Rule 32 B
PARENTING TIME SCHEDULE

Local Rule 32B supersedes Local Rule 32 and Local Rule 32A. After the effective date of Local Rule 32B, prior Local Rule 32 and 32A parenting time shall not be ordered, although Local Rule 32 and Local Rule 32A Orders journalized previously will remain effective and enforceable pursuant to the terms of local Rule 32 or Local Rule 32A.

32.01 Children require the continued and regular involvement of both parents despite the termination of their parents' relationship. No standard Parenting Time schedule can possibly meet the needs of every parent-child relationship and therefore the Court encourages parties to develop parenting plans which meet the specific needs of their child(ren). This includes the importance of keeping cultural and religious celebrations in mind when creating a schedule. This Rule provides model language for multiple parenting-time plans which may be appropriate for some parents and children.

During and after the termination of a marital/non-marital romantic relationship, there is often a crisis period during which families are under great stress because of loss, conflict, and change. Unfortunately, whether intentional, or otherwise, children sometimes become pawns in ~~a~~ struggles between their parents. Most studies indicate, and psychologists uniformly agree, that the children who "do best" are those whose parents are able to maintain a low level of conflict. The absence of conflict is just as important as the amount of time either parent spends with the child(ren).

The Court adopts these Parenting Time Schedules with the hope~~s~~ that one of the plans or a combination of the plans accommodates the needs of your family. In some cases where the parents cannot agree to parenting times, the Court's Local Rule 32(B) Option 1 Parenting Time Schedule will be considered the minimum parenting time for a non-residential parent absent a showing of danger to the child(ren). Specific items and/or parenting-time provisions in a Journal Entry shall take precedence over contradictory provisions of this Rule.

Careful consideration has been given to fostering Parenting Time between the child(ren) and both parents. The Court has established distinct schedules according to the distance between the parents and the age of child(ren).

32.02 **GENERAL RULES**

a. Waiting for Parenting Time exchange: The child(ren) and/or parent with the child(ren) have no duty to wait for the parent scheduled to pick up the child(ren) to arrive for more than thirty (30) minutes. The parent scheduled to pick up the chil(ren) who is more than thirty (30) minutes late for a particular period of time shall forfeit that time. An exception shall be made if, and only if, the tardiness of the parent is for just cause and the parent with the child(ren) receives both prompt notification and a reasonable estimated arrival time.

b. Cancellation of Parenting Time period: In the event that the scheduled parenting

time cannot be complied with because of illness or other good cause, the other party shall be notified as soon as possible. The period missed shall be rescheduled for the next available comparable day and time unless otherwise agreed upon.

c. Transportation: Unless otherwise provided for in these rules or the parties agree, responsibility for transportation costs shall be shared equally by the parties with the parent beginning to exercise their parenting time being responsible for providing the transportation. (i.e. non-residential picks up child(ren) on Friday evening and residential parent picks up the child(ren) on Sunday evening)

The exception to this rule is that the non-residential parent shall have the responsibility of picking up and returning the child(ren) when the parties reside within a ten (10) mile radius of each other.

e. Telephone Contact: Both parents have the right to contact the child(ren) by phone at reasonable times when the child(ren) are with the other parent. The frequency of these phone calls shall also be reasonable. The other parent shall not participate in these calls. The parent placing the call shall bear any expense associated with telephone calls unless the other parent has given permission to be phoned collect. The child(ren) may call either parent (collect with the agreement of the parent being called) at any and all reasonable times as the child(ren) wish.

f. Access to records: Both parents shall have access to all medical, dental, optometric, psychiatric and psychological records of the minor child(ren) and may consult with any treating physician, dentist, or other health care provider of the child(ren). Both parents shall execute any authorizations or releases necessary to release these records and documents to the other. Both parents shall have the authority to consent to any necessary emergency medical treatment for the child(ren). All parties shall contact the other in case of illness or injury to the child(ren) that requires medical attention by a physician.

Both parents shall have equal access to any school records concerning the child(ren). Both parents shall have the right to participate in parent-teacher conferences, school trips, school programs, and other school activities and events in which the parents are invited to participate. The party first receiving any grade card or other information from the school shall give a copy to the other party within three (3) days of receipt unless otherwise agreed.

