

# Parenting Plan Enforcement Instructions

Most Oregon circuit courts have developed their own forms for enforcement of parenting time orders and/or parenting plans. These are available on the OJD Family Law Website at the “*Parenting Plan Enforcement*” link: <http://www.courts.oregon.gov/familylaw>. If your local court has forms available, you should use those forms instead of the ones in this Packet.

## **Important Notice about Enforcement of Orders from Another Court.**

To enforce an Out-of-State parenting time order or judgment, you will also have to complete the forms: Registration for Enforcement of Out-of-State Orders. These forms are available on the OJD Family Law Website at the “*Family Law Forms*” link: <http://www.courts.oregon.gov/familylaw>. If the order was entered in another Oregon county, you will need to file a request to transfer with the court that entered the order (Change of Venue/Transfer Case).

## **STEP 1**

**For all cases**, if the copy of the parenting time judgment or order you attach to your motion contains confidential personal information, you must redact – black out or erase – that information. You must also fill out and file a Confidential Information Form (CIF) and must serve the other party with a Notice of CIF filing. See the CIF forms and CIF information sheet for the type of information that must be protected.

**If your case involves an OREGON order or judgment**, fill out the following forms:

- Motion for Order to Show Cause Re: Enforcement of Parenting Plan and Declaration in Support (MOTION)
- Order RE: Enforcement of Parenting Time (ORDER)

The case heading is the same as it was when visitation or parenting time was ordered.

**If your case involves an OUT-OF-STATE order or judgment (whether registered or not)**, fill out the following forms:

- Petition for Order to Show Cause Re: Enforcement of Parenting Plan and Declaration in Support (PETITION)
- Order RE: Enforcement of Parenting Time (ORDER)

If you are requesting enforcement of an Out-of-State order, you are the petitioner.

Do not fill in the section that sets the hearing date, and do not fill in the judge’s portion of the order.

Attach a certified copy of the order or judgment that established the parenting time or visitation you are now asking the court to enforce to the original MOTION (or PETITION) you just filled out.

Make two copies of the MOTION (or PETITION). Keep one copy for your records.

## **STEP 2**

File the original MOTION (or PETITION), ORDER, and CIF if applicable with the court clerk and pay the filing fee or ask for a form to waive or defer the fee.

Fill in the case number on your copy if it does not have one on it already.

## **STEP 3**

Check back with the court to see if the ORDER was signed. Obtain a court certified copy of the signed ORDER through the records department.

Have the other party served with the copy of the MOTION (or PETITION), court certified copy of the ORDER, and NOTICE OF CIF FILING. You cannot serve the papers yourself. You may ask your local sheriff's office or a private process server to serve the papers for you. Make sure the person who completes service files a CERTIFICATE OF SERVICE with the court, detailing how service was made.

## **STEP 4**

Sign up for your court's parent education class if you are required to attend. For more information on the class, ask the courthouse facilitator or court clerk.

If the parents come to agreement before the hearing, both parents may then complete the Judgment Re: Enforcement of Parenting Plan (JUDGMENT), sign it, and file it with the court in advance of the hearing date. If the judge signs the JUDGMENT, neither parent needs to attend the hearing.

## **STEP 5**

Attend the hearing set in the ORDER. Participate in mediation if the court requires it. You may ask the court to waive mediation by filling out the Motion and Order for Waiver of Mediation; and Affidavit in Support of Motion to Waive Mediation, available from your local court.

## **STEP 6**

After the hearing, the judge may require that you complete the form called Judgment Re: Enforcement of Parenting Plan (JUDGMENT), or the judge may complete the JUDGMENT and file it with the court. You should obtain a copy for your records, and serve the other parent with a copy.

