

RESPONDING TO A PETITION FOR CUSTODY, PARENTING TIME, AND CHILD SUPPORT



What these forms do

This set of forms will help you respond to a *Petition for Custody and Parenting Time, and Child Support*. Before you fill out your *Response*, review what the other parent has asked for in the *Petition* and think about how you want to handle the issues.

Symbols used in this form:



Important Note



STOP! You may not be able to use this form



Caution! You may need a lawyer



Timing requirement

If Both Parents Already Agree

If you agree with all of the terms in the *Petition* you may not need to file a *Response*. You can sign a stipulated *Judgment*.

If you do not respond and do not sign a stipulated judgment, the Petitioner can ask the court for an *Order of Default*. Judgment will then be entered based on the terms in the *Petition* and without input from you.

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Important Contact Information

Oregon Judicial Department - <http://courts.oregon.gov>

Oregon State Bar Lawyer Referral Service – www.oregonstatebar.org

Phone: 503.684.3763 or toll-free in Oregon at 800.452.7636



If you are deployed or about to be deployed, contact the Oregon State Bar Military Assistance Panel (www.osbar.org/docs/ris/militaryflier.pdf) for information about special rights and rules that may apply to you.



GENERAL INFORMATION

- ❖ **Petition and Judgment** - This kind of case starts with a “petition.” The *Petition* tells the court what the petitioner wants. It ends with a “judgment,” which is the court’s final decision. The *General Judgment* is the document that finalizes your case and contains your rights and responsibilities. The terms of the judgment are effective once the court enters the judgment. (See “*The Judgment*” section for more information and details about the terms of your judgment)

- ❖ **Contact Information** - Keep the court and all other parties informed of your current address. **You don’t have to use your home address.** You may use any contact address where you regularly check in, as long as it is in the same state as your home. The court will assume that you receive all notices and documents sent to that address. **It is YOUR responsibility to let the court and other parties know if you move or want to get mail at a different address.**

- ❖ **Paternity** (who the father of the child is) **must be legally established before you can use these forms.**
 - Paternity is established if the father signs and files a ***Voluntary Acknowledgment of Paternity*** (a statement that says he is the father) with the State Registrar of Vital Statistics. This is usually signed in the hospital when the child is born.
 - Paternity can also be established through the Oregon Child Support Program (www.oregonchildsupportprogram.gov) or through the courts through a separate procedure. Contact the Oregon Child Support Program or your local court for more information.

- ❖ **Co-Parenting Education** - Many courts require that parents of minor children go to a court-approved co-parenting class. Some courts will not allow you to finalize your case until you have completed the class and filed a certificate of completion with the court. Contact the court to see if you have to sign up or if the court will send you information after you file.

- ❖ **Statutory Restraining Order** - Both you and Petitioner must obey a restraining order preventing *either* of you from making changes to insurance policies without the agreement of the other party if those policies are for the benefit of the children.

The order is effective on both you and Petitioner once you have been served with the *Petition*. (See [Appendix C](#) for the text of the Order) If you violate the order, you may be held in contempt of court and subject to penalties. You may request a hearing if you object to any of the terms in the Statutory Restraining Order. You must fill out and file a ***Request for Hearing re: Statutory Restraining Order*** form.



Notice about these instructions and forms

These instructions are not a complete statement of the law. They cover basic procedures for simple cases involving custody, parenting time, and child support. If you have complicated issues or questions about the law, talk to a lawyer.

All of the necessary forms should be online. If you cannot find a form, ask your local court.

Each court has local rules, programs, and procedures that may not be explained in these instructions. Refer to the Supplementary Local Rules for your county. These rules are available online or at your local court or law library. Forms and information about your local court are on the Oregon Judicial Department website.

STEP 1: FILING YOUR RESPONSE



You have **30 days** following the date you were served with the *Petition* to file a written *Response* with the court clerk and pay the filing fee. See page 9 for fee information.

Counterclaims - In the *Response*, you can say that you disagree with certain things that the Petitioner has asked for. You can also ask for things that you want the court to order that were not included in the *Petition*. These are called “counterclaims.”

Filling out the Forms

- **You are the “Respondent” on ALL forms throughout this case, and the other parent is the “Petitioner.”**
 - Use full names (first, middle or middle initial, last) and print names the same way on all forms – *first, middle, last*.
- **Do not put Social Security numbers on your *Response*.** Social Security numbers must be given to the court but kept confidential from the public and the other parent. Use the “*Confidential Information Form*” (CIF) to protect your identifying information.
 - You must also send a “*Notice of Filing of Confidential Information Form*” to the petitioner. You can serve this with your other documents. See below for information about service.



