

How to File your Petition for Specific Parenting Time in Illinois

What to do right now:

1. Sign the **“Petition for Specific Parenting Time,”** and sign and date the **“Certification”** part at the bottom of the petition. Make 4 copies of the petition after you sign it.
2. Sign the **“Certificate of Delivery,”** on the **“Notice of Hearing”** if you will be mailing your motion on the same day.
3. Take all copies of the **“Petition for Specific Parenting Time”** and each **“Notice of Hearing”** to the motion counter at the courthouse where you are filing.
 - The clerk will file stamp all of the papers, keep the originals for the court file, and give you back your copies.
 - The clerk will tell you what times and dates a Judge can hear your motion. You must choose one of these times.
 - The clerk will write that time and date on the original papers, and you must write the same time and date on the other copies.
 - If your case involves the Department of Health and Family Services or the State’s Attorney, the clerk will also keep a copy of the petition and a notice and deliver those for you.
 - If you did not start the divorce or support case to begin with, and have never before filed an **“Appearance”** in this case, you will need to file one now. You will be asked to pay a fee. If you cannot afford to pay a court fee, please read these instructions on waiving court fees: http://www.illinoislegalaid.org/index.cfm?fuseaction=home.dsp_Content&contentID=1779
4. You must then mail all of the forms listed below to the other parent. It is a good idea to send these forms by certified mail so that you have a signed receipt to prove they were delivered.
 - one copy of the **“Petition for Specific Parenting Time,”**
 - the **“Notice of Hearing”** which is addressed to him or her,

What to do on your court date:

1. Bring all of the following papers with you to court. If you made the right number of copies, you should still have a copy for yourself, plus one to hand the judge, if needed:
 - The **“Petition for Specific Parenting Time,”**
 - All **“Notices of Hearing”**
 - The **“Order”** for judge to complete at close of hearing.
 - Any other papers which have been filed in this case.
2. Dress nicely, like you would for a job interview.
3. Plan to arrive ON TIME or a little bit early. If you are not in court when the judge calls your case, the Judge may **“strike”** your motion. If that happens, you will need to start all over again.

each parent shall have their child when they are on vacation from work. The child will spend Christmas Eve and Christmas with _____ one year and _____ the other year, alternating years. The child will spend Thanksgiving Day with _____ every year. _____ and _____ will have the child for all other legal and school holidays in the year, alternating years. _____ and _____ will have the child for one school break each year, alternating years between the winter and spring break. The child will spend Mother's Day with _____ and Father's Day with _____ every year. Any further specifications listed below:

Or else that the Court order _____ and I attend mediation.

B. That this Court award any further relief as justice requires.

Under penalties as provided by law pursuant to Section 5/1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that she/he verily believes the same to be true.

_____, pro se

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY

_____,)
)
)
 Petitioner,)
 vs.) Case No. _____ - F - _____
)
)
_____,)
)
 Respondent.)

NOTICE OF HEARING

TO: _____

On _____, 20____, I shall appear before the Honorable or any judge sitting in his/her stead, in the Courtroom _____ of the The Circuit Court Of The _____ Judicial Circuit at _____ County Courthouse,

and shall present the attached Petition for Specific Parenting Time.

CERTIFICATE OF DELIVERY (PERSONALLY OR BY MAIL)

The undersigned hereby certifies under penalties of perjury as provided by law pursuant to 735 ILCS 5/1-109, that the above notice and any attached pleadings were served via certified mail, and directed to all parties of record at the address(es) set forth above, on or before 5:00 p.m. on _____.

(Signature)
