


INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.9--  
PARENTING PLAN

**When should this form be used?**

This form should be used in all cases involving **time-sharing** with any minor child(ren), even when time-sharing is not in dispute. If the case involves supervised time-sharing, the **Supervised/Safety Focused Parenting Plan**,  Florida Supreme Court Approved Family Law Form 12.9-- should be used.

This form should be typed or printed in black ink. If an Agreement has been reached, **both** parties must sign the Parenting Plan and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing this form, you should **file** the original with the **clerk of the circuit court** in the county where the **petition** was filed and keep a copy for your records. You should then refer to the instructions for your petition, **answer**, or answer and **counterpetition** concerning the procedures for setting a hearing or **trial (final hearing)**. If an agreed Parenting Plan is not filed by the parties, the Court shall establish a Plan.

**Where can I look for more information?**

**Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms.** The words that are in **“bold underline”** in these instructions are defined there. For further information, see chapter 61, Florida Statutes, and the instructions for the petition and/or answer that were filed in this case.

**Special notes...**


At a minimum, the **Parenting Plan** must describe in adequate detail:

- How the parties will share and be responsible for the daily tasks associated with the upbringing of the child(ren),
- The **time-sharing schedule** arrangements that specify the time that the minor child(ren) will spend with each parent,
- A designation of who will be responsible for any and all forms of health care, school-related matters, other activities, and
- The methods and technologies that the parents will use to communicate with the child(ren).

The best interests of the child(ren) is the primary consideration in the Parenting Plan. In creating the Parenting Plan, all circumstances between the parties, including the parties' historic relationship, domestic violence, and other factors must be taken into consideration.

This standard form does not include every possible issue that may be relevant to the facts of your case. The Parenting Plan should be as detailed as possible to address the time-sharing schedule. Additional provisions should be added to address all of the relevant factors. The parties should give special consideration to the age and needs of each child.

In developing the Parenting Plan, you may wish to consult or review other materials which are available at your local library, law library or through national and state family organizations.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**,  Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

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

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

**PARENTING PLAN**

This parenting plan is: (✓ Choose only one)

- A Parenting Plan submitted to the court with the agreement of the parties.  
 A proposed Parenting Plan submitted by or on behalf of:  
(Parent's Name) \_\_\_\_\_  
 A Parenting Plan ordered by the court.

This parenting plan is: (✓ Choose only one)

- A Final Parenting Plan signed by the court.  
 A temporary Parenting Plan signed by the court.  
 A Modification of a prior Final Parenting Plan or prior final order.

**I. PARENTS**

**Mother**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Father**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**II. CHILDREN:** This parenting plan is for the following child(ren) born to, or adopted by the parties:

<u>Name</u>	<u>Date of Birth</u>	<u>Sex</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**III. JURISDICTION**

The United States is the country of habitual residence of the child(ren).

The State of Florida maintains the most significant contacts with the child(ren) and is the most appropriate forum for addressing parenting contact and time-sharing.

The State of Florida is the child(ren)'s home state for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act.

This Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. ss 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980.

**IV. PARENTAL RESPONSIBILITY AND DECISION MAKING**

**1. Parental Responsibility (✓ Choose only one)**

**Shared Parental Responsibility.**

It is in the best interests of the child(ren) that the parties have full parental rights to make major decisions affecting the welfare of the child(ren). Major decisions include, but are not limited to, decisions about the child(ren)'s education, non-emergency healthcare, and religious training.

The major decisions regarding the child(ren) are shared between the Mother and Father as follows:

Education/Academic decisions	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both
Non-emergency health care	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both
Extra-curricular activities	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both
Religion/Religious Training	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both
_____	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both
_____	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both
_____	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both

**OR**

**Sole Parental Responsibility:**

It is in the best interests of the child(ren) that the  Mother  Father shall have sole authority to make major decisions for the child(ren.)