Custody and Parenting Time (Visitation)

Read ORS [107.137](#) to see what a court will consider when awarding custody. The most important factor is *always* the best interest and welfare of the *child*.

Custody and Parenting Time

Joint and Sole Custody are legal terms that generally refer to the right to make certain decisions about the child. How much time each parent has with each child (“parenting time”) is controlled by the parenting plan. The court can only award joint custody if both parents agree to all of the terms. In most cases, both parents will have equal rights to information about the child regardless of the type of custody ordered. Both parents will have time with the child unless the court orders otherwise.

Parenting Plans

A parenting plan is required for all cases involving a minor child. The plan sets out the schedule and may include rules for each parent’s time with the child (formerly called “visitation”). If you and Petitioner don’t agree on a parenting plan, the judge will order one. Check your local court’s family law website for sample plans your court may have.

See [Appendix A](#) for more information and resources about custody and parenting time.

Note: If Petitioner has marked the box titled “[Parental Authority under ORS 107.154](#)” you should read that law closely. If the court awards sole custody to one parent, the other parent has certain rights regarding information about the child. If this box is checked, the petitioner is asking the court to suspend those rights. Talk to a lawyer if this is an issue in your case.



Moving – The *Judgment* will prohibit either parent from moving more than 60 miles farther away from the other parent without giving written notice to the court and the other parent. Check the *Petition* to see if the petitioner asked for a waiver of this requirement.

You can ask the judge to waive this rule by checking the appropriate box on the *Response* and explaining why you should not have to give notice of a move.



CHILD SUPPORT

NOTE: If the petitioner has asked that child support be payable as of the date of service, you are not required to begin making payments until ordered by the court.

Calculating Child Support

In most cases, the court will order child support if no child support order already exists. Go to www.oregonchildsupport.gov/calculator for worksheets and an interactive program to calculate support. Click on this link:

[Go to Guidelines Calculator](#)

Worksheets must be submitted to the court before a judgment can be entered. You can submit them with your *Response*.



❖ **NOTE:** If you request a child support amount that is *different* from what the calculator or worksheet says, you *must* explain why and how you reached that amount. If not, your case may be delayed until you explain the difference.

Payment of Child Support

Support is usually withheld from the payor’s (the person who has to pay) paycheck. The court may allow an exception to the income withholding requirement if you qualify under [ORS 25.396](#) and if you request an exception in the *Response*. If the court grants an exception to income withholding, payment

can be made by direct deposit to the receiver's bank account. If you are *paying* child support directly to the other parent, you should keep proof of every payment, including a receipt if you pay cash.

Child support is NOT taxable as income or deductible to either party.

Note: support is available to adult children who attend school at least half time. See [Appendix B](#) for more information.



Health Insurance

Your judgment *must* address health insurance for any minor child involved in your case. There are two main categories of health insurance: “private,” which is available through an employer or directly from an insurance carrier, and “public,” such as the Oregon Health Plan, which you have to apply to the state for.

Cash Medical Support

In addition to child support, the court may order “Cash Medical Support.” Cash Medical Support is to help pay for health insurance and out-of-pocket medical expenses.

If neither parent has private health insurance available, the court must order Cash Medical Support unless the judge finds reasons not to. In some situations the judge cannot order Cash Medical Support.

You may also need to complete a **Uniform Support Declaration (USD)** if you and Petitioner do not agree on an amount of child support (or if you are the one asking for child support). You must file a USD at least 14 days before the hearing and serve a copy to Petitioner. See below for service information.

Tips for filling out the USD:

- ❖ If you are requesting child support for the amount that the Child Support Guidelines recommend, fill out only the *Declaration* and attach the documents it asks for.
 - If you are requesting a different amount of child support than the Guidelines recommend, fill out *both* the *Declaration*
- ❖ Use your *actual, present* expenses. Estimates are fine as long as they are realistic and you have no way of confirming the amount.
 - Some items may not apply to you – mark those spaces “N/A” (Not Applicable), but complete *every* item that does apply.
 - If your amounts are unusual or likely to change soon, include a brief explanation of why (if you are temporarily living with a relative, or if one party moved out and is no longer contributing to shared expenses). Include an estimate of what you believe your expenses will be after the situation changes.
- ❖ If you have an expense that is not listed, add it, along with a brief explanation.
- ❖ If you anticipate any major changes (a child entering or leaving school, a layoff, a car payment or mortgage being paid off), note these as well. Do NOT include fears or possibilities – only things you know or reasonably expect will happen.
- ❖ If one of your children has a serious medical problem, note it and include a reasonably accurate estimate of the treatment cost.