Both parents shall have access to baby-sitting, day care, preschool and/or latchkey records of the child(ren). Both parents shall be entitled to communicate with all physical care providers for the child(ren). Either parent shall execute any authorizations or releases necessary to release the records to the other. Both parents shall have access to all religious records of the child(ren). Both parents shall have the right to participate and attend all religious activities of the child(ren).

(Also see Form K of the Marion County Rules of the Court of Common Pleas, Family Division.)

g. <u>Extra-curricular activities</u>: Regardless of where the child(ren) are living, their continued participation in a reasonable amount of extra-curricular activities, school related, or otherwise, shall continue uninterrupted. For parents following the local parenting time plan, it shall be the responsibility of the parent with whom they are in the physical care at the time of the activity to provide the physical and economic cost of transportation to these activities. For parents following regional or long distance parenting plans, uninterrupted participation in extracurricular activities may not be possible. The Court encourages parents to communicate and cooperate in order to support their child(ren)'s extra-curricular activities. Both parents shall provide the other parent with notice of all extra-curricular activities, school related, or otherwise in which the child(ren) participate. Schedules of all extra-curricular activities and the name of the activity leader (including address and telephone number if reasonably available) shall be given to the other parent.

h. <u>Car/Booster Seat</u>: For any and all child(ren) required by law to ride in a car/booster seat, the parents shall transfer the car/booster seat with the child(ren) as Parenting Time exchanges occur.

i. <u>Current address and phone number</u>: Each parent must keep the other informed of his/her current address and telephone number at all times. Any change of address, or phone number is to be reported to the other parent within forty-eight (48) hours. Also, each parent must file a Notice of Change of Address (Form L) with the Court.

j. <u>Conflict between Parenting Time Schedules</u>: In all schedules including regular, holiday and summer; if the parties have more than one child and the children are between the ages of three (3) and thirteen (13) and fall into different age categories, parenting time will be controlled by the age category in which the oldest child may fall for all children at issue, unless otherwise agreed by the parties or ordered by the Court.

In the event of a conflict between the holiday and regularly scheduled or summer parenting times, holidays take precedence over the regularly scheduled or summer parenting times.

The Guidelines contained in the Parenting Time Addendum (Form K) shall be attached to every Entry allocating parental rights and responsibilities. Not all parents will be able to achieve the goals set out in the Addendum due to specific rules governing their parenting arrangement. When these specific rules conflict with the ideals in the Parenting Time Addendum, then the specific rules control. Although failure to adhere to the Parenting Time Addendum may cause significant and long term negative issues for your child(ren), they are not a technical violations of a Court Order.

32.03 PARENTING TIME SCHEDULES

32.031 LOCAL RULE 32B, PARENTING TIME OPTION 1

SPECIFIC RULES

Waiting for Parenting Time exchange: The child(ren) and/or residential parent have no duty to wait for the non-residential parent to arrive for more than thirty (30) minutes. The non-residential parent who is more than thirty (30) minutes late for a particular period of time shall forfeit that time. An exception shall be made if, and only if, the tardiness of the non-residential parent is for just cause and the residential parent receives both prompt notification and a reasonable estimated arrival time.

Clothing: The residential parent is responsible for providing sufficient, appropriate, clean clothing for every parenting time period, based on the lifestyle of the residential parent and the child(ren). If the planned Parenting Time activities require special or unusual clothing needs, the non-residential parent must notify the residential parent at least two (2) days in advance of the Parenting Time period. If the child(ren) do not have the type of clothing requested, the residential parent is under no obligation to comply with the request. All clothing sent by either parent must be returned immediately after the Parenting Time period. The non-residential parent is not required to return the clothing washed and cleaned, unless the non-residential parent has the child(ren) for a period in excess of four (4) days. Additionally, any clothing purchased by the non-residential parent and which the child(ren) are wearing upon their return to the residential parent after Parenting Time, shall be returned, washed and cleaned, by the residential parent to the non-residential parent at the next Parenting Time period.

SPECIFIC PARENTING TIME

A. Local

Birth to 2 years

Three weekly visits, two of which will be for 2-6 hours, and one overnight, on the days and times the parties can agree. If the parties cannot agree, then parenting time will take place on every Monday and Wednesday, from 4:30 p.m. until 7:00 p.m. and overnight pursuant to the following rotating schedule (unless otherwise ordered by the Court).

