

THE COURT OF COMMON PLEAS  
DOMESTIC RELATIONS DIVISION  
SUMMIT COUNTY, OHIO

# Packet E

1. **READ FIRST BEFORE PROCEEDING:** Instruction 13 - Instructions to Complete Holiday and Parenting Time Schedule
2. Schedule A – Parenting Time Schedule A
3. Schedule B – Parenting Time Schedule B
4. Schedule C – Parenting Time Schedule C
5. Schedule D – Parenting Time Schedule D
6. Schedule E – Parenting Time Schedule E
7. Schedule 1 – Parenting Time Schedule Additional Provisions
8. Schedule H1 – Vacation and Holiday Parenting Time Schedule (Short form)
9. Schedule H2 – Vacation and Holiday Parenting Time Scheduled (Long form)

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**PARENTING TIME SCHEDULES**  
**INSTRUCTION SHEET**

To assist families in determining a schedule, the court offers several parenting time schedules for families to review and choose from. These schedules are designed to serve as examples and may be altered as the parents agree.

**General Instructions**

1. Pursuant to Ohio Revised Code §3109.04, the court must consider the best interest of the child when establishing a parenting order. It is generally in the best interest of the child(ren) to enjoy a continued meaningful relationship and companionship with both parents on a consistent and frequent basis. The presumption is that parents should share the parenting time equally.
2. It is critical to the success of any schedule that each parent be flexible, based upon the changing needs of the child(ren), as the child(ren) grow(s) up. This parenting schedule takes into account the changing developmental needs of the child(ren). It is the affirmative duty of each parent to make certain that the child(ren) attends all parenting time periods with the other parent. It is recognized that each situation and each child is different. Liberal parenting time arrangements are encouraged, as contact with both parents is important to the child(ren).
3. The best parenting time schedule is your own plan.
4. No parent is authorized to make parenting time arrangements or modify court ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time without involving the child(ren).
5. The provided parenting time schedules are examples for parents to use in formatting a schedule that is appropriate based upon their child(ren)'s needs. These parenting time schedules are designed to be completed as a worksheet.
6. Once parents have selected a preferred parenting time schedule, parents must designate which parent shall be regarded as "Parent 1" and which parent will be "Parent 2." Please keep in mind the designation of "Parent 1" and "Parent 2" does not affect either parent's status as a "residential" or "nonresidential" parent.

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## PARENTING TIME SCHEDULES

### INSTRUCTION SHEET

- a. Parents should review the selected parenting time schedule to determine which parent is most appropriately designated as “Parent 1” and “Parent 2” based upon the following factors: work schedules, living situations, extracurricular activities schedules, transportation needs, historical division of parental duties, as well as any other relevant factors.
  - b. As a general rule, Parent 1 is the parent that has the most overnights with the minor child(ren). If the parties have equal parenting time, then Parent 1, by default, shall be assigned to the parent that is the residential parent for school purposes.
7. Once “Parent 1” and “Parent 2” have been designated, parents shall review and complete each section of the selected parenting time schedule to determine which portions shall be used.
  8. If the selected parenting time schedule provides for varied schedules based upon the child(ren)’s age, parents must write the name and date of birth for each child for whom the relevant section is applicable. For example, if parents intend to use Parenting Time Schedule A and have decided to use the schedule pertaining to children from birth to 12 months, parents are to write the name(s) and date(s) of birth for each child for which such a schedule will be utilized.

#### **Choosing the Appropriate Schedule**

9. Parenting Time Schedule A, B, and C are suggested for parents who reside in close proximity to one another and the parenting time progresses to accommodate the changing needs of children as they grow up.
10. Parenting Time Schedule A is for parents that plan to enjoy equal parenting time once the child(ren) reach(es) the age of 3.
11. Parenting Time Schedules B and C are suggested for children who primarily reside with one parent during the week.
12. Parenting Time Schedule D is suggested for parents who do not live in close proximity to one another. This schedule is intended for parents who live a driving distance of 4 hours apart or more.

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## PARENTING TIME SCHEDULES

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13. Parenting Time Schedule E is a transitional plan in which Parent 2 continues to gain parenting time after the successful completion of predetermined goals. If Parent 2 successfully completes each step as set forth in Parenting Time Schedule E, the parents may select one of the other Parenting Time Schedules to use moving forward.
14. Parents may add to, edit, and/or eliminate sections of the selected parenting time schedule. If the parents intend to delete all or a portion of a section, the parents should cross off or draw a line through the language the parents intend to delete and place both of their initials next to the deleted language.
  - a. Any changes may be documented directly on the selected parenting time schedule and/or by attaching an [“Additional Provisions”](#) page to the selected time schedule.
15. Parents can attach these schedules to a parenting plan and file with the Court.
16. The “Rules” section is the same for each plan- however all portions may not be relevant depending on the plan chosen by the parents.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE A**

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**Ages 12 mos.–3 years:** 1-2 times a week for 2-6 hours plus one overnight or as Ages  
**Ages 3-13:** Equal Parenting Time, 2-2-5-5  
**Ages 13-18:** 2-2-5-5, or Week on / Week off or as agreed

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**Please review the Instruction Sheet prior to completing this document.**

*Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall abide by the following:*

**I. PARENTING TIME SCHEDULES**

This court recognizes the developmental importance of individual parent-child relationships in families with multiple children. To promote those individual bonds and reinforce self-confidence and individual importance of each child to each parent, it is suggested that both parents have one-on-one companionship time with each child incorporated into the ordinary parenting time schedule.

The schedules by age are designed to facilitate one-on-one parent-child time should the parents agree to utilize them as such.

Unless otherwise agreed, the parents shall exercise time with each child according to that child’s age bracket. This may result in children on different, but complimentary, schedules. A child graduates into the next bracket on their birthday (1 year, 3 years, 14 years).

**THIS SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE BLANKS AND APPROPRIATE CHECKBOXES THROUGHOUT.**

Instructions: Designate Parent 1 and Parent 2 in the blanks below.

**PARENT 1:** \_\_\_\_\_ **PARENT 2:** \_\_\_\_\_

**A. SCHEDULES BY AGE**

Instructions: Check the appropriate box for the schedules to be followed. Within each schedule, designate the child for whom that schedule will apply.

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Ages 13-18: 2-2-5-5, or Week on / Week off or as agreed

1. FOR CHILDREN FROM BIRTH TO 12 MONTHS

Parent 2 shall be entitled to three (3) weekly parenting times for two to six (2-6) hours, on the days and hours the parents can agree. If the parents cannot agree, then the days and hours shall be as follows\*:

Every Saturday from 2:00 p.m. to 6:00 p.m.; and,
Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.

\*Unless otherwise ordered by the court.

At all other times, Parent 1 shall be responsible for the child(ren).

Child's Name: D.O.B.:

Child's Name: D.O.B.:

2. FOR CHILDREN 12 MONTHS TO 3 YEARS

Parent 2 shall be entitled to one (1) or two (2) weekly times for two to six (2-6) hours, plus one overnight, on the days and times the parents can agree. If the parents cannot agree, then the days shall be as follows\*:

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.; and,
Overnight from Friday at 5:30 p.m. until Saturday at 5:30 p.m.,

\*Unless otherwise ordered by the court.

Child's Name: D.O.B.:

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**3. FOR CHILDREN 3 YEARS TO AGE 13**

Beginning at the age of 3, the parents shall share **EQUAL PARENTING TIME**, unless there are clearly defined special circumstances as agreed to by the parents or ordered by the court that would prevent them from doing so. Unless otherwise agreed by the parents, the following **2-2-5-5 SCHEDULE** shall be followed:

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

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**2-2-5-5 Schedule**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Parent 2	Parent 2	Parent 1	Parent 1	Parent 2	Parent 2	Parent 1
	Parent 1 5:30 pm*		Parent 2 5:30 pm*		Parent 1 5:30 pm*	
Parent 1	Parent 1	Parent 1	Parent 1	Parent 2	Parent 2	Parent 2
			Parent 2 5:30 pm*			
Parent 2	Parent 2	Parent 1	Parent 1	Parent 2	Parent 2	Parent 1
	Parent 1 5:30 pm*		Parent 2 5:30 pm*		Parent 1 5:30 pm*	
Parent 1	Parent 1	Parent 1	Parent 1	Parent 2	Parent 2	Parent 2
			Parent 2 5:30 pm*			

*\* If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

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**4. TEENAGER: AGE 13 – 18 YEARS**

Use the subsequent schedules with the following considerations:

- a. Parents are urged to understand a child’s normal social development during these sensitive years, when teenagers normally spend less time with their parents.
- b. In exercising parenting time with a teenager, parents shall make reasonable efforts to accommodate a teenager’s participation in academic, athletic, extracurricular, and social activities.

Unless otherwise agreed, choose one of the two parenting time schedules.

- a. Continue to use the above **2-2-5-5 SCHEDULE**

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

- b. Follow a **WEEK ON/WEEK OFF SCHEDULE** with exchange times being 5:30 p.m. every Friday.

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

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### B. SUMMER SCHEDULE

During summer break from school, parents shall follow the selected parenting time schedule by age. Each parent is responsible for any daycare, babysitting, or supervision expenses during the exercise of their extended summer companionship. Unless other arrangements have been made or have already been addressed in a child support order, any parent taking a vacation with the child(ren) shall do so during their week(s) of companionship.

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attends/attend summer school during their parenting time.

Each parent is responsible for transporting the child(ren) to scheduled activities and necessary summer school during that parent's summer parenting time.

### C. SUMMER VACATIONS, BEGINNING AT AGE 3 YEARS

Should parents wish for summer vacation parenting time with a child under the age of 3 years, they must agree to such time. Otherwise, the schedules by age continue to control until age 3 years. Summer is defined as beginning at 5:30 PM the first Friday evening after school recesses and ending at 7:00 PM the last Friday before school resumes. Unless otherwise agreed, vacations must be planned within these parameters. Each parent shall be entitled to four (4) weeks of summer vacation parenting time during the summer, unless otherwise agreed. Each parent shall be entitled to have two (2) of the four (4) weeks of vacation as uninterrupted vacation or parenting time. The remaining two (2) weeks may only be taken in seven (7) day increments. Each parent shall give the other not less than sixty (60) days advance written notice of their intent to vacation.

