

**Instructions for:**

# **Scheduling Order**

**Form 5**

## Scheduling Order

*The following numbers on these instructions correspond with the numbers in the boxes on the Order of Court form.*

- Box 1: Print the county in which you are filing your complaint/petition. See "*Where do I File?*" in the Introduction for more information about what county you should file in.
- Box 2: Print the name of the plaintiff (the person who initiated the original action) exactly as it appears on all other forms in this action.
- Box 3: Print the case number that has been assigned to your case (this can be found on your custody complaint or order).
- Box 4: Print the name of the defendant (the person who the original action was filed against) exactly as it appears on all other forms in this action.
- Box 5: Print the opposing party's name; circle either "defendant" or "respondent" (if the opposing party is the defendant in the matter then circle "defendant" but if he or she is the plaintiff (responding to your filing) then circle "respondent").
- Box 6: Circle "obtain" if this is the original complaint; circle "modify" if you are trying to change an order.
- Box 7: Check what kind of legal custody you are seeking. (see definitions in introduction)
- Box 8: Check what kind of physical custody you are seeking.
- Box 9: Print the name(s) of the child(ren).
- Box 10: **EACH COUNTY HAS PROCEDURES FOR OBTAINING A DATE FOR CONFERENCES OR HEARINGS. CHECK COUNTY RULES OR CONTACT THE COURT ADMINISTRATOR'S OFFICE.**
- Box 11: **EACH COUNTY HAS DESIGNATED AN AGENCY FOR INFORMATION ABOUT LEGAL SERVICES. CHECK COUNTY RULES OR CONTACT THE COURT ADMINISTRATOR'S OFFICE.**
- Box 12: Print the name of the county in which you are filing.
- Box 13: Leave blank