Week 1 – Friday 6:00 p.m. until Saturday 6:00 p.m.
Week 2 – Friday 6:00 p.m. until Saturday 6:00 p.m.
Week 3 - Friday 6:00 p.m. until Saturday 6:00 p.m.
Week 4 – Residential parents' weekend

2 Years to 5 Years

Two weekly parenting time periods for 2-6 hours, and alternating weekends on the days and times the parties can agree. If the parties cannot agree, the parenting time will take place on every Monday and Wednesday from 4:30 p.m. until 7:00 p.m. and alternating weekends from Friday, 6:00 p.m. until Sunday, 6:00 p.m., unless otherwise ordered by the court.

5 Years to 13 Years

Every other weekend from Friday after school (as soon as the non-residential parent can pick up the child) until Sunday at 6:00 p.m. plus one evening a week, as the parties can agree. If the parties cannot agree, the midweek parenting time will be Wednesdays from 4:30 p.m. until 7:00 p.m. and alternating weekends from Friday 6:00 p.m. until Sunday 6:00 p.m., unless otherwise ordered by the court.

13Years until age 18

Parents must keep in mind that at this stage of development, the teenager's world revolves around peers and activities. Being flexible is key to designing a parenting time schedule that allows the adolescent to spend time with his/her parents and also participate in academic and social activities that are valued by the adolescent. That is, both parents will probably find that they are spending less time with their teenager(s). Parenting time is expected to take place weekly, with days and times to be agreed upon between the adolescent and the parents (parties).

If the adolescent and the parents (parties) cannot agree:

Parenting time will be every other weekend from Friday after school (as soon as the non-residential parent can pick up the child) until Sunday at 6:00 p.m. and every Wednesday, from 4:30 p.m. until 7:30 pm, unless otherwise ordered by the court.

B. Regional (more than 100 miles apart but less than 200 miles)

Parents shall follow the same plans as the Local schedule with the following exception:

Any mid-week parenting time must be exercised in the county of the child(ren)'s residence.

C. Summers (For Local and Regional Parenting Plans)

Parents shall exercise parenting time on a week on/week off basis during the summer. The rotation shall begin with the non-residential parent beginning his or her first week at 6:00 p.m. on the first Friday after school is dismissed for the summer. Exchanges shall

occur each Friday thereafter at 6:00 p.m. until the Friday before school resumes, at which time the child(ren) shall be with the residential parent and the alternating weekend rotation resumes. There shall not be mid-week visits for either parent during the summer unless agreed upon by the parties or ordered by the Court.

If the child(ren) are not school age the non-residential parent may schedule five (5) weeks at any time during the year with sixty (60) days' notice to the residential parent. The weeks shall not interfere with the residential parent's holiday parenting time unless by agreement.

Each party shall provide the other with a general itinerary and contact phone numbers if they plan an out of town vacation with the child(ren).

D. Holidays

The long distance schedule is an exception to this provision.

Even-Numbered Years

Non-residential parent in even-numbered years;

- Easter from the Friday before at 6:00 p.m. to Easter Sunday at 6:00 p.m.;
- Independence Day from 9:00 a.m. to July 5th at 9:00 a.m.;
- Thanksgiving Day weekend from the Wednesday before at 6:00 p.m. until the Sunday after at 6:00 p.m.;
- Christmas Day at noon until December 30th at noon.

Residential parent in even-numbered years:

- Memorial Day weekend from the Friday before at 6:00 p.m. until Memorial Day at 6:00 p.m.;
- Labor Day weekend from the Friday before at 6:00 p.m. until Labor Day at 6:00 p.m.;
- December 23rd at noon until Christmas Day at noon.

Odd-Numbered Years

Non-Residential parent in odd-numbered years:

- Memorial Day weekend from the Friday before at 6:00 p.m. until Memorial Day at 6:00 p.m.;
- Labor Day weekend from the Friday before at 6:00 p.m. until Labor Day at 6:00 p.m.;
- December 23rd at noon until Christmas Day at noon
- December 27th at noon until December 30th at noon.

Residential parent in odd-numbered years;

- Easter from the Friday before at 6:00 p.m. to Easter Sunday at 6:00 p.m.;
- Independence Day from 9:00 a.m. to July 5th at 9:00 a.m.;
- Thanksgiving Day weekend from the Wednesday before at 6:00 p.m. until the Sunday after at 6:00 p.m.;
- Christmas Day at noon until December 27th at noon.