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

In the Matter of  the Marriage of:

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

and

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

Case No. \_\_\_\_\_

MOTION & DECLARATION IN SUPPORT OF  
ORDER TO SHOW CAUSE RE:  
ENFORCEMENT OF PARENTING TIME

**1. Motion**

Petitioner  Respondent requests that the court Order the parties to appear on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m. in Room \_\_\_\_\_ of the \_\_\_\_\_ County Courthouse in \_\_\_\_\_, Oregon, to show cause why parenting time should not be enforced in the following way(s) based on the violation of parenting time or substantial violations of the parenting plan detailed in the attached affidavit:

a. Modifying the provisions of the parenting plan by:

(1) Specifying a detailed parenting time schedule, as follows: \_\_\_\_\_

(2) Imposing additional terms and conditions on the parenting time schedule as follows: \_\_\_\_\_

(3) Ordering the following additional parenting time, if in the best interests of the child, to compensate for wrongful deprivation of parenting time: \_\_\_\_\_

b. Ordering the party who is violating the parenting plan to post bond or security.

c. Ordering either or both parties to attend counseling or educational sessions focusing on the impact of violating the parenting plan on children.

d. Awarding the prevailing party his/her expenses incurred in enforcing the parenting plan, including but not limited to attorney fees, filing fees and court costs.

e. Terminating, suspending, or modifying spousal support.

f. Terminating, suspending, or modifying child support if the Court finds that parenting time has been denied or interfered without good cause, and other requirements of ORS 107.431 are met.

g. Scheduling a hearing for modification of custody.

**2. Order Establishing Parenting Time.**

A copy of the Order or Judgment establishing the parenting time is attached to this Motion.

NOTICE: Review the Confidential Information Form (CIF) information sheet. If the copy of the order or judgment establishing parenting time you are attaching to this motion contains protected information, you must redact – black out or erase – that information from the copy.

**3. Points and Authorities.**

This request is based on ORS 107.434 which requires an expedited hearing and authorizes various remedies for violations of parenting plans.

**4. Declaration.**

The following facts support my Motion for Enforcement of the Parenting Plan. The other party violated my parenting time, or substantially violated the parenting plan, in the following way(s): \_\_\_\_\_

\_\_\_\_\_

Additional page labeled “Details About Parenting Plan, continued.”

I request that the Court order the remedies I selected in my Motion because: \_\_\_\_\_

\_\_\_\_\_

*If you asked the court to modify the parenting plan provisions or schedule a hearing for modification of custody in your motion, you must provide the following information.*

**Information Required by the UCCJEA.** List the places where the minor child/ren of the parties have lived in the last five years and the names of the people they lived with at that time.

Dates	County, State	Parent(s)/Caretaker	Current Address/Contact Address of Parent/Caretaker	Which Children

Additional page attached; see section labeled “UCCJEA Information continued.”

I  have  have not participated in any litigation concerning the custody, visitation, parenting time or placement of the child/ren in this or any other state. I have participated in the following litigation:

Name of Court	State	Case No.	Date	Result

I do not know of any other domestic violence, custody, visitation, parenting time or placement proceeding involving the child/ren, or of any other court case which could affect this case, pending in this or any other state  except for: \_\_\_\_\_

\_\_\_\_\_  
*(identify court, case number and the kind of proceeding)*

I do not know any person other than the other party who has physical custody of the child/ren or who claims to have custody, visitation or parenting time rights  except for: \_\_\_\_\_

\_\_\_\_\_  
*(list name and address)*

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and subject to penalty for perjury.**

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Petitioner Signature  
 Respondent Signature

\_\_\_\_\_  
Print Name

**Certificate of Document Preparation.**

You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to \_\_\_\_\_ for assistance in preparing this document.

Submitted by:

\_\_\_\_\_  
Print Name  Petitioner  Respondent  Attorney for Petitioner or Respondent  OSB No. *(if applicable)*

\_\_\_\_\_  
Address or Contact Address City, State, Zip Telephone or Contact Telephone Number

**Notice About Sanctions**

The remedies the Court may impose as a result of this motion to enforce a parenting plan are listed on pages 1 and 2 of this document, in Section 1, paragraphs “a” through “g”.

When pleaded and shown in a separate legal action, violation of court orders, including parenting time and visitation orders, may also result in a finding of contempt, which can lead to fines, imprisonment, or other penalties, including compulsory community service.

**Notice About Mediation**

Mediation of the parenting plan enforcement issues may be required in your county. A separate Order will be issued if mediation is required.

The Court may waive the mediation requirement if one of the parties can show a good reason. You may file a written request asking that the Court waive mediation. Forms are available through the Oregon Judicial Department at [www.ojd.state.or.us/familylaw](http://www.ojd.state.or.us/familylaw) and through your local Circuit Court.

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

In the Matter of  the Marriage of:

\_\_\_\_\_  
Petitioner,  
and  
\_\_\_\_\_  
Respondent.