In even-numbered years, Parent 1 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 2 of that time period on or before April 1st of that year. In odd-numbered years, Parent 2 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 1 of that time period on or before April 1st of that year.

For the remaining two weeks of summer vacation parenting time, each parent shall provide at least thirty (30) days written notice prior to a 7-day vacation. Should a conflict arise as to the scheduling of the additional weeks of vacation, Parent 1 shall have priority in even-numbered years and

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Parent 2 shall have priority in odd-numbered years.

Each parent shall exercise their vacation time in a manner that creates the least interference with the other parent’s parenting time. Vacation “flex time” is defined as a parent’s already scheduled weekend attached to a scheduled seven (7) day vacation. Typically, a parent should begin his or her vacation time on his or her already scheduled parenting time. However, every summer each parent is entitled to one (1) period of vacation “flex time” wherein the parent may begin their vacation on the other parent’s scheduled weekend and attach the already scheduled weekend to the seven-day vacation period. Flex days shall NEVER exceed three (3) consecutive days. Flex days must be taken together. No makeup time shall be given to the other parent for utilization of flex days. Flex time shall only be utilized for out of state vacations of seven (7) days or greater duration and only during the summer vacation unless otherwise agreed to by the parents. Parent 1 shall have priority of flex time in even-numbered years. Parent 2 shall have priority of flex time in odd-numbered years.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside the child(ren)’s state of residence or if the travel will be for greater than twenty-four (24) hours.

**D. WINTER BREAK FROM SCHOOL**

For the winter break, unless otherwise agreed, parents shall utilize the following schedule:

Winter break shall start at 9:00 a.m. on the Saturday after school ends and conclude at 7:00 p.m. the night before school resumes.

Winter break shall constitute every day during this break except for 12/24, 12/25, 12/31, and 1/1.

The parents shall equally divide the winter break. If the winter break includes an odd number of days, the person exercising Christmas Day shall have one less day.

The parents agree to divide the winter break with one parent having the first half of the break, not counting the above holidays, and the other parent having the second half.

In even-numbered years, Parent 2 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>. In odd-numbered years, Parent 1 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>.

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**E. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

- 1. Mother’s Day and Father’s Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother’s Day and Father’s Day shall be spent with the designated parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply, unless otherwise agreed:: Every even numbered year, Parent 1 shall spend Mother’s Day with the child(ren) and Parent 2 shall spend Father’s Day with the child(ren).

Every odd numbered year, Parent 1 shall spend Father’s Day with the child(ren) and Parent 2 shall spend Mother’s Day with the child(ren).
- 2. Child’s Birthday:** A child’s birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9 a.m. to 8 p.m. for a child not in school on the child’s birthday and 5 p.m. to 8 p.m. for a child in school on the child’s birthday. The other parent may celebrate on another date. The child’s birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent’s discretion.
- 3. School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, at least sixty (60) days prior to the commencement of the new school year, the parents shall share and review the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
- 4. General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.* If not changed by agreement, holiday times are as follows:

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**F. GENERAL HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

Parents should check the box if they intend to use the provided schedule for that holiday.

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	
<input type="checkbox"/> 2. President’s Day	Parent 1	Parent 2	
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 1	
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	
<input type="checkbox"/> 6. 4 <sup>th</sup> of July	Parent 2	Parent 1	
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	
<input type="checkbox"/> 12. New Year’s Eve	Parent 2	Parent 1	

\*(or as the parents may otherwise agree in writing)

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**G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

<b>OCCASION</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**II. RULES GOVERNING PARENTING TIME**

Parents are encouraged to work together to establish rules and guidelines that make companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. Conflicting Schedules / Order of priority:**

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Holidays and Days of Special Meaning including Family-Specific Days;
- Second priority: Vacation periods or extended parenting times;
- Third priority: Weekends and mid-weeks (regular parenting times).

**B. Exchanges and Transportation**

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*If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

The parent receiving the child(ren) for the parenting time is responsible for picking up and transporting the child(ren). The other parent is responsible for picking up and transporting the child(ren) at the conclusion of the visit. Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, bicycles, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents should make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately deliver the medication(s) to the other parent at the exchange location. **It is not the responsibility of the child to ensure exchange of medication occurs.**

### C. Illness

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

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Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is/are ill, medications and instructions for special care shall travel with the child(ren) as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury, or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. Parents are cautioned not to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child while in the facility.

#### **D. Telephone, Computer, and/or Other Methods of Electronic Communication**

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once per day, between the hours of 9 a.m. and 8 p.m, and outside of normal school hours, if applicable. If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is/are permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.

Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child in is possession of their own electronic communication device, both parents are entitled to that child's direct contact information. It is the affirmative duty of both parents to provide this contact information to the other parent.

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### **E. Child(ren)’s Extracurricular Activities**

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent’s parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in the life of a child, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)’s extracurricular activities in advance, including times, dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)’s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)’s activities.

### **F. School Issues and Information**

Each parent must provide time for the child(ren) to study and complete homework assignments, papers, or other school-assigned projects, even if the completion of this work interferes with the parent’s plans with the child(ren).

Each parent shall be responsible to obtain their own copies of grade reports, disciplinary notices and/or communications, including information regarding school pictures. Each parent is responsible to set up online access to school records and information, if available. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate.

### **G. Use of Alcohol or Drugs**

**During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.**

### **H. Relocation Notice**

**Unless you follow the proper procedures, you do NOT have the legal authority to relocate your minor children.**

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent is encouraged to inform the other parent of the intent to move as soon as possible. Notice, at the latest, **must** be provided pursuant to the following timeline:

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE A

<b>Birth to 12 months:</b>	<b>3 times a week for 2-6 hours or as agreed</b>
<b>Ages 12 mos.–3 years:</b>	<b>1-2 times a week for 2-6 hours plus one overnight or as agreed</b>
<b>Ages 3-13:</b>	<b>Equal Parenting Time, 2-2-5-5</b>
<b>Ages 13-18:</b>	<b>2-2-5-5, or Week on / Week off or as agreed</b>

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- 30 days if the move shall be within the current county of residence;
- 60 days if the move shall be outside of the current county of residence but within the same state;
- 90 days if the move shall be out of the current state of residence.

The non-relocating parent may file a written responsive pleading to the relocation notice of intent within fourteen (14) days to object to the reallocation of parenting time and/or to the relocation. Before you file your Notice, please choose the option below that best suits your circumstances.

Option A. If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed entry, no hearing shall be required.

Option B. The parties may also utilize the Informal Proceedings Program pursuant to Local Rule 32.04 prior to the filing of a Notice of Intent to Relocate if they have not yet agreed on a new custody/visitation agreement to use after the move. There is no filing fee if mediation is successful and a new agreement is reached.

Option C. If the parties do not agree on a new custody/visitation schedule and cannot come to an agreement through mediation, the relocating parent must file a Notice of Intent to Relocate and request a hearing.

An [Instruction Sheet for the Notice of Intent to Relocate](#), Notice of Intent to Relocate Form and Order Re: Notice of Intent to Relocate are available on the Court's website at [drcourt.org](http://drcourt.org) under the [Forms tab](#) and on the second floor of the Court.

### **I. Day Care Center Access**

During parenting time, except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of operating a day care, each parent is entitled to equal access to any day care center that is or will be attended by the child(ren).

### **J. School Activities Notice**

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent, to any student activity that is related to the child(ren).

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE A**

<b>Birth to 12 months:</b>	<b>3 times a week for 2-6 hours or as agreed</b>
<b>Ages 12 mos.–3 years:</b>	<b>1-2 times a week for 2-6 hours plus one overnight or as agreed</b>
<b>Ages 3-13:</b>	<b>Equal Parenting Time, 2-2-5-5</b>
<b>Ages 13-18:</b>	<b>2-2-5-5, or Week on / Week off or as agreed</b>

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**K. Records Access**

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record related to the child(ren), including school records and medical records, under the same terms and conditions as the other parent with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

**L. NOTICE TO KEEPER OF RECORDS:**

Any keeper of a record who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051 could be held in contempt of court.

**M. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:**

Any school official or employee who knowingly fails to comply as set forth of above or with Ohio Revised Code §3109.051(J) could be held in contempt of court.

**The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.**

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE A**

**Birth to 12 months: 3 times a week for 2-6 hours or as agreed**  
**Ages 12 mos.–3 years: 1-2 times a week for 2-6 hours plus one overnight or as agreed**  
**Ages 3-13: Equal Parenting Time, 2-2-5-5**  
**Ages 13-18: 2-2-5-5, or Week on / Week off or as agreed**

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\_\_\_\_\_ **Above is the agreement of the parties.**

\_\_\_\_\_ **Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.**

\_\_\_\_\_  
Parent One

\_\_\_\_\_  
Parent Two

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parenting Time Schedule A rev. 3-9-2022

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE B**

<b>Birth to 12 months:</b>	<b>3 times a week for 2-6 hours or as agreed</b>
<b>Ages 12 mos.–3 years:</b>	<b>1-2 times a week for 2-6 hours plus one overnight or as agreed</b>
<b>Ages 3-13:</b>	<b>Every other weekend and 2 times midweek or as agreed</b>
<b>Ages 13-18:</b>	<b>Continue Age 3-13 Schedule OR Week On / Week Off or as agreed</b>

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**Please review the Instruction Sheet prior to completing this document.**

*Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall follow these requirements.*

**I. PARENTING TIME SCHEDULES:**

This court recognizes the developmental importance of individual parent-child relationships in families with multiple children. To promote those individual bonds and reinforce self-confidence and individual importance of each child to each parent, it is suggested that both parents have one-on-one companionship time with each child incorporated into the ordinary parenting time schedule.

The schedules by age are designed to facilitate one-on-one parent-child time should the parents agree to utilize them as such.

Unless otherwise agreed, the parents shall exercise time with each child according to that child’s age bracket. This may result in children on different, but complimentary, schedules. A child graduates into the next bracket on their birthday (1 year, 3 years, 14 years).