- ❖ Household items means things like paper towels, cleaning supplies, light bulbs, storage containers.
- ❖ If you are attending school, include your tuition payments, supplies and books, and any other necessary school-related costs.

The *Uniform Support Declaration* is Form 8.010.5 and can be found here: <http://courts.oregon.gov/OJD/programs/utcr> in the *Appendix of Forms*.

Certificate of Mailing – the *Uniform Support Declaration* includes a Certificate of Mailing at the bottom of the form. Once the *USD* is completed, copy the entire form and all attachments and mail them to the petitioner. THEN fill out the Certificate of Mailing and file the original with the court. Keep a copy of all documents for your own records.

Life Insurance: The court can order a party to carry life insurance if that party is ordered to pay child support. Life insurance in connection with a support obligation is for the benefit of the child.



Have your documents reviewed

You may want to have your documents reviewed before you file. For information about how to find a lawyer, call the Oregon State Bar at the numbers on [Page 2](#). If you are low-income, you might be able to get your documents reviewed for a smaller fee through the Oregon State Bar's Modest Means program. Your local Legal Aid office might review documents for free if you qualify. Facilitators might also be available for free in your court but you may have to make an appointment. Call your court for information.



Service

Make two copies of all of your completed forms. One for your records and one for Petitioner.

- ❖ If Petitioner **does not** have a lawyer, mail a copy to Petitioner's address.
- ❖ If Petitioner **is represented** by a lawyer, you must **instead** mail the copy to the lawyer.

MAIL the petitioner's copy to the petitioner or the petitioner's lawyer by US mail. THEN fill out the ***Certificate of Mailing*** at the bottom of the *Response*.



File the forms and pay fees



File the original forms listed below with the court clerk. You will have to pay the filing fees when you file your papers. Go to <http://courts.oregon.gov> for the filing fee.

- **Response** (with Certificate of Mailing completed)
 - **Confidential Information Form**
 - **Notice of Filing of Confidential Information Form**
- If you are low income, you may ask the court to defer or waive your filing fee. You must complete an **Application and Declaration for Deferral or Waiver of Fees** and an **Order Regarding Deferral or Waiver of Fees** and file them with your papers if you cannot pay the fees. If the fee is waived, you don't have to pay it now. However, the judge may reconsider waived and deferred fees at the end of the case.

Contact Information - Keep the court and all other parties informed of your current address. **You don't have to use your home address.** You may use any contact address where you regularly check in, as long as it is in the same state as your home. The court will assume that you receive all notices and documents sent to that address. **It is YOUR responsibility to let the court and other parties know if you move or want to get mail at a different address.**

STEP 2: TEMPORARY ORDERS



You can ask the court to make temporary orders. Temporary orders are effective as soon as a judge signs the order. They last until a judge changes the terms, signs the *General Judgment*, or dismisses the case. For example, either party may request an order for child support or an order about temporary use of property. To make these requests, you must file a “motion” (request) asking the court to do what you want. You may need a lawyer to file these requests.

- **NOTE:** The *General Judgment* may affect earlier temporary orders done by Limited Judgment. Talk to a lawyer if you have questions.

One type of temporary order is called a *Status Quo Order*. This order prevents either parent from changing the children’s usual schedule, interfering with parenting time by the other parent, or changing where the children live. This does *not* change custody or say who can make major decisions for the children. “Normal schedule” means the children’s schedule for the three months before the request for a *Status Quo Order* is filed.

Go to <http://courts.oregon.gov> for the forms to request temporary orders. The forms may not cover all temporary orders you need. Talk to a lawyer for more information. If the petitioner has already filed for or been granted temporary orders, you can request a hearing to challenge or change the orders.

Domestic Violence

All courts have restraining order forms for cases involving domestic violence. A judge will usually hear your request within a day or two of filing. Check with your local court for filing times and procedures.

Refer to <http://courts.oregon.gov/fapa> for Family Abuse Prevention Act (FAPA) forms and information.

Forms for other types of protective order are available at <http://courts.oregon.gov>

STEP 3: RESOLVING YOUR CASE

There are three ways your case can be resolved: by agreement between the parties, by default if you don't respond, or by a judge in a hearing.



By Agreement

It is always better to resolve issues yourselves, since you know what's important to you. If you can't resolve the issues on your own, or if it is not safe for you to communicate with Petitioner, the court may provide options to help you, including mediation. Some courts may require that you mediate before you have a hearing. Check your court's Supplementary Local Rules for more information.

