

# MEDIUM/LONG DISTANCE PARENTING PLAN INSTRUCTIONS/WORKSHEET

## Notice about these instructions:

These instructions are not a complete statement of the law and are not a substitute for the advice of an attorney. These instructions cover basic procedure for parenting plans in uncomplicated divorce or unmarried parent custody cases. If you have further questions about parenting plans, see the section [“What is a Parenting Plan and How Do I Use This Guide?”](#) in the Basic Parenting Plan Guide.

These instructions are provided in a “worksheet” format so that as you go through the instructions for the various sections of the parenting plan, you will be able to fill in information that can then be transferred to the final form.

For more information, including resource and referral information, consult the [Basic Parenting Plan Guide for Parents](#) and the [Safety Focused Parenting Plan Guide](#). Both of these guides have information about how to select a parenting plan that is best for you and your children, and give examples of parenting plans that you may wish to use. The guides also include information about where to get basic legal information and how to find an attorney, and each guide contains a separate resource list of books, videos, websites and services for children and adults going through divorce or custody proceedings.

This Long Distance Parenting Plan form is suggested when parents live more than sixty miles apart. Otherwise, use the [Basic Parenting Plan form](#).

### **BEGIN:**

If you will be filling in the form by hand, before you fill in any part of the Long Distance Parenting Plan, **you should make a copy of the blank form**. Save this copy for use when you are ready to fill out a final version of the Long Distance Parenting Plan to file with the Court.

## IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF \_\_\_\_\_

Petitioner _____ )	CASE NO: _____
<input type="checkbox"/> Co-Petitioner )	
and )	MEDIUM/LONG DISTANCE PARENTING PLAN
)	(EXHIBIT 1 – PART 1 OF 2)
Respondent _____ )	Proposed by: <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
<input type="checkbox"/> Co-Petitioner )	<input type="checkbox"/> Agreed upon by both parents
)	<input type="checkbox"/> Ordered by the Court

At the top of the page, fill in the name of the county where you will be filing your Long Distance Parenting Plan.

On the top left side of the page, fill in the names of the Petitioner and the Respondent on the lines provided. If you have an existing court case, use the labels and names as they appear on the original documents filed with the court. If you do not have an existing court case, then the person who starts the court case is the Petitioner. Check the boxes marked “Co-Petitioner” if the parents have agreed upon the terms of the parenting plan and you are filing together.

On the top right side of the page, enter your case number, if you have one. If the Parenting Plan you are submitting is agreed upon by both parents, check the box that says “Agreed upon by both parents.” Otherwise, check the box that says “Proposed by \_\_\_\_\_” and fill in the name of the parent who is proposing the Parenting Plan. The box marked “Ordered by the Court” is reserved for a judge to check.

**IMPORTANT NOTICE:** The provisions of your Parenting Plan may have important legal consequences. You should consult the complete BASIC PARENTING PLAN GUIDE FOR PARENTS available at <http://courts.oregon.gov/familylaw> before filling out this form. Your decisions about how much time the children will spend in the care of each parent may have important financial implications. This decision may affect how much child support a parent is responsible for, whether a parent can claim a tax dependency deduction, etc. You should consult an attorney or your caseworker before filing your Parenting Plan.

**1. GOALS FOR OUR CHILDREN**

This plan is intended to ensure the children’s optimal development by providing continuity, stability and predictability for the children, while ensuring frequent and continued contact with each parent. Because a written plan cannot address every possible situation that might occur, the parents will implement this plan in a spirit of good faith and mutual cooperation. Parents are encouraged to re-evaluate this plan from time to time as their children’s needs change.

**2. WHO OUR CHILDREN ARE** ( additional names are listed on an attached page)

Write down the full legal name (do not use nickname), date of birth, age, and sex (male or female) of each child of this relationship. If you have more than four children, check the box above and write their information on a separate page. Write “Paragraph 2, Continued” at the top of the separate page, and attach it to your Parenting Plan form.