**THIS SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE BLANKS AND APPROPRIATE CHECKBOXES THROUGHOUT.**

Instructions: Designate Parent 1 and Parent 2 in the blanks below:

**PARENT 1:** \_\_\_\_\_ **PARENT 2:** \_\_\_\_\_

Unless otherwise agreed, Parent 2 shall be entitled to exercise parenting time as follows:

**A. SCHEDULES BY AGE**

Instructions: Check the appropriate box for the schedules to be followed. Within each schedule, designate the child for whom that schedule will apply.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME
SCHEDULE B

Birth to 12 months: 3 times a week for 2-6 hours or as agreed
Ages 12 mos.-3 years: 1-2 times a week for 2-6 hours plus one overnight or as agreed
Ages 3-13: Every other weekend and 2 times midweek or as agreed
Ages 13-18: Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

1. FOR CHILDREN FROM BIRTH TO 12 MONTHS

Parent 2 shall be entitled to three (3) weekly parenting times for two to six (2-6) hours, on the days and hours the parents can agree. If the parents cannot agree, then the days and hours shall be as follows\*:

Every Saturday from 2:00 p.m. to 6:00 p.m.; and
Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.

\*Unless otherwise ordered by the court.

At all other times, Parent 1 shall be responsible for the child(ren).

Child's Name: D.O.B.:

Child's Name: D.O.B.:

2. FOR CHILDREN FROM 12 MONTHS TO 3 YEARS

Parent 2 shall be entitled to one (1) or two (2) weekly times for two to six (2-6) hours, plus one overnight, on the days and times the parents can agree. If the parents cannot agree, then the days shall be as follows\*:

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.; and
Overnight from Friday at 5:30 p.m. until Saturday at 5:30 p.m.

\*Unless otherwise ordered by the Court.

Child's Name: D.O.B.:

Child's Name: D.O.B.:

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME
SCHEDULE B

Birth to 12 months: 3 times a week for 2-6 hours or as agreed
Ages 12 mos.-3 years: 1-2 times a week for 2-6 hours plus one overnight or as agreed
Ages 3-13: Every other weekend and 2 times midweek or as agreed
Ages 13-18: Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

3. FOR CHILDREN 3 YEARSTO AGE 13

Parent 2 is entitled to the following:

a. Weekends:

Beginning on a specific date, every other weekend from Friday night at 5:30 p.m. to 5:30 PM Monday if Monday is a school day. If, for any reason, there is no school that day that was a normally scheduled school day, the parent with weekend visitation's parenting time shall continue until the other parent's pick up time after school, or 5:30 p.m. The parent enjoying weekend parenting time is responsible for transporting the child(ren) to school, other day care, or extracurricular activities.

b. Midweek:

In addition, the child(ren) shall spend a minimum of two (2) midweek days of parenting time from 5:30 p.m. to 8:00 p.m. on two (2) consecutive evenings:

(Check one of the following)

- Monday - Tuesday
Tuesday - Wednesday
Wednesday - Thursday

The parents agree the midweek visit shall be an overnight rather than two consecutive days.

Child's Name: D.O.B.:

Child's Name: D.O.B.:

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE B**

**Birth to 12 months:** 3 times a week for 2-6 hours or as agreed  
**Ages 12 mos.-3 years:** 1-2 times a week for 2-6 hours plus one overnight or as agreed  
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**4. TEENAGER: AGE 13 – 18 YEARS**

Use the subsequent schedules with the following considerations:

- a. Parents are urged to understand a child’s normal social development during these sensitive years, when teenagers normally spend less time with their parents.
- b. In exercising parenting time with a teenager, parents shall make reasonable efforts to accommodate a teenager’s participation in academic, athletic, extracurricular, and social activities.

Unless otherwise agreed, choose one of the two parenting time schedules.

- a. Continue to use the above **EVERY OTHER WEEKEND AND 2 TIMES MIDWEEK**

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

- b. Follow a **WEEK ON/WEEK OFF SCHEDULE** with exchange times being 5:30 p.m. every Friday.

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE B

Birth to 12 months:	3 times a week for 2-6 hours or as agreed
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Ages 3-13:	Every other weekend and 2 times midweek or as agreed
Ages 13-18:	Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

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### B. SUMMER SCHEDULE

During summer break from school, parents shall follow the selected parenting time schedule by age. Each parent is responsible for any daycare, babysitting or supervision expenses during the exercise of their extended summer companionship. Other arrangements have been made or have already been addressed in a child support order, any parent taking a vacation with the child(ren) shall do so during their week(s) of companionship.

If summer school is necessary for the child(ren) to pass to the next grade, or is recommended by the appropriate school official, then summer school must be attended, and official notice of such requirement must be shared between the parents. Both parents shall make sure that the child(ren) attends/attend summer school during their parenting time.

Each parent shall make their best efforts to transport the child(ren) to scheduled activities and any necessary during summer parenting time.

### C. SUMMER VACATIONS, BEGINNING AT AGE 3 YEARS

Should parents wish for summer vacation parenting time with a child under the age of three (3) years, they must agree to such time. Otherwise, the schedules by age continue to control until age three (3) years. Summer is defined as beginning at 5:30 PM the first Friday evening after school recesses and ending at 7:00 PM the last Friday before school resumes. Unless otherwise agreed, vacations must be planned within these parameters.

Each parent shall be entitled to four (4) weeks of summer vacation parenting time during the summer, unless otherwise agreed. Each parent shall be entitled to have two (2) of the four (4) weeks of vacation as uninterrupted vacation time. Each parent shall give the other not less than sixty (60) days advance written notice of their intent to vacation.

In even-numbered years, Parent 1 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 2 of that time period on or before April 1st of that year. In odd-numbered years, Parent 2 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 1 of that time period on or before April 1st of that year.

For the remaining two weeks of summer vacation parenting time, each parent shall provide at least thirty (30) days written notice prior to a 7-day vacation. Should a conflict arise as to the scheduling

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME

### SCHEDULE B

<b>Birth to 12 months:</b>	<b>3 times a week for 2-6 hours or as agreed</b>
<b>Ages 12 mos.–3 years:</b>	<b>1-2 times a week for 2-6 hours plus one overnight or as agreed</b>
<b>Ages 3-13:</b>	<b>Every other weekend and 2 times midweek or as agreed</b>
<b>Ages 13-18:</b>	<b>Continue Age 3-13 Schedule OR Week On / Week Off or as agreed</b>

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of the additional weeks of vacation, Parent 1 shall have priority in even-numbered years and

Parent 2 shall have priority in odd-numbered years.

Each parent shall exercise their vacation time in a manner that creates the least interference with the other parent's parenting time. Vacation "flex time" is defined as a parent's already scheduled weekend attached to a scheduled seven (7) day vacation. Typically, a parent should begin his or her vacation time on his or her already scheduled parenting time. However, every summer each parent is entitled to one (1) period of vacation "flex time" wherein the parent may begin their vacation on the other parent's scheduled weekend and attach the already scheduled weekend to the seven-day vacation period. Flex days shall NEVER exceed three (3) consecutive days. Flex days must be taken together. No makeup time shall be given to the other parent for utilization of flex days. Flex time shall only be utilized for out of state vacations of seven (7) days or greater duration and only during the summer vacation unless otherwise agreed to by the parents. Parent 1 shall have priority of flex time in even-numbered years. Parent 2 shall have priority of flex time in odd-numbered years.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside the child(ren)'s state of residence or if the travel will be for greater than twenty-four (24) hours.

#### **D. WINTER BREAK FROM SCHOOL**

For the winter break, unless otherwise agreed, parents shall utilize the following schedule:

Winter break shall start at 9:00 a.m. on the Saturday after school ends and conclude at 7:00 p.m. the night before school resumes.

Winter break shall constitute every day during this break except for 12/24, 12/25, 12/31, and 1/1.

The parents shall equally divide the winter break. If the winter break includes an odd number of days, the person exercising Christmas Day shall have one less day.

The parents agree to divide the winter break with one parent having the first half of the break, not counting the above holidays, and the other parent having the second half.

In even-numbered years, Parent 2 shall have first choice and shall provide notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>. In odd-numbered years, Parent

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME

### SCHEDULE B

Birth to 12 months:	3 times a week for 2-6 hours or as agreed
Ages 12 mos.–3 years:	1-2 times a week for 2-6 hours plus one overnight or as agreed
Ages 3-13:	Every other weekend and 2 times midweek or as agreed
Ages 13-18:	Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

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1 shall have first choice and shall provide notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>.

#### **E. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

- 1. Mother's Day and Father's Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the designated parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply herein:

Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and Parent 2 shall spend Father's Day with the child(ren).

Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

- 2. Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9:00 A.M. . to 8:00 P.M.. for a child not in school on the child's birthday and 5:00 P.M.. to 8:00

P.M. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.

- 3. School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, sixty (60) days prior to the commencement of the new school year, the parents shall share the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.

- 4. General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.*

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE B**

**Birth to 12 months:** 3 times a week for 2-6 hours or as agreed  
**Ages 12 mos.–3 years:** 1-2 times a week for 2-6 hours plus one overnight or as agreed  
**Ages 3-13:** Every other weekend and 2 times midweek or as agreed  
**Ages 13-18:** Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

If not changed by agreement, holiday times are as follows:

**F. HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
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Parents should check the box if they intend to use the provided schedule for that holiday.

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	
<input type="checkbox"/> 2. President’s Day	Parent 1	Parent 2	
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 1	
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	
<input type="checkbox"/> 6. 4 <sup>th</sup> of July	Parent 2	Parent 1	
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	
<input type="checkbox"/> 12. New Year’s Eve	Parent 2	Parent 1	

\*(or as the parents may otherwise agree in writing)

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE B**

**Birth to 12 months:** 3 times a week for 2-6 hours or as agreed  
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**G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #’D YEARS	ODD #’D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**II. RULES GOVERNING PARENTING TIME**

**No parent is authorized to make parenting time arrangements or modify court ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time without involving the child(ren).**

Parents are encouraged to work together to establish rules and guidelines that make the companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. Conflicting Schedules / Order of priority:**

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Holidays and Days of Special Meaning, including Family Specific Days;
- Second priority: Vacation periods or extended parenting times;
- Third priority: Weekends and mid-weeks (regular parenting times).