**2. Day-to-Day Decisions**

Each parent shall make decisions regarding day-to-day care and control of each child while the child is residing with the parent. Regardless of the allocation of decision making in the parenting plan, either parent may make emergency decisions affecting the health or safety of the child(ren) when the child is residing with that parent. A parent who makes an emergency decision shall share the decision with the other parent as soon as reasonably possibly.

**V. INFORMATION SHARING.** Unless otherwise indicated or ordered by the Court:

Both parents shall have access to medical and school records pertaining to the child(ren) and shall be permitted to independently consult with any and all professionals involved with the child(ren). The parents shall cooperate with each other in sharing information related to the health, education, and welfare of the child(ren) and they shall sign any necessary documentation ensuring that both parents have access to said records.

Each parent shall be responsible for obtaining records and reports directly from the school and health care providers.

Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the child(ren).

Both parents shall have equal and independent authority to confer with the child(ren)'s school, day care, health care providers, and other programs with regard to the child(ren)'s educational, emotional, and social progress.

Both parents shall be listed as "emergency contacts" for the child(ren).

Each parent has a continuing responsibility to provide a residential, mailing, or contact address and contact telephone number to the other parent. Each parent shall notify the other parent in writing within 24 hours of any changes. Each parent shall notify the court in writing within seven (7) days of any changes.

**VI. TIME SHARING SCHEDULE**

**1. Weekday and Weekend Schedule**

The following schedule shall apply beginning \_\_\_\_\_. The first weekend shall be with the [ ] Mother [ ] Father.

A. The child(ren) shall spend time with the **Mother** on the following dates and times:

WEEKENDS:  Every  Every Other  Other (specify) \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_  
 WEEKDAYS: Specify days \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_  
 OTHER: (Specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. The child(ren) shall spend time with the **Father** on the following dates and times:

WEEKENDS:  Every  Every Other  Other (specify) \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_  
 WEEKDAYS: Specify days \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_  
 OTHER: (Specify) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C. **Check box if there is a different time sharing schedule for any child. Complete a separate Attachment for each child for whom there is a different time sharing schedule.**

There is a different time-sharing schedule for the following child(ren) in Attachment \_\_\_\_\_, and \_\_\_\_\_.  
 \_\_\_\_\_ (Name of Child), and \_\_\_\_\_ (Name of Child)

**2. Holiday Schedule (✓ Choose only one)**

- No holiday time sharing shall apply. The regular time-sharing schedule set forth above shall apply.
- Holiday time-sharing shall be as the parties agree.
- Holiday time-sharing shall be in accordance with the following schedule. The Holiday schedule will take priority over the regular weekday, weekend, and summer schedules. Fill in the blanks with Mother or Father to indicate where the child(ren) will be for the holidays. Provide the beginning and ending times. If a holiday is not specified as even, odd, or every year with one parent, then the child(ren) will remain with the parent in accordance with the regular schedule

<u>Holidays</u>	<u>Even Years</u>	<u>Odd Years</u>	<u>Every Year</u>	<u>Begin/End Time</u>
Mother's Day	_____	_____	_____	_____
Father's day	_____	_____	_____	_____
President's Day	_____	_____	_____	_____
Martin Luther King Day	_____	_____	_____	_____
Easter	_____	_____	_____	_____
Passover	_____	_____	_____	_____
Memorial Day Weekend	_____	_____	_____	_____
4 <sup>th</sup> of July	_____	_____	_____	_____
Labor Day Weekend	_____	_____	_____	_____
Columbus Day Weekend	_____	_____	_____	_____

Halloween	_____	_____	_____	_____
Thanksgiving	_____	_____	_____	_____
Hanukkah	_____	_____	_____	_____
Yom Kippur	_____	_____	_____	_____
Rosh Hashanah	_____	_____	_____	_____
Child(ren)'s Birthdays	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This holiday schedule may affect the regular Time-Sharing Schedule. Parents may wish to specify one or more of the following options:

- When the parents are using an alternating weekend plan and the holiday schedule would result in one parent having the child(ren) for three weekends in a row, the alternating weekend pattern will restart so that neither parent will go without having the child(ren) for more than two weekends in a row.
- If a parent has the child(ren) on a weekend with an unspecified holiday or non-school day, they shall have the child(ren) for the holiday or non-school day.

