

NO.

JEFFERSON CIRCUIT COURT
FAMILY DIVISION_____

PETITIONER

V.

NOTICE-MOTION-AFFIDAVIT-ORDER

RESPONDENT

NOTICE

TO: _____ (other party)

Please take notice that this motion will be made on _____, _____, 20____,
at _____ a.m./p.m. (Circle) in the above courtroom.

MOTION

Comes _____ (your name), representing him/herself, and
respectfully moves the Court:

1. PLEASE CHECK THE APPROPRIATE BOX:

I request the Court to establish visitation in this action.

Visitation has been established in this action. I request the Court to change the
previously ordered visitation.

Visitation has been established in this action. I request the Court to enforce the

previously ordered visitation.

2. There has/has not (circle one) been a domestic violence order between _____ and me. That order is/is not (circle one) currently in effect.
(the other party)

3. Attached is an affidavit in support of this motion.

Respectfully Submitted,

Person filing motion

Telephone number

CERTIFICATION

I hereby certify that, to the best of my knowledge and belief, the name, complete address and telephone number of the other person(s) involved in this action as listed below is:

Name of other party

Street number and name

City, State, ZIP

Telephone number

I have filed this Notice-Motion-Affidavit-Order with the Clerk of the above-listed Court and have mailed a copy to the other party involved in this action.

Signature

Date

NO.

JEFFERSON CIRCUIT COURT
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PETITIONER

v.

ORDER

RESPONDENT

*** **

IT IS HEREBY ORDERED AND ADJUDGED:

JUDGE
JEFFERSON FAMILY COURT

DATE: _____

Petitioner Name & Address:

Respondent Name & Address:

**INSTRUCTIONS FOR USE OF THE
NOTICE-MOTION-ORDER
REGARDING VISITATION**

This form is to be used to establish or change visitation. If you have any questions regarding your legal rights, have difficulty filling out this form, or have trouble following any of the specific instructions that accompany this form, **YOU MAY WANT TO CONSULT AN ATTORNEY.**

STEP ONE: If you do not have one already, you need to obtain a copy of the court action in which you want the Judge to modify the current visitation order.

STEPTWO: Fill in the information on the Notice-Motion-Order Regarding Visitation as follows: Fill in the civil action number listed on the initial action. You will be either the “Petitioner” or the “respondent.” It does not matter which you are but it stays the same throughout the life of the case. Place your name in the correct space and the other party’s name in the correct space.

STEPTHREE: Check the correct box indication whether you want to establish, enforce, or change visitation. Do not check more than one box.

STEPFOUR: Circle whether there has or has not been a domestic violence order between you and the other party to this action. Then circle whether the order is in effect or not at this time.

STEP FIVE: In the Affidavit section that says, “The specific reason I am making this request is,” write a brief explanation of why you need the Judge to establish or change visitation.

STEP SIX: After you have completed the motion, you will need to sign the motion in the presence of a notary.

STEP SEVEN: Go to the section entitled “Certification” on pages 2 and 3 and fill in the following information: Print the name of the other party in the action as listed on the first page. Then, on the lines provided, fill in that person’s complete address, including the street number, street address, city, state and ZIP code. Also, fill in the area code and telephone number.

IT IS MANDATORY THAT YOU PROVIDE THE FULL NAME AND CORRECT ADDRESS OF THE OTHER PERSON INVOLVED IN THIS ACTION. By signed the “Certification” section of this document, you are “promising” to the Court that the information you have provided regarding the name, address and telephone number of the other party is correct.

STEP EIGHT: Take the original to the Court Clerk in the County where the original case was last before the Court. Present the original to the Clerk. The Clerk will assign a date when your Motion will be called by the Judge. The Clerk will fill in the information on the original Motion. You may be required to pay for copies for you and to be sent to the other party(ies). The Clerk will give you back one of the photocopies for your records and to remind you of the date. If the Clerk does not mail a copy to the other party, you will be required to do so.

IT IS MANDATORY THAT YOU ATTEND THE HEARING AT THE DATE AND TIME GIVEN TO YOU BY THE CLERK. Failure to do so may result in the Judge dismissing your request to establish or change visitation.

RE-OPENING FEE: If the case has been inactive for more than six months, there may be a re-opening fee charged. If you cannot afford the fee, you may need to file a motion to proceed *in forma pauperis*.