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE B

Birth to 12 months:	3 times a week for 2-6 hours or as agreed
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Ages 13-18:	Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

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### **B. Exchanges and Transportation**

*If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

Each parent must give notice of their intent NOT to have parenting time, at least 24 hours in advance unless a last minute emergency occurs. A parent who does not exercise their specific parenting time forfeits that specific time unless other arrangements are agreed upon by both parents.

The parent receiving the child(ren) for the parenting time is responsible for picking up and transporting the child(ren). The other parent is responsible for picking up and transporting the child(ren) at the conclusion of the visit. Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, bicycles, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents should make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately return the required medication(s) to

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME

### SCHEDULE B

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the other parent. **It is not the responsibility of the child to ensure exchange of medication occurs.**

#### **C. Illness**

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is/are ill, medications and instructions for special care shall travel with the child(ren)

as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. The court does not expect parents to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child.

#### **D. Telephone, Computer, and/or Other Methods of Electronic Communication**

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once a day between the hours of 9 a.m. and 8 p.m. If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is/are permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME

### SCHEDULE B

<b>Birth to 12 months:</b>	<b>3 times a week for 2-6 hours or as agreed</b>
<b>Ages 12 mos.–3 years:</b>	<b>1-2 times a week for 2-6 hours plus one overnight or as agreed</b>
<b>Ages 3-13:</b>	<b>Every other weekend and 2 times midweek or as agreed</b>
<b>Ages 13-18:</b>	<b>Continue Age 3-13 Schedule OR Week On / Week Off or as agreed</b>

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Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child in is possession of their own electronic communication device, both parents are entitled to that child's direct contact information for every device. It is the affirmative duty of both parents to provide this contact information to the other parent.

#### **E. Child(ren)'s Extracurricular Activities**

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent's parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in a child's

life, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)'s extracurricular activities in advance, including times, dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)'s activities.

#### **F. School Issues and Information**

Each parent must provide time for the child(ren) to study and complete homework assignments, papers, or other school-assigned projects, even if the completion of this work interferes with the parent's plans with the child(ren).

Each parent shall be responsible to obtain their own copies of grade reports, disciplinary notices and/or communications, including information regarding school pictures. Each parent is responsible to set up online access to school records and information, if available. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate.

#### **G. Use of Alcohol or Drugs**

**During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.**

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE B

Birth to 12 months:	3 times a week for 2-6 hours or as agreed
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Ages 3-13:	Every other weekend and 2 times midweek or as agreed
Ages 13-18:	Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

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### H. Relocation Notice

**Unless you follow the proper procedures, you do NOT have the legal authority to relocate your minor children.**

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent is encouraged to inform the other parent of the intent to move as soon as possible. Notice, at the latest, must be provided pursuant to the following timeline:

- 30 days if the move shall be within the current county of residence;
- 60 days if the move shall be outside of the current county of residence but within the same state;
- 90 days if the move shall be out of the current state of residence.

The non-relocating parent may file a written responsive pleading to the relocation notice of intent within fourteen (14) days to object to the reallocation of parenting time and/or to the relocation. Before you file your Notice, please choose the option below that best suits your circumstances.

Option A. If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed entry, no hearing shall be required.

Option B. The parties may also utilize the Informal Proceedings Program pursuant to Local Rule 32.04 prior to the filing of a Notice of Intent to Relocate if they have not yet agreed on a new custody/visitation agreement to use after the move. There is no filing fee if mediation is successful and a new agreement is reached.

Option C. If the parties do not agree on a new custody/visitation schedule and cannot come to an agreement through mediation, the relocating parent must file a Notice of Intent to Relocate and request a hearing.

An [Instruction Sheet for the Notice of Intent to Relocate](#), Notice of Intent to Relocate Form and Order Re: Notice of Intent to Relocate are available on the Court's website at [drcourt.org](http://drcourt.org) under the Forms tab and on the second floor of the Court.

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE B

Birth to 12 months:	3 times a week for 2-6 hours or as agreed
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Ages 13-18:	Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

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### **I. Day Care Center Access**

During parenting time, except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of operating a day care, each parent is entitled to equal access to any day care center that is or will be attended by the child(ren).

### **J. School Activities Notice**

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent to any student activity that is related to the child(ren).

### **K. Records Access**

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record, including medical or school records, related to the child(ren) with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

### **L. NOTICE TO KEEPER OF RECORDS:**

Any keeper of a record who knowingly fails to comply with Ohio Revised Code §3109.051 could be held in contempt of court.

### **M. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:**

Any school official or employee who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051(J) could be held in contempt of court.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE B**

**Birth to 12 months:** 3 times a week for 2-6 hours or as agreed  
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**The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.**

\_\_\_\_\_ **Above is the agreement of the parties, OR**

\_\_\_\_\_ **Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.**

\_\_\_\_\_  
Parent One

\_\_\_\_\_  
Parent Two

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

PT Schedule B rev. 3-9-2022

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE C**

<b>From birth to 12 months:</b>	<b>3 times a week for 2-6 hours or as agreed</b>
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<b>From age 3-13:</b>	<b>Every other weekend and one midweek time or as agreed</b>
<b>From age 13-18:</b>	<b>Continue Age 3-13 Schedule OR Week On / Week Off or as agreed</b>

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**Please review the Instruction Sheet prior to completing this document.**

*Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall follow these requirements.*

**I. PARENTING TIME SCHEDULES:**

This court recognizes the developmental importance of individual parent-child relationships in families with multiple children. To promote those individual bonds and reinforce self-confidence and individual importance of each child to each parent, it is suggested that both parents have one-on-one companionship time with each child incorporated into the ordinary parenting time schedule.

The schedules by age are designed to facilitate one-on-one parent-child time should the parents agree to utilize them as such.

Unless otherwise agreed, the parents shall exercise time with each child according to that child’s age bracket. This may result in children on different, but complimentary, schedules. A child graduates into the next bracket on their birthday (1 year, 3 years, 14 years).

**THIS SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE BLANKS AND APPROPRIATE CHECKBOXES THROUGHOUT.**

Instructions: Designate Parent 1 and Parent 2 in the blanks below.

**PARENT 1\*:** \_\_\_\_\_ **PARENT 2\*:** \_\_\_\_\_

Unless otherwise agreed, Parent 2 shall be entitled to exercise parenting time as follows:

**A. SCHEDULES BY AGE**

Instructions: Check the appropriate box for the schedules to be followed. Within each schedule, designate the child for whom that schedule will apply.

SUMMIT COUNTY DOMESTIC RELATIONS COURT

PARENTING TIME
SCHEDULE C

From birth to 12 months: 3 times a week for 2-6 hours or as agreed
From age 12 mos.-3 years: 1-2 times a week for 2-6 hours plus one overnight or as agreed
From age 3-13: Every other weekend and one midweek time or as agreed
From age 13-18: Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

1. FOR CHILDREN FROM BIRTH TO 12 MONTHS

Parent 2 shall be entitled to three (3) weekly times for two to six (2-6) hours, on the days and hours the parents can agree. If the parents cannot agree, then the days and hours shall be as follows\*:

Every Saturday from 2:00 p.m. to 6:00 p.m.; and,

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.

\*Unless otherwise ordered by the court.

At all other times, Parent 1 shall be responsible for the child(ren).

Child's Name: D.O.B.:

Child's Name: D.O.B.:

2. FOR CHILDREN 12 MONTHS TO 3 YEARS

Parent 2 shall be entitled to one (1) or two (2) weekly times for two to six (2-6) hours, plus one overnight, on the days and times the parents can agree. If the parents cannot agree, then the days and hours shall be as follows\*:

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.; and,

Overnight from Friday at 5:30 p.m. until Saturday at 5:30 p.m.,

\*Unless otherwise ordered by the court.

Child's Name: D.O.B.:

Child's Name: D.O.B.:

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE C**

From birth to 12 months:	3 times a week for 2-6 hours or as agreed
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**3. FOR CHILDREN THREE YEARS UP TO AGE 13**

**Parent 2 is entitled to the following:**

**a. Weekends:**

Beginning on a specific date, \_\_\_\_\_, **every other weekend** from Friday night at 5:30 p.m. to 5:30 PM on Monday if Monday is a school day. If, for any reason, there is no school that day that was a normally scheduled school day, the parent with weekend visitation’s parenting time shall continue until the other parent’s pick up time after school, or 5:30 p.m. The parent enjoying weekend parenting time is responsible for transporting the child(ren) to school, other day care, or extracurricular activities.

**b. Midweek:**

In addition, the child(ren) shall spend a minimum of **ONE (1) MIDWEEK** parenting time from 5:30 p.m. to 8:00 p.m. If the parents cannot agree on a day, the day for the midweek parenting time is Wednesday.

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

**4. TEENAGER: AGE 13 – 18 YEARS**

Use the following schedules with the following considerations:

- a. Parents are urged to understand a child’s normal social development during these sensitive years, when teenagers normally spend less time with their parents.
- b. In exercising parenting time with a teenager, parents shall make reasonable efforts to accommodate a teenager’s participation in academic, athletic, extracurricular, and social activities.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE C**

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<b>From age 3-13:</b>	<b>Every other weekend and one midweek time or as agreed</b>
<b>From age 13-18:</b>	<b>Continue Age 3-13 Schedule OR Week On / Week Off or as agreed</b>

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Unless otherwise agreed, choose one of the two parenting time schedules.

- a. Continue to use the above **EVERY OTHER WEEKEND AND 1 TIME MIDWEEK**

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

- b. Follow a **WEEK ON/WEEK OFF SCHEDULE** with exchange times being 5:30 p.m. every Friday.

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

**B. SUMMER SCHEDULE**

During summer break from school, parents shall follow the selected parenting time schedule by age.

Each parent is responsible for any daycare, babysitting or supervision expenses during the exercise of their extended summer companionship. Unless other arrangements have been made or have already been addressed in a child support order, any parent taking a vacation with the child(ren) shall do so during their week(s) of companionship.

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attends/attend summer school during their parenting time.

Each parent is responsible for transporting the child(ren) to scheduled activities and any necessary summer school during that parent's summer parenting time.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE C**

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**C. SUMMER VACATIONS BEGINNING AT AGE 3 YEARS**

Should parents wish for summer vacation parenting time with a child under the age of three (3) years, they must agree to such time. Otherwise, the schedules by age continue to control until age three (3) years.