**3. Winter Break (✓ Choose only one)**

- The [ ] Mother [ ] Father shall have the child(ren) from the day and time school is dismissed until December \_\_\_\_\_ at \_\_\_\_ a.m./p. m in [ ] odd-numbered years [ ] even-numbered years [ ] every year. The other parent will have the children for the second one-half of the Winter Break. The parties shall alternative the arrangement each year.
- The [ ]Mother [ ]Father shall have the child(ren) for the entire Winter Break during [ ] odd-numbered years [ ] even-numbered years [ ] every year.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**4. Spring Break (✓ Choose only one)**

- The parents shall follow the regular schedule.
- The parents shall alternative the entire Spring Break with the Mother having the child(ren) during the [ ] odd-numbered years [ ] even numbered years.
- The [ ]Father [ ]Mother shall have the child(ren) for the entire Spring Break every year.
- The Spring Break will be evenly divided. The first half of the spring Break will go to the parent whose regularly scheduled weekend falls on the first half and the second half going to the parent whose weekend falls during the second half.
- Other: \_\_\_\_\_.

**5. Summer Break (✓ Choose only one)**

- The parents shall follow the regular schedule through the summer.
- The [ ] Mother [ ] Father shall have the entire Summer Break from \_\_\_\_\_ after school is out until \_\_\_\_\_ before school starts.
- The parents shall equally divide the Summer Break. During [ ] odd-numbered years [ ] even numbered years, the [ ] Mother [ ] Father shall have the children from \_\_\_\_\_

after school is out until \_\_\_\_\_. The other parent shall have the child(ren) for the second one-half of the summer break. The parents shall alternative the first and second one-halves each year unless otherwise agreed. During the extended periods of time-sharing, the other parent shall have the child(ren) \_\_\_\_\_.

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

**6. Number of Overnights:**

Based upon the time-sharing schedule, the Mother has a total of \_\_\_\_ overnights per year and the Father has a total of \_\_\_\_ overnights per year. **Note: The two numbers must equal 365.**

**VII. TRANSPORTATION AND EXCHANGE OF CHILD(REN)**

**1. Transportation (✓ Choose only one)**

The [ ] Mother [ ] Father shall provide all transportation.

The parent beginning their time-sharing shall provide transportation for the child(ren).

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

**2. Exchange (✓ Choose only one)**

Both parents shall have the child(ren) ready on time with sufficient clothing packed and ready at the agreed upon time of exchange. If a parent is more than \_\_\_\_\_ minutes late without contacting the other parent to make other arrangements, the parent with the child(ren) may proceed with other plans and activities.

Exchanges shall be at Mother's and Father's homes unless both parents agree to a different meeting place.

Exchanges shall occur at \_\_\_\_\_ unless both parties agree in advance to a different meeting place.

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

**3. Transportation Costs (✓ Choose only one)**

Transportation costs are included in the Child Support Worksheets and/or the Order for Child Support and should not be included here.

The Mother shall pay \_\_\_\_\_% and the Father shall pay \_\_\_\_\_% of the transportation costs.

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

**4. Foreign and Out-Of-State Travel (✓ Choose only one)**

Either parent may travel with the child(ren) during his/her time-sharing. The parent traveling with the child(ren) shall give the other parent at least \_\_\_\_ days written notice before traveling out of state unless there is an emergency, and shall provide the other parent with a detailed itinerary, including locations and telephone numbers where the child(ren) and parent can be reached at least \_\_\_\_ before traveling.

Either may travel out of the country with the child(ren) during his/her time-sharing. At least \_\_\_\_ days prior to traveling, the parent shall provide detailed itinerary, including locations, and telephone numbers where the child(ren) and parent may be reached during the trip. Each parent agrees  
to provide whatever documentation is necessary for the other parent to take the

child(ren) out of the county.

- If a parents wishes travel out of the country with the children, he/she shall provide the following security for the return of the child \_\_\_\_\_.
- Other \_\_\_\_\_.