When the non-residential parent's regularly scheduled weekend parenting time coincides with a residential parent's holiday enumerated in this section, then the residential parent's holiday shall control and the non-residential parent's regularly scheduled parenting time shall be made up on the weekend following said holiday. If that weekend falls on the residential parent's weekend, residential parent's weekend shall be forfeited. The alternating weekend schedule is not otherwise modified.

(example: It is the year 2020. The non-residential parent's regularly scheduled weekend falls on Memorial Day. The holiday schedule says Memorial Day weekend belongs to the residential parent in even numbered years. The holiday schedule controls and the residential parent has the child for the holiday weekend. The following weekend would be the residential parent's regularly scheduled weekend, however, because the non-residential parent lost their regularly scheduled weekend due to the holiday, they now can make up their lost weekend on the residential parent's regularly scheduled weekend. The non-residential parent then exercises their next regularly schedule weekend (two weekends in a row) to return to the regular schedule.)

The child(ren) shall celebrate his or her birthday in the home of the parent in whose care the child is on the birthday. The other parent may celebrate the birthday during his or her parenting before or after the actual birthdate.

Parent's Days: The mother shall have parenting time from noon to 6:00 p.m. on Mother's Day. The father shall have parenting time from noon to 6:00 p.m. on Father's Day.

If a scheduled day off from school falls on a Friday preceding a non-residential parent's weekend that is not a holiday as set out above, the non-residential parent's weekend shall commence Thursday at 6:00 p.m. This provision does not apply to snow days or other calamity days that create days off of school.

If a scheduled day off from school falls on a Monday following a non-residential parent's weekend that is not a holiday as set out above, the non-residential parent's weekend shall be extended until Monday at 6:00 p.m. This provision does not apply to snow days or other calamity days that create days off of school.

E. Long Distance (more than 200 miles apart)

(Excerpts from *Planning for Parenting Time: Arizona's Guide for Living Apart*)

Parents must be aware of the impact of relocation on their child and that relocation may require the permission of a judge. Long-distance parenting rules apply whenever the distance between homes is more than 200 miles.

Disagreements about long-distance parenting time often result in the judge or magistrate making a decision. Unfortunately, a decision by a judge or magistrate may not please either party. Each relocation case is unique, and the right decision is based on the specific facts for each family. Parents should make a serious effort to resolve a parenting time dispute themselves or with the help of a mediator, or an attorney. Any reasonable agreement between the parents negotiated in good faith is usually better than having a judge decide the matter after the expense and stress of a court hearing.

A parent who wants to move a long distance with, or without, a child should think about many things before making a decision. Long distances often weaken the relationships between children and parents. If the move is necessary, parents might want to consider relocating both households to the same city. If it isn't possible, parenting time for the distant parent must be at regular and frequent times during the year. The court considers many factors, and parents should think about these factors. Each parent should take a moment and "stand in the other parent and the child's shoes." What is their point of view? How would I feel if my child moved away to another city? Think about all the facts including the age and maturity of the child, the child's developmental needs, sibling bonds, school and work schedules, transportation costs, the presence of supportive family and friends in each city, and the gains or loss of extended family.

For most children, a long-distance move may result in less regular contact with both parents. If both parents are within a reasonable distance of each other, the child will benefit. When parents live far apart, a child's daily and weekly contact is reduced and large gaps of time without physical contact between the child and parent develop. When both parents move to the same general area, it is less disruptive. No matter the distance, a child will benefit from as much regular and frequent physical contact with each parent as possible.

If the parties have more than one child and the children fall into different age categories, parenting time will be controlled by the age category in which the oldest child falls for all children at issue, unless otherwise agreed by the parties or ordered by the Court.

Birth to Kindergarten

This is an important time for bonding between parents and children. For most children, the loss of a strong bond with a parent is a lifelong issue. In contrast, building a strong bond creates a sense of belonging, encourages active and committed parents, causes healthy adult relationships with both genders, facilitates co-parenting, and improves communication between parents and a growing child. If possible, the long distance

separation should be delayed so that both parents and children can make best use of their time together during these formative years. If the move can't be delayed, the parenting time schedule should be designed to provide the most direct and frequent physical contact between the child and both parents that time and money permit. If the parents cannot agree, the following schedule shall control.