Summer is defined as beginning at 5:30 PM the first Friday evening after school recesses and ending at 7:00 PM the last Friday before school resumes. Unless otherwise agreed, vacations must be planned within these parameters.

Each parent shall be entitled to four (4) weeks of summer vacation parenting time during the summer, unless otherwise agreed. Each parent shall be entitled to have two (2) of the four (4) weeks of vacation as uninterrupted vacation or parenting time. The remaining two (2) weeks may only be taken in seven (7) day increments. Each parent shall give the other not less than sixty (60) days advance written notice of their intent to vacation.

In even-numbered years, Parent 1 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 2 of that time period on or before **April 1st** of that year. In odd-numbered years, Parent 2 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 1 of that time period on or before **April 1st** of that year.

For the remaining two weeks of summer vacation parenting time, each parent shall provide at least thirty (30) days written notice prior to a 7-day vacation. Should a conflict arise as to the scheduling of the additional weeks of vacation, Parent 1 shall have priority in even-numbered years and Parent 2 shall have priority in odd-numbered years.

Each parent shall exercise their vacation time in a manner that creates the least interference with the other parent’s parenting time. Vacation “flex time” is defined as a parent’s already scheduled weekend attached to a scheduled seven (7) day vacation. Typically, a parent should begin his or her vacation time on his or her already scheduled parenting time. However, every summer each parent is entitled to one (1) period of vacation “flex time” wherein the parent may begin their vacation on the other parent’s scheduled weekend and attach the already scheduled weekend to the seven-day vacation period. Flex days shall NEVER exceed three (3) consecutive days. Flex days must be taken together. No makeup time shall be given to the other parent for utilization of flex days. Flex time shall only be utilized for out of state vacations of seven (7) days or greater duration and only during the summer vacation unless otherwise agreed to by the parents. Parent 1 shall have priority of flex time in even-numbered years. Parent 2 shall have priority of flex time in odd-numbered years.

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE C

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Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside the child(ren)'s state of residence or if the travel will be for greater than twenty-four (24) hours.

### **D. WINTER BREAK**

For the winter break, unless otherwise agreed, parents shall utilize the following schedule:

Winter break shall start at 9:00 a.m. on the Saturday after school ends and conclude at 7:00 p.m. the night before school resumes.

Winter break shall constitute every day during this break except for 12/24, 12/25, 12/31, and 1/1.

The parents shall equally divide the winter break. If the winter break includes an odd number of days, the person exercising Christmas Day shall have one less day.

The parents agree to divide the winter break with one parent having the first half of the break, not counting the above holidays, and the other parent having the second half.

In even-numbered years, Parent 2 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>. In odd-numbered years, Parent 1 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>.

### **E. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

**1. Mother's Day and Father's Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the appropriate parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply herein:

Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE C

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Parent 2 shall spend Father's Day with the child(ren).

Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

- 2. Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9:00 AM to 8:00 P.M. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.
- 3. School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, sixty (60) days prior to the commencement of the new school year, the parents shall share the school calendar and any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
- 4. General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. Parents who want to change the agreement for a holiday must provide at least two (2) weeks' advance written notice in order to observe family or religious traditions. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.*

If not changed by agreement, holiday times are as follows:

Parents should check the box if they intend to use the provided schedule for that holiday.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE C**

**From birth to 12 months:** 3 times a week for 2-6 hours or as agreed  
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**F. HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	
<input type="checkbox"/> 2. President’s Day	Parent 1	Parent 2	
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 1	
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	
<input type="checkbox"/> 6. 4 <sup>th</sup> of July	Parent 2	Parent 1	
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	
<input type="checkbox"/> 12. New Year’s Eve	Parent 2	Parent 1	

\*(or as the parents may otherwise agree in writing)

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

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**G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

<b>OCCASION</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**II. RULES GOVERNING PARENTING TIME**

**No parent is authorized to make parenting time arrangements or modify court ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time without involving the child(ren).**

Parents are encouraged to work together to establish rules and guidelines that make the companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. Conflicting Schedules / Order of priority:**

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Holidays and Days of Special Meaning, including Family Specific Days;
- Second priority: Vacation periods or extended parenting times;
- Third priority: Weekends and mid-weeks (regular parenting times).

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE C

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### **B. Exchanges and Transportation**

*If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

Each parent must give notice of their intent NOT to have parenting time, at least 24 hours in advance unless a last minute emergency occurs. A parent who does not exercise their specific parenting time forfeits that specific time unless other arrangements are agreed upon by both parents.

The parent receiving the child(ren) for the parenting time is responsible for picking up and transporting the child(ren). The other parent is responsible for picking up and transporting the child(ren) at the conclusion of the visit. Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, bicycles, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents shall make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

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SCHEDULE C**

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If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately deliver the medication(s) to the other parent. **It is not the responsibility of the child to ensure exchange of medication occurs.**

**C. Illness**

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is ill, medications and instructions for special care shall travel with the child(ren) as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. The court does not expect parents to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child while in the facility.

**D. Telephone, Computer, and/or Other Methods of Electronic Communication**

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once a day between the hours of 9 a.m. and 8 p.m. outside of normal school hours, if applicable. If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE C

From birth to 12 months:	3 times a week for 2-6 hours or as agreed
From age 12 mos.–3 years:	1-2 times a week for 2-6 hours plus one overnight or as agreed
From age 3-13:	Every other weekend and one midweek time or as agreed
From age 13-18:	Continue Age 3-13 Schedule OR Week On / Week Off or as agreed

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the other parent.

Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child has been provided their own electronic communication device, both parents are entitled to that child's direct contact information for all devices. It is the affirmative duty of both parents to provide this contact information to the other parent.

### **E. Child(ren)'s Extracurricular Activities**

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent's parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in the life of a child, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)'s extracurricular activities in advance, including times, dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)'s activities.

### **F. School Issues and Information**

Each parent must provide time for the child(ren) to study and complete homework assignments, papers, or other school-assigned projects, even if the completion of this work interferes with the parent's plans with the child(ren).

Each parent shall be responsible to obtain their own copies of grade reports, disciplinary notices and/or communications, including information regarding school pictures. Each parent is responsible to set up online access to school records and information, if available. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate.

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### **G. Use of Alcohol or Drugs**

**During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.**

### **H. Relocation Notice**

**Unless you follow the proper procedures, you do NOT have the legal authority to relocate your minor children.**

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent is encouraged to inform the other parent of the intent to move as soon as possible. Notice, at the latest, must be provided pursuant to the following timeline:

- 30 days if the move shall be within the current county of residence;
- 60 days if the move shall be outside of the current county of residence but within the same state;
- 90 days if the move shall be out of the current state of residence.

The non-relocating parent may file a written responsive pleading to the relocation notice of intent within fourteen (14) days to object to the reallocation of parenting time and/or to the relocation.

Before you file your Notice, please choose the option below that best suits your circumstances.

Option A. If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed entry, no hearing shall be required.

Option B. The parties may also utilize the Informal Proceedings Program pursuant to Local Rule 32.04 prior to the filing of a Notice of Intent to Relocate if they have not yet agreed on a new custody/visitation agreement to use after the move. There is no filing fee if mediation is successful and a new agreement is reached.

Option C. If the parties do not agree on a new custody/visitation schedule and cannot come to an agreement through mediation, the relocating parent must file a Notice of Intent to Relocate and request a hearing.

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE C

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An [Instruction Sheet for the Notice of Intent to Relocate](#), Notice of Intent to Relocate Form and Order Re: Notice of Intent to Relocate are available on the Court's website at [drcourt.org](http://drcourt.org) under the Forms tab and on the second floor of the Court.

**I. Day Care Center Access**

During parenting time, except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of operating a day care, each parent is entitled to equal access to any day care center that is or will be attended by the child(ren)

**J. School Activities Notice**

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent to any student activity that is related to the child(ren).

**K. Records Access**

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record, including medical or school records, related to the child(ren) with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

**L. NOTICE TO KEEPER OF RECORDS:**

Any keeper of a record who knowingly fails to comply with Ohio Revised Code §3109.051 could be held in contempt of court.

**M. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:**

Any school official or employee who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051(J) may be held in contempt of court.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE C**

**From birth to 12 months: 3 times a week for 2-6 hours or as agreed**  
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**From age 13-18: Continue Age 3-13 Schedule OR Week On / Week Off or as agreed**

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**The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.**

\_\_\_\_\_ **Above is the agreement of the parties, OR**

\_\_\_\_\_ **Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.**

\_\_\_\_\_  
Parent One

\_\_\_\_\_  
Parent Two

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parenting Time Schedule C 3-9-2022

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME**

**SCHEDULE D**

**(Long Distance\* Parenting Time Schedule)**

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**Please review the Instruction Sheet prior to completing this document.**

Pursuant to Ohio Revised Code §3109.04, the court must consider the best interest of the child when establishing a parenting order. It is generally in the best interest of the child(ren) to enjoy a continued meaningful relationship and companionship with both parents.

**\*Long distance is defined as four (4) hour or more one-way driving time between the residence of the parents.**

No parent is authorized to make parenting time arrangements or modify ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time directly without involving the child(ren).

The following provisions are for school aged children (beginning in kindergarten). Any other schedules and arrangements must be made by agreement of the parties in writing.

**THIS SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE BLANKS AND APPROPRIATE CHECKBOXES THROUGHOUT.**

Instructions: Designate the Residential Parent and Non-Residential Parent in the blanks below.

**PARENT 1:** \_\_\_\_\_

(RESIDENTIAL PARENT)

**PARENT 2:** \_\_\_\_\_

(NON-RESIDENTIAL PARENT)

*Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall follow these following schedule:*

**I. LONG DISTANCE PARENTING TIME**

**A. SUMMER PARENTING TIME:**

Parent 2 shall be entitled to eight (8) weeks of parenting time with the child(ren) during the traditional summer school vacation months of June, July, and August.

Unless otherwise agreed, this parenting time may occur in blocks of time of up to three consecutive (3) weeks with a minimum of one (1) week between blocks Parent 2 shall provide advance written notice of intent to exercise this parenting time on or before **April 1<sup>st</sup>** of each year. This notice shall be for all weeks the nonresidential parent intends to utilize for parenting time. Parent 2's choice of summer parenting time dates has priority over Parent 1's choice.