Case No. \_\_\_\_\_

ORDER RE ENFORCEMENT OF  
PARENTING TIME

The Motion/Petition for Order to Show Cause re Enforcement of Parenting Time is allowed. The parties are ordered to appear on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m. in Room \_\_ of the \_\_\_\_\_ County Courthouse in \_\_\_\_\_, Oregon, to show cause why parenting time should not be enforced in the way(s) listed in the Motion.

The Motion/Petition for Order to Show Cause re Enforcement of Parenting Time is denied.

DATED

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Print Name

**Certificate of Readiness**

This proposed judgment is ready for judicial signature under UTCR 5.100 because this judgment is submitted **ex parte** as allowed by statute or rule

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

In the Matter of  the Marriage of:

\_\_\_\_\_  
Petitioner,  
and  
\_\_\_\_\_  
Respondent.

Case No. \_\_\_\_\_

PETITION AND DECLARATION IN SUPPORT  
OF ORDER TO SHOW CAUSE  
RE: ENFORCEMENT OF PARENTING TIME

**1. Petition.**

Petitioner requests that the court Order the parties to appear on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ at \_\_\_\_\_ a.m./p.m. in Room \_\_\_\_\_ of the \_\_\_\_\_ County  
Courthouse in \_\_\_\_\_, Oregon, to show cause why parenting time should not be enforced in the  
following way(s) based on the violation of parenting time or substantial violations of the parenting plan detailed  
in the attached Declaration:

a. Modifying the provisions of the parenting plan by:

(1) Specifying a detailed parenting time schedule, as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Imposing additional terms and conditions on the parenting time schedule as  
follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Ordering the following additional parenting time, if in the best interests of the  
child, to compensate for wrongful deprivation of parenting time: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Ordering the party who is violating the parenting plan to post bond or security.

c. Ordering either or both parties to attend counseling or educational sessions focusing on the  
impact of violating the parenting plan on children.

d. Awarding the prevailing party his or her expenses incurred in enforcing the parenting



plan, including but not limited to attorney fees, filing fees and court costs.

e. Terminating, suspending, or modifying spousal support.

f. Terminating, suspending, or modifying child support if the Court finds that parenting time has been denied or interfered with without good cause, and other requirements of ORS 107.431 are met.

g. Scheduling a hearing for modification of custody.

**2. Order Establishing Parenting Time.**

A copy of the Order or Judgment establishing the parenting time is attached to this Petition.

NOTICE: Review the Confidential Information Form (CIF) information sheet. If the copy of the order or judgment establishing parenting time you are attaching to this motion contains protected information, you must redact – black out or erase – that information from the copy.

NOTICE: Review the Confidential Information Form (CIF) information sheet. If the copy of the order or judgment establishing parenting time you are attaching to this motion contains protected information you must redact – black out or erase – that information from the copy.

**3. Points and Authorities.**

This request is based on ORS 107.434 which requires an expedited hearing and authorizes various remedies for violations of parenting plans.

**4. Information Required by the UCCJEA.**

a. The Court that issued the Order I am asking this Court to enforce  did  did not identify the jurisdictional basis it relied upon when it exercised jurisdiction over the child/ren. The basis was:

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*(fill out if the court did identify the jurisdictional basis)*

b. The Order that I am asking the Court to enforce  has  has not been vacated, stayed or modified. The name of the court, case number and nature of the proceeding is as follows: \_\_\_\_\_

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*(fill out if the Order has been vacated, stayed or modified)*

c. No proceeding involving domestic violence, custody or any other issue regarding the child/ren has been started that could affect this proceeding, except: \_\_\_\_\_

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*(List court, case number and nature of proceeding)*

d. The present physical address of the child and the other party is: \_\_\_\_\_

e. The Order I am asking the court to enforce  has  has not been registered and confirmed under the UCCJEA. The date and place of registration are as follows: \_\_\_\_\_

*(Fill out if order has been registered and confirmed)*

### DECLARATION

I am the  Petitioner  Respondent in this proceeding and I make this Declaration to support my Petition for Enforcement of the Parenting Plan. The other party violated my parenting time, or substantially violated the parenting plan, in the following way(s): \_\_\_\_\_

Additional page labeled “Details About Parenting Plan, continued.”  
I request that the Court order the remedies I selected in my Petition because: \_\_\_\_\_

*If you asked the court to modify the parenting plan provisions or schedule a hearing for modification of custody in your motion, you must provide the following information.*

**Information Required by the UCCJEA.** List the places where the minor child/ren of the parties have lived in the last five years and the names of the people they lived with at that time.