**VIII. SCHOOL DESIGNATION**

For school and school district purposes, the [ ] Mother [ ]Father’s address shall be designated.

**IX. DESIGNATION OF CUSTODIAN FOR OTHER LEGAL PURPOSES**

The child(ren) named in this Parenting Plan are scheduled to reside the majority of the time with the [ ] Mother [ ] Father. This parent is designated as the custodian of the child(ren) SOLELY for purposes of all other state and federal statutes which require a designation or determination of custody. **This designation does not affect either parent’s rights and responsibilities under this parenting plan.**

**X. COMMUNICATION**

**1. Between Parents**

All communications regarding the child(ren) shall be between the parents. The parents shall not use the child(ren) as messengers to convey information, ask questions, or set up schedule changes.

The parents shall communicate with each other by:

- in person
- by telephone
- by letter
- by e-mail
- Other: \_\_\_\_\_.

**2. Between Parent and Child(ren)**

Both parents shall keep contact information current. Telephone or other electronic communication shall not be monitored by or interrupted by the other parent. “Electronic communication” includes telephones, electronic mail or e-mail, webcams, video-conferencing equipment and software or other wired or wireless technologies or other means of communication to supplement face-to face contact.

The child(ren) may have [ ] telephone [ ] e-mail [ ] other electronic communication in the form of \_\_\_\_\_ with the other parent:

- Anytime
- Everyday during the hours of \_\_\_\_\_ to \_\_\_\_\_.
- On the following days \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_.
- Other: \_\_\_\_\_.

**3. Costs of Electronic Communication**

The Mother shall pay \_\_\_\_\_% and the Father shall pay \_\_\_\_\_% of the additional costs incurred in order to implement electronic communication with the child(ren).

**XI. CHILD CARE (✓ Choose only one)**

- Each parent may select appropriate child care providers
- All child care providers must be agreed upon by both parents.
- Each parent must offer the other parent the opportunity to care for the child(ren) before using a

- child care provider for any period exceeding \_\_\_\_\_ hours.
- Other \_\_\_\_\_.

**XII. CHANGES OR MODIFICATIONS OF THE PARENTING PLAN**

This Parenting Plan may be modified or varied on a temporary basis when both parents agree in writing. When the parents do not agree, the Parenting Plan remains in effect.

Any substantial changes to the Parenting Plan must be sought through the filing of a supplemental petition for modification.

**XIII. RELOCATION**

Any relocation of the child(ren) is subject to and must be sought in compliance with s. 61.13001, Fla. Stat.

**XIII. DISPUTES**

Parents shall attempt to cooperatively resolve any disputes which may arise over the terms of the Parenting Plan. If such attempt fails (✓ Choose only one):

- The parents shall use mediation or other dispute resolution methods before filing a court action.
- Mediation or other dispute resolution methods will *not* be required prior to filing a court action.

**XIV. OTHER PROVISIONS**

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

**SIGNATURE OF PARENTS**

**I certify that I have been open and honest in entering into this Parenting Plan. I am satisfied with this Plan and intend to be bound by it.**

Dated: \_\_\_\_\_

Signature of Father  
 Printed Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
 COUNTY OF \_\_\_\_\_.

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
 [Print, type, or stamp commissioned name of notary or clerk]

- \_\_\_ Personally known
- \_\_\_ Produced identification. Type of identification produced \_\_\_\_\_.



**I certify that I have been open and honest in entering into this Parenting Plan. I am satisfied with this Plan and intend to be bound by it.**

Dated: \_\_\_\_\_

Signature of Mother

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_.

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary or clerk]

Personally known

Produced identification. Type of identification produced \_\_\_\_\_.

**ORDER OF THE COURT**

It is ordered and adjudged that the Parenting Plan set forth above is adopted and approved as an order of this court.

**ORDERED ON** \_\_\_\_\_.

\_\_\_\_\_  
**CIRCUIT JUDGE**

COPIES TO:

Father (or his Attorney)

Mother (or her Attorney)

Other