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**SCHEDULE D  
(Long Distance Parenting Time Schedule)**

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attend(s) summer school during their parenting time.

As soon as Parent 1 is aware of the necessity or recommendation of summer school for a child, Parent 1 shall notify Parent 2 in writing of the dates of summer school.

In the event that the dates of summer school are received after Parent 2 has selected his or her summer parenting time dates, Parent 2 shall have fourteen (14) days to reschedule his or her parenting time and provide notice to Parent 1 of the newly selected dates. If Parent 2 does not reschedule within that timeframe, the originally selected dates shall stand and Parent 2 shall be responsible for ensuring the child attends all summer classes that fall within his or her parenting time (regardless of travel plans). The intent of this paragraph is to ensure the child's education is first priority for both parents.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside Parent 2's state of residence, or if the travel will be for greater than twenty-four (24) hours.

**B. WINTER BREAK PARENTING TIME:**

Parent 2 shall be entitled to half of winter break.

Winter break is defined as beginning at 6:00 PM the evening Winter Break commences and conclude at 7:00 PM the evening before school resumes. To calculate half, parents shall count the number of DAYS (not nights) included within that time period. If there is an odd number of days, Parent 2 is entitled to the extra day.

In even-numbered years, Parent 2 shall have first choice and provide written notice to the other parent of which half they intend to exercise by November 15<sup>th</sup>.

In odd-numbered years, Parent 1 shall have first choice and provide written notice to the other parent of which half they intend to exercise by November 15<sup>th</sup>.

Unless holidays are otherwise designated herein or within the parent's parenting plan submitted to and adopted by the Court, each parent is entitled to the holidays that fall within that parent's chosen half of Winter Break.

**C. SPRING BREAK PARENTING TIME:**

Parent 2 is entitled to Spring Break from school every year.

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(Long Distance Parenting Time Schedule)**

Spring Break is defined as beginning at 6:00 PM the evening school recesses and concluding at 7:00 PM the evening before school resumes.

Parent 2's Spring Break parenting time may encompass Easter Sunday only in even-numbered years. In odd-numbered years, Spring Break for Parent 2 shall conclude at 7:00 PM the Saturday before Easter Sunday to allow Parent 1 to celebrate Easter with the child(ren).

Notice of intent to exercise Spring Break parenting time shall be provided in writing by Parent 2 at least thirty (30) days in advance. If travel away from the child's residence with either parent is to occur, the traveling parent shall provide the other parent with written notification of the destination, times of arrival, departure, and method of transport if the vacation will be outside both parents' state of residence or if the travel will be for greater than twenty-four (24) hours.

**D. PARENTING TIME OVER LONG WEEKENDS FROM SCHOOL:**

During the school year, Parent 2 is entitled to no more than one long-weekend per month. Long weekends are defined as a weekend wherein the child has a scheduled Monday or Friday off of school according to the published school calendar. Weekends shall begin at 6:00 PM the evening school recesses for the long weekend and conclude at 7:00 PM the evening before school resumes. Parent 2 is fully responsible for all transportation associated with the exercise of such parenting time and shall schedule such weekends with consideration to the child's previously scheduled activities. Parent 2 must provide at least thirty (30) days' advanced written notice to Parent 1 of intent to exercise this time.

**E. PARENTING TIME WHILE IN CHILD(REN)'S COUNTY OF RESIDENCE:**

Parent 2 is entitled to reasonable parenting time at such times as the parent may return to the child(ren)'s county of residence, taking into consideration the child(ren)'s preexisting schedule and shall provide advance written notice to Parent 1 five (5) days prior to exercising such parenting time. The notice shall include dates and times upon which Parent 2 is requesting parenting time. Parenting time shall occur in a manner appropriate to the child's age and development.

**II. WHEN NON-RESIDENTIAL PARENT IS LOCAL**

These rules apply wherever applicable.

**A. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

1. Mother's Day and Father's Day: Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the appropriate parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would

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otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply herein:

Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and Parent 2 shall spend Father's Day with the child(ren).

Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

2. **Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9:00 AM to 8:00 P.M. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.
3. **School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, sixty (60) days prior to the commencement of the new school year, the parents shall share the school calendar and any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
4. **General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. Parents who want to change the agreement for a holiday must provide at least two (2) weeks' advance written notice in order to observe family or religious traditions. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.*

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If not changed by agreement, holiday times are as follows:

Parents should check the box if they intend to use the provided schedule for that holiday.

**B. HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

HOLIDAY	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	
<input type="checkbox"/> 2. President's Day	Parent 1	Parent 2	
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 2	
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	
<input type="checkbox"/> 6. 4 <sup>th</sup> of July	Parent 2	Parent 1	
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	
<input type="checkbox"/> 12. New Year's Eve	Parent 2	Parent 1	

\*(or as the parents may otherwise agree in writing)

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**G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**III. RULES GOVERNING PARENTING TIME**

These rules apply wherever applicable.

**No parent is authorized to make parenting time arrangements or modify court ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time without involving the child(ren).**

Parents are encouraged to work together to establish rules and guidelines that make the companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. Conflicting Schedules / Order of priority:**

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Parent 2's designated long-distance parenting time schedule;
- Second priority: Holidays and Days of Special Meaning, including Family Specific Days;
- Third priority: Vacation periods or extended parenting times;
- Fourth priority: Ordinary parenting times.

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**B. Exchanges and Transportation**

*If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

Each parent must give notice of their intent NOT to have parenting time, at least 24 hours in advance unless a last minute emergency occurs. A parent who does not exercise their specific parenting time forfeits that specific time unless other arrangements are agreed upon by both parents.

The parents must make specific arrangements regarding transportation of the child(ren) for Parent 2's parenting time and Parent 1 shall aid in Parent 2's efforts to transport the child(ren).

Parent 2 shall be responsible for picking up the child(ren) or otherwise arranging transportation at the commencement of parenting time. Parent 1 shall be responsible for picking up the child(ren) or otherwise arranging transportation at the conclusion of parenting time.

Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents shall make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all

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prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately deliver the medication(s) to the other parent. It is not the responsibility of the child to ensure exchange of medication occurs.

**C. Illness**

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is/are ill, medications and instructions for special care shall travel with the child(ren) as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury, or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. The court does not expect parents to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child.

**D. Telephone, Computer, and/or Other Methods of Communication**

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once a day and between the hours of 9 a.m. and 8 p.m. excluding school hours. If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.

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Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child has been provided their own electronic communication device, both parents are entitled to that child's direct contact information for all devices. It is the affirmative duty of both parents to provide this contact information to the other parent.

**E. Child(ren)'s Extracurricular Activities**

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent's parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in the life of a child, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)'s extracurricular activities in advance, including times, dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)'s activities.

**F. School Days Off**

Unless otherwise ordered by the court or previously agreed to in writing, at least sixty (60) days prior to the commencement of the new school year, the parents shall share and review the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.

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**H. Use of Alcohol or Drugs**

**During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.**

**I. Relocation Notice**

**Unless you follow the proper procedures, you do NOT have the legal authority to relocate your minor children.**

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent is encouraged to inform the other parent of the intent to move as soon as possible. Notice, at the latest, must be provided pursuant to the following timeline:

- 30 days if the move shall be within the current county of residence;
- 60 days if the move shall be outside of the current county of residence but within the same state;
- 90 days if the move shall be out of the current state of residence.

The non-relocating parent may file a written responsive pleading to the relocation notice of intent within fourteen (14) days to object to the reallocation of parenting time and/or to the relocation.

Before you file your Notice, please choose the option below that best suits your circumstances.

Option A. If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed entry, no hearing shall be required.

Option B. The parties may also utilize the Informal Proceedings Program pursuant to Local Rule 32.04 prior to the filing of a Notice of Intent to Relocate if they have not yet agreed on a new custody/visitation agreement to use after the move. There is no filing fee if mediation is successful and a new agreement is reached.

Option C. If the parties do not agree on a new custody/visitation schedule and cannot come to an agreement through mediation, the relocating parent must file a Notice of Intent to Relocate and request a hearing.

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**K. School Activities Notice**

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent to any student activity that is related to the child(ren).

**L. Records Access**

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record, including medical or school records, related to the child(ren) with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

**M. NOTICE TO KEEPER OF RECORDS:**

Any keeper of a record who knowingly fails to comply with Ohio Revised Code §3109.051 could be held in contempt of court.

**N. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:**

Any school official or employee who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051(J) may be held in contempt of court.

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**The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.**

\_\_\_\_\_ **Above is the agreement of the parties, OR**

\_\_\_\_\_ **Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.**

\_\_\_\_\_  
Parent One

\_\_\_\_\_  
Parent Two

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parenting Time Schedule D rev. 3-9-2022

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE E**

**(Transitional Parenting Time Schedule)**

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**Please review the Instruction Sheet prior to completing this document.**

*Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall follow these requirements.*

**I. PARENTING TIME SCHEDULES:**

This court recognizes the developmental importance of individual parent-child relationships in families with multiple children. To promote those individual bonds and reinforce self-confidence and individual importance of each child to each parent, it is suggested that both parents have one-on-one companionship time with each child incorporated into the ordinary parenting time schedule.

The schedules by age are designed to facilitate one-on-one parent-child time should the parents agree to utilize them as such.

Unless otherwise agreed, the parents shall exercise time with each child according to that child's age bracket.

**THIS PARENTING TIME SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE APPROPRIATE BLANKS AND CHECK BOXES.**

Instructions: Designate Parent 1 and Parent 2 in the blanks below.

**PARENT 1:** \_\_\_\_\_ **PARENT 2:** \_\_\_\_\_  
(RESIDENTIAL PARENT) (NON-RESIDENTIAL PARENT)

**A. TRANSITIONAL SCHEDULE**

1. For an initial four (4) week period commencing (*date*) \_\_\_\_\_, Parent 2 shall have parenting time with the child(ren) each:

(*circle one*) Saturday OR Sunday from 2:00 p.m. to 4:00 p.m.;

In the home of \_\_\_\_\_, or,

At such alternative time or location as is mutually agreed to by the parents, as set

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE E**

**(Transitional Parenting Time Schedule)**

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forth below:

\_\_\_\_\_

Supervised, by \_\_\_\_\_.