Full Name	Date of Birth	Current age	Sex (check one)
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F

**3. WHO WE ARE**

The parents acknowledge that they remain the children’s parents at all times. Each parent is responsible for providing the children with a quality experience and for acting in the children’s best interests.

For the purposes of describing the parenting time schedule, “**Parent A**” is the parent who the children stay with more than half the time, and “**Parent B**” is the parent who the children stay with less than half the time. If the parenting time is exactly even, it does not matter who is assigned which letter. In this document:

Parent A is (name) \_\_\_\_\_ Parent B is (name) \_\_\_\_\_

**3.1 Primary Residence. (CHECK ONE)**

- Parent A’s** home shall be considered the “primary residence”.
- Neither parent’s home shall be considered the “primary residence”.

**3.2 Temporary Changes to Parenting Time.** Temporary changes to the parenting time schedule may be made at any time so long as both parents agree ahead of time. **(CHECK ONE)**

- The parents may agree verbally to any temporary changes in the parenting time schedule; however, changes shall be put in writing at the request of either parent.
- Temporary changes to the parenting time schedule must be agreed upon in writing.

#### 4. WHAT THE SCHEDULE WILL BE **(CHECK ONE- AN ATTACHMENT IS REQUIRED)**

**Parenting Time Schedule:** Explain when your children will be in the care of each parent. You can use the blank calendar in the Basic Parenting Plan Guide (BPPG) to help you work out your schedule. For questions and tips that may help you decide on a parenting time schedule, see the section “[Where Do I Start?](#)” in the BPPG. For information about the needs of different-aged children, see the age-specific sections of “[What’s Best for My Child?](#)” in the BPPG. For books or other resources about creating a parenting time schedule, see “[Where Can I Learn More?](#)” in the BPPG.

The example schedules in Attachments 4A and 4B are there for guidance. Your situation is unique, and you can set whatever schedule will work for your family. It is more important to think about how often and how easily parents and children can manage to travel and less important what the exact distance is between parents’ homes.

- Attachment 4A**, the “**Medium Distance**” schedule is completed and attached (suggested for parents who live at least 60 and not more than 180 miles apart from each other).
- Attachment 4B**, the “**Long Distance**” schedule is completed and attached (suggested for parents who live 180 miles or more apart from each other).

Because frequent trips over a long distance are difficult for a child, summer vacation and school holidays may offer the best opportunity for scheduling parenting time when parents live a long distance apart.

#### 5. HOW WE WILL EXCHANGE OUR CHILDREN

##### 5.1 Transportation.

- The parents shall equally share the transportation of the children by: **(CHECK ONE)**
  - exchanging the children at a midway point between Parent A’s and Parent B’s home.
  - taking turns (one parent transports at the beginning and the other transports at the end, or one parent transports for one trip and the other transports for the next)
- Other transportation arrangements: \_\_\_\_\_

**5.2 Clothing & Medication.** The parents shall have the children ready with the clothing they need and any necessary medications at the scheduled time of exchange. All clothing and medications that accompanied the children shall be returned with them to the other parent.

#### 6. HOW WE WILL MAKE DECISIONS ABOUT OUR CHILDREN

**IMPORTANT NOTICE:** Your decision to select Joint or Sole Custody may have important legal consequences. You are strongly encouraged to consult with an attorney regarding these consequences before making your final decision about Joint or Sole Custody.

**6.1 Day-to-Day Decisions.** Each parent will make day-to-day decisions regarding the care and control of our children during the time they are caring for our children. This includes any emergency decisions affecting the health or safety of our children.

**6.2 Major Decisions (Legal Custody)** Major decisions include, but are not limited to, decisions about the children’s residence, education, non-emergency health care, and religious training. **(CHECK ONE)**

Choose an arrangement for making “major decisions” including decisions about the children’s education, non-emergency health care, and religious training. If both parents will share in the responsibility for making “major decisions”, then check the box for **Joint Custody**. You can share responsibility in major decision making even though the children are not in the care of each parent an equal amount of the time. If you will not be sharing responsibility for major decisions, you need to decide which parent will have decision making authority, also called **Sole Custody**. You have the option to indicate whether the parent with Sole Custody will be required to talk to the other parent prior to making some or all “major decisions”.

