

NO. (A) _____

JEFFERSON CIRCUIT COURT

FAMILY DIVISION _____

(B) _____

PETITIONER

v.

**NOTICE-MOTION-ORDER
REGARDING VISITATION**

(C) _____

RESPONDENT

NOTICE

This Motion will be called on _____, _____, 200____, at _____m. in the above courtroom. (The Clerk will complete this section.)

MOTION

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)

Domestic violence case number: _____

3. The specific reason I am making this request is:

(D) Person filing motion

(E) Address

(F) 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:

(G) _____

Name of other party

Name of other party

Street number and name

Street number and name

City, State, ZIP

City, State, ZIP

Telephone number

Telephone number

I have filed this Notice-Motion-Order Regarding Visitation with the Clerk of the Jefferson

Family Court and have mailed a copy to the other party(ies) involved in this action. I understand that my attendance on the date listed is mandatory and failure to appear will result in the Motion being denied by the Judge.

(H)

Signature

Date

COMMONWEALTH OF KENTUCKY)
) SS
COUNTY OF JEFFERSON)

Subscribed, sworn to and acknowledged before me by
_____ this ____ day of _____, 200____.

Clerk, check here if Clerk mailed

copy

OR

Notary Public
My commission expires: _____
D.C.

David L. Nicholson, Clerk
By: _____,

NO. _____

JEFFERSON FAMILY COURT

DIVISION _____

PETITIONER

v.

ORDER

RESPONDENT

(The Court will complete this page.)

IT IS HEREBY ORDERED that the parties are referred to mediation with

_. The mediation must be scheduled within _____ days of this Order.

The mediation fee shall be established according to JFRP 706(J).

1. The parties shall pay the cost of mediation (as set by the mediator and not to exceed \$160.00 per hour) proportionate to their income, unless the sliding fee schedule applies as set forth below in #2.

2. Sliding Fee Schedule: Parties shall submit to the mediator within ten (10) working days of the entry of this Order, a copy of their most current Kentucky State Income Tax Return (Form 740), or three most recent paycheck stubs indicating annual gross income, or an Affidavit indicating the annual gross income. If either party fails to provide income information to the mediator within 10 days working days of the entry of this Order, the non-complying party may be required to pay the total maximum fee of \$160.00. If both parties fail to provide income information to the mediator within 10 working days of the entry of this order, and the Court has not assigned another percentage of the mediator fee each party shall pay 50% of the total maximum fee. The Sliding Fee Schedule shall be applied for all qualifying parties. The mediator will assign the fee as

outlined in JFRP 706(J). Objections to fees assigned by the mediator shall be made by filing a motion prior to any scheduled mediation.

If this case is not appropriate for mediation because of domestic violence pursuant to KRS 403.036 or because of other good cause, the parties shall make a motion to rescind this Order within 10 working days of the entry of this Order.

OR

IT IS HEREBY ORDERED that

_____.

JUDGE, Jefferson Family Court

Date:

**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. You may obtain a copy from the Jefferson Family Court Clerk's Office located at the Jefferson County Judicial Center, 700 W. Jefferson Street, Louisville, Kentucky 40202, at a cost of \$0.25 per page.

STEP TWO: Fill in the information on the Notice-Motion-Order Regarding Visitation as follows:

- A. Fill in the civil action number listed on the initial action.
- B. Fill in the name of the person listed as Petitioner in the initial action.
- C. Fill in the name of the person listed as Respondent in the initial action.

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

STEP FOUR: 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. If there has been a domestic violence order, fill in the case number in the designated space.

NOTE: In determining visitation, the Court may order mediation. Mediation is a process in which a neutral person will assist you and the other person in this action in trying to reach an agreement. However, if there has been a finding of domestic violence and abuse, the Court will not order mediation, unless voluntarily requested or agreed to by the victim.

STEP FIVE: In the 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: Fill in the information on the Notice-Motion-Order Regarding Visitation as follows:

- D. Sign your name.
- E. Print your full address, including street number, street name, city state and ZIP code.
- F. Print your telephone number.

STEP SEVEN: Go to the section entitled "Certification" on pages 2 and 3 and fill in the following information:

- G. Print the name of the other party in the action as listed in B. or C. 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.
- H. Sign your name and fill in the date.

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 Office of the Clerk of Jefferson County Family Court located at 700 W. Jefferson Street, Louisville, Kentucky. 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 will 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.

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 \$50.00 fee to reopen the file before the motion can be filed.