Unsupervised.

2. For the following four (4) week period, commencing (*date*) \_\_\_\_\_,  
Parent 2 shall have unsupervised parenting time each:

(*circle one*) Saturday or Sunday from 1:00 p.m. to 5:00 p.m.,

Outside of the Parent 1's presence at Parent 2's home, OR

At Parent 2's family member's home.

Name of Family Member and Address:

\_\_\_\_\_

OR At such alternative time or location as is mutually agreed to by the parents, as  
set forth below:

\_\_\_\_\_

3. a. FOR CHILDREN FROM BIRTH TO 12 MONTHS, for the following four (4) week  
period, commencing (*date*) \_\_\_\_\_, Parent 2 shall have

Parent 2 shall be entitled to three (3) weekly times for two to six (2-6) hours, on the  
days and hours the parents can agree. If the parents cannot agree, then the days and  
hours shall be as follows\*:

Every Saturday from 2:00 p.m. to 6:00 p.m.; and,

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
SCHEDULE E**

**(Transitional Parenting Time Schedule)**

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OR At such alternative time or location as is mutually agreed to by the parents, as set forth below:

\_\_\_\_\_

\*Unless otherwise ordered by the court.

At all other times, Parent 1 shall be responsible for the child(ren).

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

b. For CHILD(REN) AGE 12 MONTHS AND OLDER, for the following four (4) week period, commencing (*date*) \_\_\_\_\_, Parent 2 shall have one overnight parenting time each:

Friday at 6:00PM to Saturday at 6:00PM OR

Saturday at 6:00PM to Sunday at 6:00PM.

OR At such alternative time or location as is mutually agreed to by the parents, as set forth below:

\_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

4. In order to exercise parenting time under any of this Court's Local Parenting Time Schedules, it is expected that Parent 2 will provide appropriate accommodations for the child(ren), including but not limited to a legally appropriate car seat and crib if needed.

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE E

### (Transitional Parenting Time Schedule)

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5. The parents are to sign up and communicate via AppClose or some other agreed upon telecommunication application within 72 hours of this order being issued.
6. **At the successful conclusion of above twelve (12) week period, the “transitional period” shall end and the Parent 2 shall have parenting time in accordance with the Court’s Local Parenting Time Order, a copy of which is attached hereto as Summit County Domestic Relations Court Parenting Time Schedule \_\_\_\_ (if no schedule is referenced, then Parent 2 shall have parenting time pursuant to Summit County Domestic Relations Court Parenting Time Schedule C).**
5. Regardless of the commencement dates listed within the above parenting time schedule, should Parent 2 fail to observe the schedule set forth in Paragraph 1, then parenting time shall not expand as set forth in Paragraph 2 until four consecutive weeks of Paragraph 1 has been completed appropriately. Should there be a failure to observe the schedule set forth in Paragraph 2, then parenting time shall not expand as set forth in Paragraph 3 until four consecutive weeks of Paragraph 2 has been completed appropriately. Should there be a failure to observe the schedule as set forth in Paragraph 3, then parenting time shall not expand as set forth in Paragraph 5 until four consecutive weeks of Paragraph 3 has been completed appropriately.

#### **B. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME\***

**\*the following are general guidelines and may not be applicable to the transitional schedule-all must be by agreement of the parties**

1. **Mother’s Day and Father’s Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother’s Day and Father’s Day shall be spent with the appropriate parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply herein:

Every even-numbered year, Parent 1 shall spend Mother’s Day with the child(ren) and Parent 2 shall spend Father’s Day with the child(ren).

Every odd-numbered year, Parent 1 shall spend Father’s Day with the child(ren) and Parent 2 shall spend Mother’s Day with the child(ren).

2. **Child’s Birthday:** A child’s birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE E

### (Transitional Parenting Time Schedule)

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time shall be 9:00 AM to 8:00 P.M. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.

3. **School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, sixty (60) days prior to the commencement of the new school year, the parents shall share the school calendar and any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
  
4. **General Holiday Parenting Time:** Until paragraphs one (1) through three (3) of the transitional parenting time schedule have been successfully completed, any days of special meaning or holidays during the transitional parenting time schedule will not be recognized unless the parties have made a previous agreement in writing within seven (7) days before the event, or as ordered by the court.

Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. Parents who want to change the agreement for a holiday must provide at least two (2) weeks' advance written notice in order to observe family or religious traditions. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.*

If not changed by agreement, holiday times are as follows:

Parents should check the box if they intend to use the provided schedule for that holiday.

- a. **Check this box if the parties agree to use the below General Holiday Parenting Time Schedule during the transitional period.**

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME  
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**(Transitional Parenting Time Schedule)**

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**GENERAL HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

HOLIDAY	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	
<input type="checkbox"/> 2. President's Day	Parent 1	Parent 2	
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 1	
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	
<input type="checkbox"/> 6. 4 <sup>th</sup> of July	Parent 2	Parent 1	
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	
<input type="checkbox"/> 12. New Year's Eve	Parent 2	Parent 1	

\*(or as the parents may otherwise agree in writing)

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME**

**SCHEDULE E**

(Transitional Parenting Time Schedule)

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**b. Check this box if the parties agree to complete their own holiday schedule as agreed to and outlined below:**

**5. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE E

### (Transitional Parenting Time Schedule)

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#### II. GENERAL RULES GOVERNING PARENTING TIME\*

**\*the following are general guidelines and may not be applicable to the transitional schedule-all must be by agreement of the parties**

No parent is authorized to make parenting time arrangements or modify court ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time without involving the child(ren).

Parents are encouraged to work together to establish rules and guidelines that make the companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

#### A. Conflicting Schedules / Order of priority:

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Holidays and Days of Special Meaning, including Family Specific Days;
- Second priority: Vacation periods or extended parenting times;
- Third priority: Weekends and mid-weeks (regular parenting times).

#### B. Exchanges and Transportation

*If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.*

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

Each parent must give notice of their intent NOT to have parenting time, at least 24 hours in advance unless a last minute emergency occurs. A parent who does not exercise their

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE E

### (Transitional Parenting Time Schedule)

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specific parenting time forfeits that specific time unless other arrangements are agreed upon by both parents.

The parent receiving the child(ren) for the parenting time is responsible for picking up and transporting the child(ren). The other parent is responsible for picking up and transporting the child(ren) at the conclusion of the visit. Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, bicycles, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents shall make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately deliver the medication(s) to the other parent. It is not the responsibility of the child to ensure exchange of medication occurs.

#### C. Illness

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is ill, medications and instructions for special care shall travel with the child(ren) as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME SCHEDULE E

### (Transitional Parenting Time Schedule)

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Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. The court does not expect parents to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child while in the facility.

#### D. Telephone, Computer, and/or Other Methods of Electronic Communication

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once a day between the hours of 9 a.m. and 8 p.m. outside of normal school hours if applicable.

If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.

Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child has been provided their own electronic communication device, both parents are entitled to that child's direct contact information for all devices. It is the affirmative duty of both parents to provide this contact information to the other parent.

#### E. Child(ren)'s Extracurricular Activities

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent's parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in the life of a child, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)'s extracurricular activities in advance, including times,

# SUMMIT COUNTY DOMESTIC RELATIONS COURT

## PARENTING TIME

### SCHEDULE E

#### (Transitional Parenting Time Schedule)

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dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)'s activities.

#### F. School Issues and Information

Each parent must provide time for the child(ren) to study and complete homework assignments, papers, or other school-assigned projects, even if the completion of this work interferes with the parent's plans with the child(ren).

Each parent shall be responsible to obtain their own copies of grade reports, disciplinary notices and/or communications, including information regarding school pictures. Each parent is responsible to set up online access to school records and information, if available. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate.

#### G. Use of Alcohol or Drugs

During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.

#### H. Relocation Notice

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent shall obtain a hearing date with the Court upon filing a Notice of Intent to Relocate. It is encouraged that a relocating parent inform the other parent of their intent to move as soon as possible, notice must be provided pursuant to the following timeline:

- 30 day notice if the move shall be within Summit County
- 60 day notice if the move shall be in the State of Ohio, but out of Summit County
- 90 day notice if the move shall be out of the State of Ohio

The non-relocating parent may file a written responsive pleading to the relocation notice within fourteen (14) days of service to address reallocation of parenting time and/or to object to the relocation.

If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME**

**SCHEDULE E**

**(Transitional Parenting Time Schedule)**

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entry, no hearing shall be required.

**I. Day Care Center Access**

During parenting time, except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of operating a day care, each parent is entitled to equal access to any day care center that is or will be attended by the child(ren)

**J. School Activities Notice**

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent to any student activity that is related to the child(ren).

**K. Records Access**

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record, including medical or school records, related to the child(ren) with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

**L. NOTICE TO KEEPER OF RECORDS:**

Any keeper of a record who knowingly fails to comply with Ohio Revised Code §3109.051 could be held in contempt of court.

**M. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:**

Any school official or employee who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051(J) may be held in contempt of court.

**The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.**

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**

**PARENTING TIME**

**SCHEDULE E**

**(Transitional Parenting Time Schedule)**

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\_\_\_\_\_ **Above is the agreement of the parties, OR**

\_\_\_\_\_ **Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.**

\_\_\_\_\_  
Parent One

\_\_\_\_\_  
Parent Two

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parenting Time Schedule E rev. 3-9-2022

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**PARENTING TIME SCHEDULES**  
**ADDITIONAL PROVISIONS SHEET**

This document may only be used as an attachment to a parenting time schedule and may not be submitted as a standalone modification or agreed entry.

**PARENT 1:** \_\_\_\_\_ **PARENT 2:** \_\_\_\_\_

Selected Parenting Time Schedule \_\_\_\_\_

On \_\_\_\_\_ (date) Parent 1 and Parent 2 hereby make the following changes to the above selected parenting time schedule:

1. (Circle one) amend/ add to section \_\_\_\_\_ as follows:

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2. (Circle one) amend / add to section \_\_\_\_\_ as follows:

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3. (Circle one) amend / add to section \_\_\_\_\_ as follows:

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**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**PARENTING TIME SCHEDULES**  
**ADDITIONAL PROVISIONS SHEET**

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4. (Circle one) amend / add to section \_\_\_\_\_ as follows:

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5. (Circle one) amend / add to section \_\_\_\_\_ as follows:

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Above is the agreement of the parties.