Dates	County, State	Parent(s)/Caretaker	Current Address/Contact Address of Parent/Caretaker	Which Children

Additional page attached; see section labeled “UCCJEA Information continued.”

I  have  have not participated in any litigation concerning the custody, visitation, parenting time or placement of the child/ren in this or any other state. I have participated in the following litigation:

Name of Court	State	Case No.	Date	Result

I do not know of any other domestic violence, custody, visitation, parenting time or placement proceeding involving the child/ren, or of any other court case which could affect this case, pending in this or any other state  except for: \_\_\_\_\_

\_\_\_\_\_  
*(identify court, case number and the kind of proceeding)*

I do not know any person other than the other party who has physical custody of the child/ren or who claims to have custody, visitation or parenting time rights  except for: \_\_\_\_\_

\_\_\_\_\_  
*(list name and address)*

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and subject to penalty for perjury.**

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Petitioner Signature  
 Respondent Signature

\_\_\_\_\_  
 Print Name

**Certificate of Document Preparation.** You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.
- I paid or will pay money to \_\_\_\_\_ for assistance in preparing this document.

Submitted by:

\_\_\_\_\_  
 Print Name  Petitioner  Respondent  Attorney for Petitioner or Respondent  OSB No. *(if applicable)*

Address or Contact Address

City, State, Zip

Telephone or Contact Telephone Number

**Notice About Sanctions**

The remedies the Court may impose as a result of this petition to enforce a parenting plan are listed on pages 1 and 2 of this document, in Section 1, paragraphs “a” through “g”.

When pleaded and shown in a separate legal action, violation of court orders, including parenting time and visitation orders, may also result in a finding of contempt, which can lead to fines, imprisonment, or other penalties, including compulsory community service.

**Notice About Mediation**

Mediation of the parenting plan enforcement issues may be required in your county. A separate Order will be issued if mediation is required.

The Court may waive the mediation requirement if one of the parties can show a good reason. You may file a written request asking that the Court waive mediation. Forms are available through the Oregon Judicial Department at <http://www.ojd.state.or.us/familylaw> and through your local Circuit Court.



I  have  have not participated in any litigation concerning the custody, visitation, parenting time or placement of the child/ren in this or any other state. I have participated in the following litigation:

Name of Court	State	Case No.	Date	Result

I do not know of any other domestic violence, custody, visitation, parenting time or placement proceeding involving the child/ren, or of any other court case which could affect this case, pending in this or any other state  except for: \_\_\_\_\_

\_\_\_\_\_  
*(identify court, case number and the kind of proceeding)*

I do not know any person other than the other party who has physical custody of the child/ren or who claims to have custody, visitation or parenting time rights  except for: \_\_\_\_\_

\_\_\_\_\_  
*(list name and address)*

**Certificate of Document Preparation.** You are required to truthfully complete this certificate regarding the document you are filing with the court. Check all boxes and complete all blanks that apply:

- I selected this document for myself and I completed it without paid assistance.  
 I paid or will pay money to \_\_\_\_\_ for assistance in preparing this document.

Petitioner  Respondent, Signature

Print Name

Address or Contact Address

City, State, Zip

Telephone or Contact Telephone

SIGNED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public for \_\_\_\_\_/Court Clerk

My Commission Expires: \_\_\_\_\_

## NOTICE OF PROPOSED JUDGMENT OR ORDER

*To be sent to all other parties before submitting proposed Judgment or Order to the court for signature. Send the Judgment or Order to the other party with this Notice at least 7 days before submitting it to the court. This does not apply to judgments submitted with a Motion for Order of Default or after and Order of Default has been granted.*

This notice is to inform you that you can object to the attached proposed *Judgment or Order*.

Uniform Trial Court Rule (UTCRC) 5.100<sup>1</sup> allows you to object to the proposed judgment or order. If you have no objections, you can sign the last page and return it to me.