Mediation: A mediator is a person trained to help people resolve disagreements. Mediation is confidential. You may ask to meet with the mediator alone if you are uncomfortable meeting with the other parent for any reason. Check with your local court clerk to see if there is a fee for this service. Mediators are *not* judges – they cannot impose their decisions on you. Their job is to help *you* reach an agreement. This is your opportunity to retain control over the outcome of the case. Agreements incorporated into a *Judgment* are fully enforceable (*see below*).

If mediation has not yet been ordered in your case and you would like to request it, you may file a **Request for Mediation** form. You may also request that the court waive mediation requirements if you have a good reason by filing a **Motion and Declaration for Waiver of Mediation**. Talk to your court if you have safety concerns.

If you and Petitioner have agreed to all of the issues, one of you must fill out and file:

- **Declaration in Support of Judgment**
- **General Judgment of Custody and Parenting Time and Child Support**

Note: The *Judgment* must be signed by both parties before being submitted to the court.



By Default



If you do not respond to the *Petition* in writing within 30 days of receiving it, the petitioner can get *Order of Default*. This means that all of the requests in the *Petition* will be ordered as part of a *Judgment* without input from you.

If you are on active duty in the military, you may be protected from default judgments by the federal Servicemembers Civil Relief Act (SCRA) (50 U.S.C. App. § 501). The rules about whether you can be protected are very technical and complex. DO NOT rely on your enlistment status to protect you. Speak to a legal advisor or call the state bar association ([page 2](#)) if you have concerns or questions.

- If you choose to waive your rights so that Petitioner can get a default judgment, file a waiver of right to stay of proceedings. The courts do not provide a form for this.



By Trial

Conferences with the Judge

Many courts will schedule a “status,” “pretrial,” or “settlement” conference. These meetings usually take place with a judge with both parties present, along with their lawyers (if any). You must attend any conferences that are scheduled unless you have permission from the judge not to attend. At the conference, the judge may talk to you about how the case is going to be handled and whether settlement is possible. The judge may also consider requests for temporary orders or set future court dates.

- Many courts require that you mediate before you can get a hearing. See the **Mediation** section above in the BY AGREEMENT section.



NOTE: You must give the other party an opportunity to review the judgment before you submit it to the court. See [UTCR 5.100](#) for information.

Trial Guide: The State Family Law Advisory Committee has written a guide that may help you prepare for trial. This guide is NOT a substitute for legal advice! The rules of court can be technical and complex, and you may damage your case if you are not properly informed. If your case goes to trial, you are strongly advised to talk to a lawyer. To read the guide, go to: http://courts.oregon.gov/OJD/docs/OSCA/cpsd/courtimprovement/familylaw/TrialBrochureFINAL1-12-06_000.pdf

THE JUDGMENT



Regardless of how you resolve your case, a **General Judgment of Custody and Parenting Time and Child Support** must be signed by a judge. One of you may be ordered to fill out the judgment form and give it to the court to be signed.

Even if you submitted Child Support Worksheets with your Response, you MUST attach worksheets to your Judgment if you are responsible for submitting the Judgment form to the court, regardless of how you resolve your case.

The judgment finalizes your case and contains all of the issues decided in the mediation, trial, or by agreement.

- **NOTE:** The *General Judgment* may affect earlier temporary orders done by Limited Judgment. Talk to a lawyer if you have questions.

If you are responsible for preparing the Judgment, the information should be *exactly* the same as what was decided in mediation, arbitration, hearing, trial, or through your agreement. All parties must review the *Judgment* before you submit it to the court. You must send the *Judgment* along with the *Notice of Proposed Judgment or Order* to the petitioner and any adult children who have not filed a waiver of appearance in the case.

Other parties can object to the *Judgment*. If that happens, you need to discuss the objections and attempt to resolve them before you submit the *Judgment* to the court. If you are not able to resolve the objections, the objecting parties can either send you a written statement explaining their objections, or they can submit their objections directly to the court. You must complete the *Certificate of Readiness* section of the *Judgment* to tell the judge whether there are outstanding objections. See [UTCR 5.100\(1\)](#) for more information about notice and objections.¹

If the petitioner is responsible for preparing the judgment, they must send the proposed *Judgment* to you before submitting it to the court. Then you can review it and object to it within 7 days of the date it was sent to you. You need to try to resolve your objections with the petitioner. If you are not able to resolve your objections after reasonable efforts, you can either send a written explanation of your objections to the petitioner or directly to the court. You must notify the petitioner of your intentions so that they can advise the judge that there are outstanding issues. The judge may make a decision after reviewing the documents, or the court may contact you with further information.