\_\_\_\_\_  
Parent One    Signature

\_\_\_\_\_  
Parent Two    Signature

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

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



**Summit County  
Domestic Relations Court**

Administrative Judge Katarina Cook  
Judge Kani H. Hightower

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**HOLIDAY AND VACATION PARENTING TIME SCHEDULE**  
**(SHORT FORM)**

Parents are encouraged to work together to establish rules and guidelines that make companionship time beneficial for both parents and the child(ren). For further explanation, see the [Holiday and Vacation Parenting Time Schedule Long Form](#) at [drcourt.org](http://drcourt.org). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. CONFLICTING SCHEDULES/ORDER OF PRIORITY:**

In the event that there exists any conflict between parenting time schedules, the following is the order of PRIORITY:

- First: Holidays and Days of Special Meaning including Family-Specific Days;
- Second: Vacation periods or extended parenting times;
- Third: Weekends and mid-weeks (regular parenting times).

**B. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

1. **Child’s Birthday:** A child’s birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Parenting time shall be 9 a.m. to 8 p.m. for a child not in school on the child’s birthday and 5 p.m. to 8 p.m. for a child in school on the child’s birthday. The other parent may celebrate on another date. The child’s birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent’s discretion.
2. **School Days Off:** Any school days off not accounted for (i.e. teacher in-service, etc.), parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, parent responsible for transporting child(ren) to school in the morning shall be responsible for child(ren) until pick up time that evening.

**C. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING:**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #’D YEARS	ODD #’D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____



**Summit County  
Domestic Relations Court**

Administrative Judge Katarina Cook  
Judge Kani H. Hightower

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**VACATION AND HOLIDAY PARENTING TIME SCHEDULE**  
**(SHORT FORM)**

**D. GENERAL HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

It is assumed that Parents will follow the provided schedule unless the box is checked for that holiday/event.

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
<input type="checkbox"/> 1. Child(ren)’s Birthdays	Parent 1	Parent 2	
<input type="checkbox"/> 2. Martin Luther King Day	Parent 1	Parent 2	
<input type="checkbox"/> 3. President’s Day	Parent 1	Parent 2	
<input type="checkbox"/> 4. Easter Sunday	Parent 2	Parent 1	
<input type="checkbox"/> 5. Spring Break*	Parent 2	Parent 1	
<input type="checkbox"/> 6. Mother’s Day	(see Long Form)		
<input type="checkbox"/> 7. Father’s Day	(see Long Form)		
<input type="checkbox"/> 8. Memorial Day	Parent 1	Parent 2	
<input type="checkbox"/> 9. Juneteenth	Parent 1	Parent 2	
<input type="checkbox"/> 10. 4 <sup>th</sup> of July	Parent 2	Parent 1	
<input type="checkbox"/> 11. Labor Day	Parent 1	Parent 2	
<input type="checkbox"/> 12. Halloween	Parent 2	Parent 1	
<input type="checkbox"/> 13. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	
<input type="checkbox"/> 14. Christmas Eve	Parent 2	Parent 1	
<input type="checkbox"/> 15. Christmas Day	Parent 1	Parent 2	
<input type="checkbox"/> 16. New Year’s Eve	Parent 2	Parent 1	
<input type="checkbox"/> 17. Winter Break*			

\* (or as parents may otherwise agree in writing)



**Summit County  
Domestic Relations Court**

Administrative Judge Katarina Cook

Judge Kani H. Hightower

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**HOLIDAY AND VACATION PARENTING TIME SCHEDULE**  
**(LONG FORM)**

Parents are encouraged to work together to establish rules and guidelines that make companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. Conflicting Schedules / Order of priority:**

In the event that there exists any conflict between parenting time schedules, the following is the order of PRIORITY:

- First: Holidays and Days of Special Meaning including Family-Specific Days;
- Second: Vacation periods or extended parenting times;
- Third: Weekends and mid-weeks (regular parenting times).

**B. SUMMER SCHEDULE**

During summer break from school, parents shall follow the selected parenting time schedule by age.

Each parent is responsible for any daycare, babysitting, or supervision expenses during the exercise of their extended summer companionship. Unless other arrangements have been made or have already been addressed in a child support order, any parent taking a vacation with the child(ren) shall do so during their week(s) of companionship.

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attends/attend summer school during their parenting time.

Each parent is responsible for transporting the child(ren) to scheduled activities and necessary summer school during that parent's summer parenting time.



**Summit County  
Domestic Relations Court**

Administrative Judge Katarina Cook

Judge Kani H. Hightower

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**VACATION AND HOLIDAY PARENTING TIME SCHEDULE**  
**(LONG FORM)**

**C. SUMMER VACATIONS, BEGINNING AT AGE 3 YEARS**

Should parents wish for summer vacation parenting time with a child under the age of 3 years, they must agree to such time. Otherwise, the schedules by age continue to control until age 3 years.

Summer is defined as beginning at 5:30 PM the first Friday evening after school recesses and ending at 7:00 PM the last Friday before school resumes. Unless otherwise agreed, vacations must be planned within these parameters.

Each parent shall be entitled to four (4) weeks of summer vacation parenting time during the summer, unless otherwise agreed. Each parent shall be entitled to have two (2) of the four (4) weeks of vacation as uninterrupted vacation or parenting time. The remaining two (2) weeks may only be taken in seven (7) day increments. Each parent shall give the other not less than sixty (60) days advance written notice of their intent to vacation.

In even-numbered years, Parent 1 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 2 of that time period on or before **April 1st** of that year. In odd-numbered years, Parent 2 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 1 of that time period on or before **April 1st** of that year.

For the remaining two weeks of summer vacation parenting time, each parent shall provide at least thirty (30) days written notice prior to a 7-day vacation. Should a conflict arise as to the scheduling of the additional weeks of vacation, Parent 1 shall have priority in even-numbered years and Parent 2 shall have priority in odd-numbered years.

Each parent shall exercise their vacation time in a manner that creates the least interference with the other parent's parenting time. Vacation "flex time" is defined as a parent's already scheduled weekend attached to a scheduled seven (7) day vacation. Typically, a parent should begin his or her vacation time on his or her already scheduled parenting time. However, every summer each parent is entitled to one (1) period of vacation "flex time" wherein the parent may begin their vacation on the other parent's scheduled weekend and



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attach the already scheduled weekend to the seven-day vacation period. Flex days shall NEVER exceed three (3) consecutive days. Flex days must be taken together. No makeup time shall be given to the other parent for utilization of flex days. Flex time shall only be utilized for out of state vacations of seven (7) days or greater duration and only during the summer vacation unless otherwise agreed to by the parents. Parent 1 shall have priority of flex time in even-numbered years. Parent 2 shall have priority of flex time in odd-numbered years.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside the child(ren)'s state of residence or if the travel will be for greater than twenty-four (24) hours.

**D. WINTER BREAK FROM SCHOOL**

For the Winter Break, unless otherwise agreed, parents shall utilize the following schedule: Winter Break shall start at 9:00 a.m. on the Saturday after school ends and conclude at 7:00 p.m. the night before school resumes.

Winter Break shall constitute every day during this break except for 12/24, 12/25, 12/31, and 1/1.

The parents shall equally divide the Winter Break. If the Winter Break includes an odd number of days, the person exercising Christmas Day shall have one less day.

The parents agree to divide the Winter Break with one parent having the first half of the break, not counting the above holidays, and the other parent having the second half.

In even-numbered years, Parent 2 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>. In odd-numbered years, Parent 1 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>.



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**E. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

- 1. Mother's Day and Father's Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the designated parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply, unless otherwise agreed:

Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and Parent 2 shall spend Father's Day with the child(ren). Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

- 2. Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9 a.m. to 8 p.m. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.
- 3. School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, at least sixty (60) days prior to the commencement of the new school year, the parents shall share and review the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
- 4. General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.* If not changed by agreement, holiday times are as follows:



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**F. GENERAL HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

It is assumed that Parents will follow the provided schedule unless the box is checked for that holiday/event.

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
<input type="checkbox"/> 1. Child(ren)’s Birthdays	[see Paragraph E(2) above]		
<input type="checkbox"/> 2. Martin Luther King Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 3. President’s Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 4. Easter Sunday	Parent 2	Parent 1	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 5. Spring Break*	Parent 2	Parent 1	5:30 p.m. day school ends to 7:00 p.m. day before school begins
<input type="checkbox"/> 6. Mother’s Day	(see attached)		9:00 a.m. to 8:00 p.m.
<input type="checkbox"/> 7. Father’s Day	(see attached)		9:00 a.m. to 8:00 p.m.
<input type="checkbox"/> 8. Memorial Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 9. Juneteenth	Parent 1	Parent 2	8:00 a.m. to 7:00p.m.
<input type="checkbox"/> 10. 4 <sup>th</sup> of July	Parent 2	Parent 1	5:30 p.m. 07/03 to 11:00 p.m. 07/04
<input type="checkbox"/> 11. Labor Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 12. Halloween	Parent 2	Parent 1	4 hours on trick or treat day/night or in each neighborhood
<input type="checkbox"/> 13. Thanksgiving*	Parent 2	Parent 1	5:30 p.m. Wed. to Fri. @ 7:00 p.m.
	Parent 1	Parent 2	7:00 p.m. Fri. to Sun. @ 7:00 p.m.
<input type="checkbox"/> 14. Christmas Eve	Parent 2	Parent 1	8:00 a.m. 12/24 to 10:00 p.m.
<input type="checkbox"/> 15. Christmas Day	Parent 1	Parent 2	10:00 p.m. 12/24 to 7:00 p.m. 12/25
<input type="checkbox"/> 16. New Year’s Eve	Parent 2	Parent 1	5:30 p.m. 12/31 to 7:00 p.m. 01/01
<input type="checkbox"/> 17. Winter Break*	Divide equally [pursuant Paragraph D. above]		

\* (or as the parents may otherwise agree in writing)



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**G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #’D YEARS	ODD #’D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____