### **If you do object to any of the terms of the judgment or order, you may:**

**1) Contact me within 7 days of the date of this notice.** If you contact me and we are not able to resolve your objections after reasonable efforts, I will include your objections with the proposed judgment or order when I submit it to the court.

or

**2) Submit your objections directly to the court.** If you intend to submit your objections directly to the court, notify me within 7 days of the date of this notice so that I can inform the court of your intentions when I submit the proposed judgment or order. If you do object to the proposed order or judgment, you must contact me within 7 days of the date of this notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

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

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

In the Matter of  the Marriage of:          )  
   )  
 \_\_\_\_\_,   )  
   Petitioner,    )  
   and    )  
   )  
 \_\_\_\_\_,   )  
   )  
   Respondent.    )

Case No. \_\_\_\_\_

**SUPPLEMENTAL JUDGMENT RE:  
 ENFORCEMENT OF PARENTING PLAN**

This matter came before the Court:

- At the request of \_\_\_\_\_ for an order granting the relief requested in the Order to Show Cause dated \_\_\_\_\_.
- On the stipulations of the parties, as shown by the signatures below.
- At a hearing held \_\_\_\_\_, at which the following persons were present:
  - (date)*
  - Petitioner            Petitioner’s attorney, \_\_\_\_\_
  - Respondent           Respondent’s attorney, \_\_\_\_\_

The Court considered the:

- Declaration/Affidavit
- Declaration/Affidavit and stipulations
- Evidence presented

and found that:

- Oregon has jurisdiction under the Uniform Child Custody Jurisdiction and Enforcement Act over the parenting time issue because
  - \_\_\_\_\_ County Circuit Court made the initial child custody determination.
  - Other: \_\_\_\_\_

- Oregon does not have jurisdiction over the parenting time issue because: \_\_\_\_\_

///  
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 ///  
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**NOW, THEREFORE, IT IS HEREBY ORDERED:**

The parenting plan currently in effect shall be modified in accordance with the following:

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\_\_\_\_\_ shall be required to attend the following counseling or education sessions: \_\_\_\_\_

Spousal support shall be \_\_\_ terminated \_\_\_ suspended \_\_\_ modified as follows: \_\_\_\_\_

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Child support shall be \_\_\_ terminated \_\_\_ suspended \_\_\_ modified as follows: \_\_\_\_\_

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\_\_\_\_\_ shall be required to post bond or security as follows: \_\_\_\_\_

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The requested relief is denied.

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

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Petitioner (or)  Respondent shall be awarded  reasonable attorney fees,  filing fees,  court costs,  service fees,  other: \_\_\_\_\_ incurred in enforcing the parenting plan (*see also provisions for court costs and fees below*).

**If Court Costs and Fees were Deferred:** (please check the boxes below that apply)

Petitioner (or)  Respondent shall be liable for all the filing fees, court costs, service fees

other: \_\_\_\_\_ that were deferred.

Petitioner (or)  Respondent shall each be liable for one half the filing fees, court costs, service

fees  other: \_\_\_\_\_ that were deferred.

The State of Oregon shall have judgment against  Petitioner  Respondent for  one-half  all the filing fees, court costs, service fees  other: \_\_\_\_\_ that were deferred.

**If Court Costs and Fees were Paid by the Parties:** (please check the boxes below that apply)

Petitioner  Respondent shall be liable for  one-half  all the filing fees, court costs, service fees, other: \_\_\_\_\_ that have been paid in this suit, and judgment shall be entered accordingly.

**Information Required by ORS 25.020 and ORS 107.085.**

Based on a finding that the health, safety, or liberty of  Petitioner  Respondent or a child, \_\_\_\_\_, would unreasonably be put at risk by disclosure of the following information,  Petitioner  Respondent has been allowed not to disclose this information.

Both parties shall inform the Court and the Department of Justice (P.O. Box 14506, Salem, Oregon 97309) in writing of any change in the below information required by ORS 25.020 within ten (10) days of such change, unless a finding of unreasonable risk has been made in this case. If the court has ordered that a party be allowed not to disclose information, the Department of Justice or the District Attorney shall not disclose the information in the following section to the other parent.

Otherwise:

	Petitioner	Respondent
Full Name		
Former Legal Name(s)	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).
Age		
Address or Contact Address		
Telephone Number		
Social Security Number	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).
Driver License Number	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).
Employer Name	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).
Employer Address	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).

Employer Telephone	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).	Do not list here. List the information on the UTCR 2.130 Confidential Information Form (CIF).
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Additional page labeled "Required Information continued" attached.