The parents have agreed to share in the responsibility for making major decisions about the children. This arrangement is known by the courts as **Joint Custody**.

\_\_\_\_\_ (**parent’s name**) shall make major decisions about the children. This arrangement is known by the courts as **Sole Custody**.

**(OPTIONAL)**

The parent with sole custody will **consult** (discuss) with the other parent:

prior to making major decisions.

prior to making major decisions on these specific issues: \_\_\_\_\_

**(OPTIONAL)**

The parent with sole custody will **notify** the other parent:

prior to making major decisions.

prior to making major decisions on these specific issues: \_\_\_\_\_

**Note: If this parenting plan is attached to a signed order or judgment of the court, the custody provisions in the plan should be consistent with what is in the judgment or order. In the event of a conflict, the custody designation in the signed order or judgment shall prevail.**

**6.3 Information Sharing.** Unless there is a court order stating otherwise:

Both parents have equal rights to inspect and receive the children’s school records, and both parents are encouraged to consult with school staff concerning the children’s welfare and education. Both parents are encouraged to participate in and attend the children’s school events.

Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the children.

Both parents have equal rights to consult with any person who may provide care or treatment for the children and to inspect and receive the children’s medical, dental and psychological records.

Each parent has a continuing responsibility to provide a residential, mailing, or contact address and contact telephone number to the other parent.

Each parent has a continuing responsibility to immediately notify the other parent of any emergency circumstances or substantial changes in the health of the children, including the children’s medical needs.

**7. HOW WE WILL COMMUNICATE ABOUT AND WITH OUR CHILDREN**

**7.1 Parent and Child Communication.**

Both parents and children shall have the right to communicate by telephone, in writing or by e-mailing during reasonable hours without interference or monitoring by the other parent.

Rules for telephone, letters, e-mail or other parent and child communication: **(DESCRIBE)**

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## 7.2 Parent to Parent Communication.

Rules for telephone, letters, e-mail or other parent-to-parent communication: **(DESCRIBE)**

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**8. FUTURE MOVES BY A PARENT.** Unless there is a court order stating otherwise neither parent may move to a residence more than 60 miles further away from the other parent without giving the other parent \_\_\_\_\_ days' notice of the change of residence and providing a copy of such notice to the court.

Additional rules about moving: **(DESCRIBE)** \_\_\_\_\_

## 9. OTHER PROVISIONS ON HOW WE WILL WORK TOGETHER FOR OUR CHILDREN

**9.1 Children's Activities.** Children are often involved in activities other than school, such as sports, clubs, music, religious organizations, and social activities. Both parents are encouraged to take part in non-school activities with their children during their parenting time. Non-school activities should not unreasonably interfere with either parent's schedule and parenting time. Non-school activities that may affect the other parent's schedule: **(CHECK ONE)**

Must be coordinated with the other parent.

Will be planned to occur primarily during one parent's scheduled parenting time.

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

**9.2 Makeup and Missed Parenting Time.** Parenting time should only be postponed for substantial medical reasons.

If a parent fails to have the children during their scheduled parenting time for any reasons, there will be no make-up of parenting time unless the parents agree: **(CHOOSE ONE)**  in writing  verbally

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

**9.3 Mutual Respect.** The parents will not say things or knowingly allow others to say things in the presence of the children that would take away the children's love and respect for the other parent.

**9.4 Alternate Care.** These are our ground rules for babysitters, day care providers, and other caregivers: **(CHECK ALL THAT APPLY)**

We choose not to specify ground rules for alternate care.

If a parent is unable to be with the children during scheduled parenting time, the other parent shall be the first choice to provide of their care.

**Only** the following people may provide alternate care: \_\_\_\_\_

The following people may **not** provide alternate care: \_\_\_\_\_