Upon thirty (30) day notice to the residential parent the non-residential parent may exercise any of the times granted under the Local schedule, Option 1, described hereinabove.

Up to ten (10) weeks per year in five (5) separate blocks of time lasting two (2) weeks each. Unless otherwise agreed, parenting time shall occur February 1st through 14th, May 1st through 14th, July 6th through July 20th, and September 10th through September 24th.

Additionally, parenting time shall occur in odd-numbered years from December 1st through 14th and in even-numbered years from December 14th through December 28th.

Kindergarten to Age 18

The parties should continue to make the most of the time each parent has with the child. The schedule should be adjusted to follow closely the child's regular school schedule. The school-year parent must sacrifice frequent physical contact during non-school times such as the summer and holidays, while the non-school parent must sacrifice frequent physical contact during the school semesters. Some schools have year-round or modified year-round schedules that provide for more frequent or longer breaks with the distant parent. If parents can find a school with such a schedule, this will be of assistance to children.

Parents need to remember that as children get older they may be less likely to be in favor of spending large blocks of time due to their own activities. It is important to consider the child's wishes, concerns, and ideas in developing a long distance plan. If the parents cannot agree, the following schedule shall control.

Upon thirty (30) day notice to the residential parent the non-residential parent may exercise any of the times granted under the Local schedule Option 1, described hereinabove.

Up to eight (8) weeks during the summer break commencing a week after the last day of school and ending no later than a week before school resumes in the fall.

Every spring break from 6:00 PM on the last day of school before the break until 6:00 PM the day before school resumes.

One half of every winter break. The non-residential parent shall exercise parenting time the first half of winter break in even-numbered years and the second half of winter break

in odd-numbered years. Winter break shall be defined as beginning at 6:00 p.m. on the day school is dismissed for the Christmas Holiday break and shall end at 6:00 p.m. on the day before school resumes. If there is an even number of days in the Holiday break, the mid-point exchange shall be at 6:00 p.m. on the day that evenly divides the break. If there is an odd number of days the exchange shall be at noon on the mid-point day. If air travel is implicated, the exchanges shall be as close as possible to the exchange times above.

32.032 LOCAL RULE 32B, PARENTING TIME OPTION 2

Every other weekend from Thursday after school (as soon as the non-residential parent can pick up the child) or 6:00 p.m. if child is not school age, until Monday when school begins or 9:00 a.m. if no school, plus a midweek weekday evening for a minimum of 2 ½ hours, as the parties can agree. If the parties cannot agree, the midweek parenting time will be Wednesdays from 4:30 p.m. until 7:00 p.m. Holidays and summers follow the same schedule as in Option 1.

32.033 LOCAL RULE 32B, PARENTING TIME OPTION 3 (2/2/3)

This Option is impractical for school-aged children if the parents do not live in relatively close proximity to each other. This plan provides for equal time for each parent. Holidays are addressed differently in this Option than they are in Option 1 because the parents have equal time otherwise, and are never more than a few days from parenting time.

The parents in this Option are identified as Parent A and Parent B.

Exchanges occur on Mondays, Wednesdays, and Fridays at 6:00 p.m. Parent A shall have parenting time beginning Monday at 6:00 p.m. and continuing until Wednesday at 6:00 p.m. Parent B shall have parenting time beginning Wednesday at 6:00 p.m. and continuing until Friday at 6:00 p.m. Parent A shall have parenting time beginning Friday at 6:00 p.m. and continuing until Monday at 6:00 p.m. The following week the rotation continues with Parent B having parenting time from Monday at 6:00 p.m. until Wednesday at 6:00 p.m., Parent A having parenting time from Wednesday at 6:00 p.m. until Friday at 6:00 p.m., and Parent B has parenting time from Friday at 6:00 p.m. until Monday at 6:00 p.m.

32.034 LOCAL RULE 32B, PARENTING TIME OPTION 4 (2/5, 5/2)

This Option is impractical for school-aged children if the parents do not live in relatively close proximity to each other. This plan provides for equal time for each parent. Holidays are addressed differently in this Option than they are in Option 1 because the parents have equal time otherwise, and are never more than a few days from parenting time.

The parents in this Option are identified as Parent A and Parent B.