Date of marriage/domestic partnership: \_\_\_\_\_.

Place of marriage/domestic partnership: \_\_\_\_\_.

**Money Award.** Child Support Obligation  included  not included.

	<b>JUDGMENT CREDITOR</b> (This is the party receiving payment from Judgment Debtor) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent	<b>JUDGMENT DEBTOR</b> (This is the party required to pay Judgment Creditor) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
Full Name		
Address or Contact Address		
Attorney's Name, Telephone Number and Address		
<b>The following information is required ONLY for the party designated as the "Judgment Debtor" above.</b>		
Year of Birth		
Last Four Digits of Social Security Number		
Last Four Digits of Driver License Number and State of Issuance		
<b>The following information is to be provided by the party designated as the "Judgment Creditor" above.</b>		
Others Entitled to Portions of Judgment	The following person(s) or public bod(ies) are known by judgment creditor to be entitled to a portion of a payment made on the judgment (other than the judgment creditor's attorney): <input type="checkbox"/> None or <input type="checkbox"/> _____ _____ _____	

<b>Type of Judgment</b>	<b>JUDGMENT CREDITOR</b> <b>(This is the party receiving payment from Judgment Debtor)</b> <input type="checkbox"/> <b>Petitioner</b> <input type="checkbox"/> <b>Respondent</b>	<b>JUDGMENT DEBTOR</b> <b>(This is the party required to pay Judgment Creditor)</b> <input type="checkbox"/> <b>Petitioner</b> <input type="checkbox"/> <b>Respondent</b>	<b>Amount of Judgment</b>
Child Support Award			1. \$ _____ <input type="checkbox"/> per month or <input type="checkbox"/> Other: _____, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other: _____ of the month following the date of the judgment
Spousal Support Award			1. \$ _____ <input type="checkbox"/> per month or <input type="checkbox"/> Other: _____, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other: _____ of the month following the date of the judgment, lasting until _____ (date), or the death of either party, whichever comes first; or  2. A lump sum payment of \$__ to be paid by (date): _____
Prejudgment Interest (Note: ORS 21.607(1) disallows interest on fees that have been deferred.)			\$ _____
Postjudgment Interest (Note: ORS 21.607(1) disallows interest on fees that have been deferred.)			_____ percent ( _ %) per annum simple interest on the total judgment amount(s) of \$ _____. Interest begins accruing on the date the judgment is entered until fully paid.

Accrued Arrears (if any, on judgments to be paid on a periodic basis)			1. \$_____ per month, starting on the <input type="checkbox"/> first day or <input type="checkbox"/> Other: _____ of the month following the date of the judgment until the total amount of \$_____ is paid in full; or  2. A lump sum payment of \$__ to be paid by: _____ (date).
Costs and Service Expenses (e.g., filing fees, hearing fees, trial fees, process fees)			\$_____
Attorneys Fees (if any)			\$_____

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Print Name

**Certificate of Readiness**

This proposed judgment is ready for judicial signature because (*check all that apply*):

Service is not required under UTCR 5.100 because the other party has been found in **default** or an order of default is being requested with this proposed judgment; because this judgment is submitted **ex parte** as allowed by statute or rule; or this judgment is being submitted in **open court** with all parties present.

Each party affected by this judgment has **stipulated** to or approved the judgment, as shown by the signatures on the judgment.

I have **served** a copy of this judgment and written notice of the 7-day objection period set out in UTCR 5.100 on all parties entitled to service (*complete service information below*). **And:**

No objection has been served on me within that time frame.

I received objections that I could not resolve with the other party despite reasonable efforts to do so. I have filed with the court a copy of the objections I received and indicated which objections remain unresolved.

After conferring about objections, the other party agreed to file any remaining objection with the court.