Make a copy for yourself and one for Petitioner. File the original with the court. **If your case involves child support, file an extra copy of the judgment with the court.**

¹ <http://courts.oregon.gov/OJD/programs/utcr/pages/utcrrules.aspx>

Your case is finished as of the date the judge signs the *Judgment*. NOTE: the terms of your judgment are not enforceable until the court enters the judgment. You will know that the court has entered your judgment when you receive a *Notice of Entry of Judgment*.

NOTE: Every document you file must have a mailing address or contact address where you will receive documents related to this case. You do NOT need to use your home address. You are responsible for checking your contact address. Notify the court and the other party in writing if your contact address changes.

Appendix A- Custody and Parenting Plans

Joint Custody and Sole Custody

What does “Custody” mean?

Custody does not only refer to where the child lives, it refers to who makes major decisions about the child’s residence, health care, education, religion, and other big issues. Joint custody means that the parents have to agree about major decisions in the child’s life. Sole custody means that one parent can make decisions alone. These are legal terms and don’t impact how much time each parent has with the child.

The court can order joint custody only if both parents agree to all of the terms, including the parenting plan.

Regardless of the custody order, both parents will usually have time with the child (parenting time) and the right to certain information. Both parents have the right to review school records and medical records, and to authorize emergency medical, dental, psychological, or other health care if the other parent is not available, unless the court orders otherwise.

Read ORS [107.137](#) to see what a court will consider when awarding custody. The most important factor is *always* the best interest and welfare of the *child*.

A **parenting plan** is where you provide a plan for when each parent will actually be with the child (parenting time). Parenting time is separate from custody. For example, you can have joint custody with one parent having the child 75% of the time, and you can have sole custody with 50-50 parenting time. See below for more information.

Child support is separate from custody. Either parent can be ordered to pay child support regardless of who has custody or what kind of custody is ordered.

Sole Custody

If sole custody is ordered, the other parent will almost always have some parenting time with the child. The non-custodial parent has equal rights to the child’s school records and medical records, and to authorize emergency medical, dental, psychological, or other health care if the other parent is not available, unless the court orders otherwise.

Joint Custody

Joint custody does not mean that every day-to-day activity has to be agreed to, but major decisions must be discussed by the parties.

A joint custody order can also specify certain decisions that can be made by one parent or the other. For example, Mother may be allowed to make decisions about religious training, or Father can made decisions about medical care.

A joint custody order might specify that one parent’s home is the child’s primary residence, but it’s not required.

Parenting Time & Parenting Plans

Parenting time is what some people call ‘visitation’ – it is the time a child spends with each parent. Parenting time is detailed in a “parenting plan,” which is usually focused on the parent who does not have sole or primary residential custody. Parenting plans can include specific times for contact. For example, Mother can call on Fridays between 7pm and 10pm.”

Once the court enters a judgment with parenting time included, that time is enforceable like any other court order. Parents can file for an expedited (faster) hearing if the other is not following the parenting time in the judgment.

A parenting plan is required for all cases involving a minor child. The plan sets out the schedule and rules for each parent’s time with each child. A parenting plan should be written in the space provided in your *Petition* or attached to it as a separate form.

A parenting plan can be as general or as specific as you need it to be. The judge will expect to see some information about the days and times when children will be picked up and dropped off, and some plan for weekends, holidays, and school breaks. Consider whether you have children with different needs. Children at different ages may need different parenting plans. If you have a child with a medical issue, you may want to consider how the plan will impact care.

BE AWARE that if you do not include enough information in your plan and the other parent does not respond, you may have to serve the other parent with corrected paperwork before you can get a *Judgment*.

The parenting plan may include safety provisions for the child if problems like domestic violence, drug or alcohol abuse, or child abuse are involved in your case.

Oregon has a ***Basic Parenting Plan Guide for Parents***. This guide has information about how to develop a plan, information about alternative schedules, and stages of your children’s growth that should be considered when creating a plan. A sample parenting plan is included in the guide. The guide can be downloaded at www.courts.oregon.gov/familylaw. There is also a *Safety Focused Parenting Plan Guide* on this website. This can help you develop a parenting plan if you have safety concerns for your children. Many local courts also have standard plans in their *Supplemental Local Rules*. Check your local court’s website. You can use these plans whole or as a guide to develop your own.

