 p.m. the day school is out for the break until 5:00 p.m. the day before school begins after the break. The other parent shall have the child(ren) during the entire Fall break every even-numbered year. This has priority over any other time-sharing schedule.

7. ***Mother's Day Weekend / Father's Day Weekend:*** Mother's Day weekend each year with the mother, and Father's Day weekend each year with the father. This has priority over any other time-sharing schedule.
8. ***Parents' Birthdays:*** The Mother's birthday each year with the mother, and the Father's birthday each year with the father. This has priority over any other time-sharing schedule.
9. ***Non-abatement of Child Support:*** The child support obligation shall not abate during any visitation period.
10. ***Remaining Time -*** The **Father** **Mother** shall parent the child(ren) during the remaining time not allotted in the schedule above.

EXHIBIT "B" - Option Two TIME-SHARING SCHEDULE

The Father Mother shall parent the child(ren) during the following time-sharing schedule:

1. **Thursday** or **Wednesday Evenings:** Every Wednesday evening from 6:00 p.m. until Thursday morning at 8:00 a.m. OR Every Thursday evening from 6:00 p.m. until Friday morning at 8:00 a.m. Return to other parent or return to school if school is in session.

2. **Alternate Weekends:** Every other weekend from 5:00 p.m. Friday until 5:00 p.m. Sunday.

3. **Summers:** Summer vacation will be shared between the parents as follows:

4. **Child(ren)'s birthdays:** On odd numbered years, from 10:00 a.m. until 3:00 p.m., and on even-numbered years from 3:00 p.m. until 8:00 p.m., with the opposite schedule for the other parent. This schedule applies to all children in a family on every child's birthday. This schedule allows both parents to have time with each child (and his or her siblings) on each child's birthday. This has priority over any other time-sharing schedule.

5. **Christmas Holiday:** Christmas vacation, from the time that school ends on the last day before the vacation through 5 pm the day before school resumes, shall be split evenly, with the (*check one only*) Father Mother having the child(ren) for the first half of Christmas vacation, and the other parent having the child(ren) for the second half on the vacation in even-numbered years; and the opposite schedule shall apply for the parents in odd-numbered years. If the parent having the child(ren) for the first half of the vacation is not traveling out of town for Christmas day, then the other parent shall have the children from noon to 8 pm on Christmas day with that other parent responsible for picking up and returning the children at the beginning and end of the Christmas day visit.

6. **Thanksgiving Holiday:** 5:00 p.m. the day school gets out for the Thanksgiving holiday until 5:00 p.m. the day before school begins after the holiday every odd-numbered year, and the same time every even numbered year for the other parent. This has priority over any other time-sharing schedule.

7. **Spring Break/ Fall Break :** The child(ren)'s **Spring** school break every even-numbered year from 5:00 p.m. the day school is out for the break until 5:00 p.m. the day before school begins after the break. The other parent shall have the child(ren) during the entire **spring** break every odd-numbered year. The child(ren)'s **Fall** school break every odd-numbered year from 5:00 p.m. the day school is out for the break until 5:00 p.m. the day before school begins after the break. The other parent shall have the child(ren) during the entire **Fall** break every even-numbered year. This has priority over any other time-sharing schedule.

EXHIBIT "B" - Option Three Time-Sharing Schedule

NOTE: USE THIS SCHEDULE ONLY IF YOU WANT TO PREPARE YOUR OWN TIME-SHARING SCHEDULE.

The parties shall abide by the time-sharing schedule as set forth below:

1. Weekday and Weekend Schedule:

The following schedule shall apply beginning on _____
with the **Mother** **Father** and continue as follows:

- A. The child(ren) shall spend time with the **Mother** on the following dates and times:

WEEKENDS: ___ Every ___ Every Other ___ Other (specify)

From _____ to _____

WEEKDAYS: Specify days _____

From _____ to _____

OTHER: (Specify) _____

- B. The child(ren) shall spend time with the **Father** on the following dates and times:

WEEKENDS: ___ Every ___ Every Other ___ Other (specify)

From _____ to _____

WEEKDAYS: Specify day _____

From _____ to _____

OTHER: (Specify) _____

- C. Check box 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.