**Certificate of Service under UTCR 5.100**

I certify that on (*date*): \_\_\_\_\_ I placed a true and complete copy of this proposed  
*Judgment* in the United States mail to (*name*) \_\_\_\_\_ at (*address*) \_\_\_\_\_

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

Submitted by:  Petitioner  Respondent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**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

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I understand that I am subject to penalty for perjury for giving false information to the court. All factual information in this Judgment is true to the best of my knowledge and belief. I agree to the terms of this Judgment. I understand that this Judgment is enforceable by the court.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner, Name (printed)

Respondent stipulates (agrees) to the terms of this judgment

\_\_\_\_\_  
Respondent, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent, Name (printed)

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

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

\_\_\_\_\_  
and  
\_\_\_\_\_  
Petitioner  
Respondent

**CERTIFICATE OF SERVICE**

(ORCP 7D(2))

- (a) Personal Service  
 (b) Substitute Service  
 (c) Office Service  
 (d) Service by Mail

I, (name) \_\_\_\_\_, declare that I am a resident of the state of \_\_\_\_\_ . I am a competent person 18 years of age or older. I am not a party to or lawyer in this case, and not the employee of a party. I certify that the person served is the person named below. I served true copies of the original (check all that apply):

- Petition and Summons  
 Information about mediation  
 Notice of Confidential Information Form (CIF) Filing  
 Notice of Statutory Restraining Order Preventing Dissipation of Assets  
 Order to Show Cause re: Modification with Motion and Declaration  
 Information about continuing insurance coverage (COBRA)  
 Uniform Support Declaration  
 Other information provided by the court clerk (name all forms or documents served) \_\_\_\_\_  
 Other (name all forms or documents served) \_\_\_\_\_

**by** (check a, b, c, or d and complete all information):

(a)  **Personal Service** on (date) \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., to { Petitioner  Respondent} (name) \_\_\_\_\_ in person at the following address \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_.

(b)  **Substitute Service** on (date) \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., by delivering them to the following address \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_ . Delivered to (name) \_\_\_\_\_, who is a person age 14 or older and who lives there.

(Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(b). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

On (date) \_\_\_\_\_, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served:  Petitioner  Respondent (name) \_\_\_\_\_, at the party's home address listed above, together with a statement of the date,

time and place that the documents were hand-delivered to the party's dwelling (residence).

(c)  **Office Service** on (date) \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., by delivering them to the office of the party to be served, located at: (address) \_\_\_\_\_, during normal working hours for that office, where I left the documents with (name) \_\_\_\_\_, who is a person apparently in charge, to give the documents to the party to be served. (Complete the section below only if the server also did the follow-up mailing required by ORCP 7D(2)(c). If a person other than the server did the follow-up mailing, that person must complete a separate Certificate of Service Mailing.)

On (date) \_\_\_\_\_, I personally deposited a true copy of the same documents served with the U.S. Postal Service, via first class mail, in a sealed envelope, postage paid, addressed to the party to be served:  Petitioner  Respondent (name) \_\_\_\_\_, at the party's:  home address at: \_\_\_\_\_, **OR**  business address above, together with a statement of the date, time and place that the documents were hand-delivered to the party's office.

(d)  **Service by Mail, Return Receipt Requested** on (date) \_\_\_\_\_, I personally deposited **two** true copies with the U.S. Postal Service. **One** by first class mail, and the **other** by certified or registered mail, Return Receipt Requested, or by express mail, postage paid, addressed to the party to be served:  Petitioner  Respondent (name) \_\_\_\_\_, at the party's home address located at: \_\_\_\_\_ (address). (NOTE: If mailed Return Receipt Requested, the return receipt must be attached to this Certificate of Service.)

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**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.

**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 I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Server

\_\_\_\_\_  
Print Name

*If person serving is NOT a sheriff or sheriff's deputy, address and phone number of server:*

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



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.**

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 UTCR 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.**

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

**NOTICE OF FILING OF**  
 **CONFIDENTIAL INFORMATION FORM (CIF)**  
 **AMENDED CIF**

**NOTICE: Confidential Information Form Has Been Filed**

- Uniform Trial Court Rule (UTCRC) 2.130 requires that parties to domestic relations cases place certain information about themselves and other parties in a CIF when such information is required in a document filed with the court.
- The CIF is not available for public inspection except as authorized by law.
- Parties are allowed to see a CIF that contains information about them.
- A party who wants to see a CIF that contains information about another party must ask for permission from the court or the other party by following the procedures set out in UTCRC 2.130.

**I am the (check one box):**

Petitioner  Respondent  Co-Petitioner \_\_\_\_\_  
 Child at least 18 but under 21: \_\_\_\_\_  
 Other: \_\_\_\_\_

**I filed Confidential Information Forms with the court about the following parties to this case**

*(complete a section for each party for whom you have filled out a CIF):*

1) 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).

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>