Family Law Topics
■ Child Support
■ Child Custody
■ Divorce/Separation/Annulment
■ Domestic Violence
■ Elderly/Disabled Persons Abuse Prevention Act
■ Family Abuse Prevention Act (Restraining Orders)
■ Stalking (Civil Stalking Protection Orders)
■ Parent Education
■ Parenting Plans
■ Parenting Plan Enforcement
■ Paternity
■ Mediation
■ Firearms Restrictions



Parenting Plan Links
■ Index to Parenting Plan Materials
■ Parenting Plan Brochure
■ Basic Parenting Plan Guide
■ Safety Concerns (Questions to Help You Decide)
■ Safety Focused Parenting Plan Guide
■ Spanish Language Safety Focused Parenting Plan Guide

A mediator can help you create a parenting plan. A mediator is a neutral person trained to help you come to your own agreement and cannot make decisions for you. Information about mediation and parenting plans may be available through your court's parent education program, the court facilitator, or your local law library. Your local court may also have a mediation program for parents. Some courts require you to try mediation before your hearing.

Custody/Parenting Time Evaluation - If parents can't agree on a parenting plan, the court may order the parents to hire a custody or parenting time evaluator. Either or both parents may be ordered to pay for the evaluator.

If you and Petitioner don't agree on a parenting plan before trial, the judge will order one.

Appendix B - Support for a Child Attending School

If an adult child is attending school at least half-time according to the school's standards, that child is considered a "Child Attending School." A Child Attending School may be entitled to child support until he or she turns 21. "Child Attending School" is defined at [ORS 107.108](#) and does not include children who are married.



IMPORTANT! After an order is made for support of a child attending school, the child *must* remain enrolled at least half-time AND make sufficient academic progress according to the school to qualify as a child attending school and continue to receive support.

NOTE: you can ask the court to extend child support for minor children to cover them when they qualify as Children Attending School. If a child does not immediately enter higher education after high school or drops out of high school, child support will end.

If you have an order that says support continues *if* the child becomes a Child Attending School, the child must notify the payor *before* the child turns 18 that he or she will be attending school, which school, and when the child expects to graduate or stop taking classes. Support generally continues during summers if the child has properly notified the other parent that the child intends to return to school.

The child must also provide consent to the school to release certain information to any parent paying child support. The requirements are at [ORS107.108](#).

Paying Support for a Child Attending School

Support for an adult child is normally paid directly to the child, whether by the payor directly or by the Division of Child Support. If you have good cause why the child should *not* receive payment, you must explain that in your *Petition*.

There is NO parenting plan or parenting time credit for a Child Attending School who has graduated from high school.

For more information, go

to: http://oregonchildsupport.gov/services/pages/child_attending_school.aspx

Appendix C - Statutory Restraining Order

[Attach to Summons per ORS 109.103(5)]

**NOTICE OF STATUTORY RESTRAINING ORDER
PREVENTING THE DISSIPATION OF ASSETS
IN DOMESTIC RELATIONS ACTIONS BETWEEN UNMARRIED PARENTS**

REVIEW THIS NOTICE CAREFULLY.
**BOTH PARTIES MUST OBEY EACH PROVISION OF THIS ORDER
TO AVOID VIOLATING THE LAW.**
SEE INFORMATION ON YOUR RIGHT TO A HEARING BELOW

TO THE PETITIONER AND RESPONDENT:

Under ORS 109.103(5) and UTCR 8.080, neither Petitioner nor Respondent may:

Insurance Policies

(1) Cancel, modify, terminate, or allow to lapse for nonpayment of premiums, any policy of health insurance that one party maintains to provide coverage for the other party or a minor child of the parties, or any life insurance policy that names either of the parties or a minor child of the parties as a beneficiary.

Insurance Beneficiaries

(2) Change beneficiaries or covered parties under any policy of health insurance that one party maintains to provide coverage for a minor child of the parties, or any life insurance policy.

EFFECTIVE DATE:

The above provisions are in effect immediately upon service of the *Petition* and *Summons* on the respondent. They remain in effect until a final judgment is issued, until the petition is dismissed, or until further order of the court.

RIGHT TO REQUEST A HEARING

Either Petitioner or Respondent may request a hearing to modify or revoke one or more terms of this restraining order by filing with the court the *Request for Hearing re: Statutory Restraining Order* form specified in Form 8.080.3 in the UTCR Appendix of Forms.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Case No: _____

Petitioner
and

Respondent

**RESPONSE TO PETITION
FOR CUSTODY AND
PARENTING TIME
AND CHILD SUPPORT**

and counterclaims

Claim is not subject to mandatory arbitration

and

Unmarried children 18, 19, or 20 years old (per ORS 107.108) (full names)

➤ I need an interpreter: Spanish Russian other: _____

1. I, Respondent, appear and oppose the *Petition*. List sections opposed and reasons:

Section Number	Explain

Additional page attached titled "Section 1"

2. I make the following counterclaims:

(see Instructions for information about counterclaims including retirement benefits and support for a child, spouse, or partner)

a	
b	
c	
d	

Additional page attached titled "Section 2"

3. I should be allowed to move more than 60 miles farther away from Petitioner without written notice to Petitioner or the court (*explain*): _____

Additional page attached titled "Section 3"

4. Child Support Offsets

Social Security or apportioned veteran's benefits are paid to (or on behalf of) some or all of the children named in the *Petition* as a result of my disability or retirement and I request that child support be reduced dollar-for-dollar. The amounts per child are included in the

attached *Uniform Support Declaration*.

Survivors' and Dependents' Educational Assistance under 38 USC chapter 35 is paid to (or on behalf of) some or all of the children named in the *Petition* as a result of my disability or retirement, and child support must be reduced dollar-for-dollar. The amounts per child are included in the attached *Uniform Support Declaration*.

5. **(Optional) Exception to Income Withholding of Child Support:** I understand that payments will be made by income withholding unless an exception applies

I request an exception to the income withholding requirement of ORS 25.378 so that payment can be made another way because good cause exists

Petitioner and Respondent have agreed in writing to the following alternative payment method: _____

Other exception under ORS 25.396 (*explain*): _____

6. Information Required by the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA)

List the places where the minor children of the parties have lived in the last five years and the names of the people they lived with at that time

Dates (from/to)	County, State	Name of Parent/Caretaker	Contact Address of Parent/Caretaker	Which Children

Additional page attached titled "Section 6"

I have not participated in any litigation concerning custody, visitation, parenting time or placement of the children in this or any other state.

or

I have participated in the following litigation:

Name of Court	State	Case No.	Date	Result

Additional page attached titled "Section 6"

I do not know of any other domestic violence, custody, parenting time, or placement proceeding involving the children, or of any other court case which could affect this case, pending in any state

except: _____

(identify court, case number and kind of proceeding)

I do not know any person other than Petitioner who has physical custody of the children or who claims to have custody, visitation, or parenting time rights

except: _____
(list name and address)

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone
 I paid (or will pay) _____ for help choosing, completing, or reviewing this form
 Guide & File selected and completed this form and I did not pay anyone to review the completed form

I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.

Date

Respondent (signature)

Respondent Name

Contact Address

City, State, Zip

Contact Phone

Certificate of Mailing

I certify that on (date): _____ I placed a true and complete copy of this
Response in the United States mail to Petitioner at (petitioner's address): _____

Date

Respondent (signature)

Respondent Name

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR _____ COUNTY

_____)
_____)
_____) Petitioner Co-Petitioner,
and _____)
_____) Respondent Co-Petitioner.
_____)
_____) Child At Least 18 But Under 21
_____) Other _____)

Case No.: _____

**FAMILY LAW CONFIDENTIAL INFORMATION
FORM (CIF)**
 Amended CIF

**This document is not accessible to the public
or other parties. Exceptions may apply. See
UTCRC 2.130.**

**ATTENTION COURT STAFF: THIS IS A RESTRICTED-ACCESS
DOCUMENT.**

The information below is about: Petitioner Respondent Co-Petitioner _____

Child at least 18 but under 21: _____

Other: _____

Name (Last, First, Middle): _____

The names of the parties and the children, as well as the children's ages, are NOT confidential.

Former Legal Name(s) (if applicable):
Date of Birth:
Social Security Number:
Driver License (Number and State):
Employer's Name, Address, and Telephone Number:

Children's Names (Last, First, Middle)

Date of Birth	Social Security Number

Please attach an additional sheet if there are more than five children involved in the proceeding.

I hereby declare that the above statements are true to the best of my knowledge and belief and that I understand they are made for use as evidence in court and are subject to penalty for perjury.

Date: _____ Signature: _____

Type or Print Name: _____

COMPLETED AND SUBMITTED BY:

Petitioner Respondent Co-Petitioner _____

Child who is at least 18 and under 21: _____

Other: _____

NOTE TO COURT STAFF: Unless ordered or authorized under UTCR 2.130, this Confidential Information Form is not available to the opposing party or his/her attorney, or to the public; except for the state.

Children's Names (Last, First, Middle)

Date of Birth	Social Security Number

Please attach an additional sheet if there are more than five children involved in the proceeding.

I hereby declare that the above statements are true to the best of my knowledge and belief and that I understand they are made for use as evidence in court and are subject to penalty for perjury.

Date: _____ Signature: _____

Type or Print Name: _____

COMPLETED AND SUBMITTED BY:

Petitioner Respondent Co-Petitioner _____

Child who is at least 18 and under 21: _____

Other: _____

NOTE TO COURT STAFF: Unless ordered or authorized under UTCR 2.130, this Confidential Information Form is not available to the opposing party or his/her attorney, or to the public; except for the state.

2) Name (Last, First, Middle): _____
 Petitioner Respondent Co-Petitioner Adult Child Other: _____

Confidential Personal Information contained in CIF (check all that apply):

- party's social security number, party's date of birth, children's social security number,
- children's date of birth, employer's name, address, and telephone number, driver license number,
- former legal name(s).

3) Name (Last, First, Middle): _____
 Petitioner Respondent Co-Petitioner Adult Child Other: _____

Confidential Personal Information contained in CIF (check all that apply):

- party's social security number, party's date of birth, children's social security number,
- children's date of birth, employer's name, address, and telephone number, driver license number,
- former legal name(s).

4) Name (Last, First, Middle): _____
 Petitioner Respondent Co-Petitioner Adult Child Other: _____

Confidential Personal Information contained in CIF (check all that apply):

- party's social security number, party's date of birth, children's social security number,
- children's date of birth, employer's name, address, and telephone number, driver license number,
- former legal name(s).

Dated this _____ day of _____, 20____

Signature

Print Name

Contact Address

City, State, Zip

Contact Telephone

Information about the Confidential Information Form (CIF)

What is a CIF?

Most court files may be viewed by the public. Uniform Trial Court Rule (UTCRC) 2.130 requires certain confidential personal information to be protected from public disclosure. That is done by providing the information in a separate form. After you file your papers, the court keeps the form separate from the part of the court file that may be viewed by the public. The form is UTCRC Form 2.130.1, known as the Confidential Information Form, or CIF.

What information does a CIF make confidential?

The information protected by the CIF is social security numbers, birth dates, driver license numbers, and former legal names. Also protected are the name, address, and telephone number of a party's employer.

The CIF should only be used to protect the information described above. There may be other information in your court papers that you do not want the public to be able to see, such as bank account or credit card numbers. The separate process for protecting that information is described in UTCRC 2.100, which can be read at:

<http://courts.oregon.gov/OJD/programs/utcr/pages/utcrules.aspx>

How do I know when I need to put information in the CIF?

When a document filed with the court requires you to include information protected by a CIF, that information must **only** be provided to the court in a CIF and must not be listed in any other document to be filed. Where you would otherwise provide the information in the document to be filed you must make a note that the information has been provided in the CIF. For example, if a document requires a party's full social security number to be listed, you must not list the social security number, but must instead make a note on the document that the information has been filed under UTCRC 2.130. **The online court forms already have that note on the form.**

Do I need to file more than one CIF?

In most cases, yes. You must fill out a CIF for yourself, and if the documents you are filing with the court require confidential personal information about the other party, you must also fill out a separate CIF with the other party's information. If your case involves children, you should include their information in *your* CIF. You do not need a separate CIF for your children.

If there is CIF information you do not know when you file your papers, or if the information changes during your case, you must file an amended CIF that provides the new or updated information.

The CIF rule requires you to redact – black out or erase – confidential personal information from any attachments to documents you file with the court and to make a note on the attachment that the information has been provided in the CIF. The only exception is when you are required to attach a court-certified document. Documents that are required to be court certified should not be altered in any way.

Does the other party get copies of a CIF I file?

You are not required to serve the CIFs on the other party, though you may share a CIF with the other party if you chose to do so. You *are* required to serve the other party with UTCR Form 2.130.2, which is a notice that a CIF has been filed. You must also file a certificate with the court showing that you served the other party with the notice that a CIF was filed.

There are steps the other party and other people can go through to ask the court to allow them access to a CIF that you have filed. UTCR 2.130 explains that process in detail, and also describes the circumstances under which the court must deny a request by someone else to view a CIF you have filed.

The CIF rule (UTCR 2.130) can be read at:

<http://courts.oregon.gov/OJD/programs/utcr/pages/utcrrules.aspx>

and you can find additional information about the rule and family law processes at:

<http://courts.oregon.gov/OJD/OSCA/JFCPD/Pages/FLP/Index.aspx>