Exchanges occur on Mondays, Wednesdays, and Fridays at 6:00 p.m. Parent A shall have parenting time beginning Monday at 6:00 p.m. and continuing until Wednesday at 6:00 p.m. every week. Parent B shall have parenting time beginning Wednesday at 6:00 p.m. and continuing until Friday at 6:00 p.m. every week. Parent A shall have parenting time beginning Friday at 6:00 p.m. and continuing until Monday at 6:00 p.m. The following week the rotation continues with Parent A again having parenting time from Monday at 6:00 p.m. until Wednesday at 6:00 p.m., Parent B again having parenting time from Wednesday at 6:00 p.m. until Friday at 6:00 p.m., and Parent B has parenting time from Friday at 6:00 p.m. until Monday at 6:00 p.m. The effect of the arrangement is that When Parent A has weekend parenting time, he or she will have from Friday at 6:00 pm until Wednesday at 6:00 p.m. When Parent B has weekend parenting time, he or she will have from Wednesday at 6:00 p.m. until Monday at 6:00 p.m.

32.035 LOCAL RULE 32B PARENTING TIME, OPTION 5 (Week on/Week off)

This Option is impractical for school-aged children if the parents do not live in relatively close proximity to each other. This plan provides for equal time for each parent. Holidays are addressed differently in this Option than they are in Option 1 because the parents have equal time otherwise, and are never more than a few days from parenting time.

The parents in this Option are identified as Parent A and Parent B.

Parent A shall have parenting time for one week beginning Friday at 6:00 pm and continuing until 6:00 p.m. the following Friday, at which time Parent B shall begin one week of parenting time. The parent not in possession of the child(ren) shall have mid-week parenting time on Tuesdays from 5:00 p.m. to 8:30 p.m.

32.036 SUMMERS/VACATIONS FOR PARENTING TIME OPTIONS 3, 4, AND 5

Each parent shall be entitled to two (2) one (1) week uninterrupted parenting periods. The parent exercising uninterrupted week(s) shall include his or her weekend in the uninterrupted week, meaning that the other parent loses only two days of parenting time. The parent exercising the uninterrupted time shall provide the other parent with thirty (30) days' notice, and the uninterrupted time shall not interfere with the other parent's holiday parenting time. The parenting time described here may occur at any time during the year for pre-school aged children.

32.037 HOLIDAYS FOR PARENTING TIME OPTIONS 3, 4, AND 5

Given that each parent is exercising parenting time fifty per cent (50%) of the time, there is a fifty per cent (50%) chance that a holiday will fall during a parent's parenting time. This Option, therefore, does not allocate all holidays.

There are, however, holidays typically of significance to most parents. This Option addresses those holidays as follows:

Easter: The parent not in possession shall exercise parenting time from 12:00 noon to 6:00 p.m. on Easter Sunday.

Thanksgiving: The parent not in possession shall exercise parenting time from 2:00 p.m. to 8:00 p.m. on Thanksgiving Day.

Christmas: The parent not in possession shall exercise parenting time from 10:00 a.m. 6:00 p.m. on Christmas Day.

Parent's Days: The mother shall have parenting time from noon to 6:00 p.m. on Mother's Day. The father shall have parenting time from noon to 6:00 p.m. on Father's Day.

The normal rotation resumes after the holiday parenting time.

If there are other holidays or events of significance to the parties, the parties are free to allocate time to the parent not otherwise in possession by agreement, and the parties are free to agree to adjust the times above to accommodate family traditions.

ADDENDUM

To the extent the provisions in this addendum are inconsistent with the specific language of the Judgment Entry, the Judgment Entry shall control.

CHILD SUPPORT NOTICE PROVISIONS

1. The current child support obligation and cash medical support obligation shall continue until the child reaches the age of eighteen (18) years, the support obligor dies, the child dies, or the child becomes otherwise emancipated, whichever first occurs; however, as long as the child continuously attends on a full-time basis any recognized and accredited high school, the current child support obligation and cash medical support shall continue until the child reaches the age of nineteen (19) years. The current child support obligation and cash medical support obligation shall continue during the child's seasonal vacation periods.

2. Payments are to be paid to Ohio Child Support Payment Central, P.O. Box 182372, Columbus, Ohio 43218. The Child Support Obligor shall make payments by certified check, money order, personal check, or traveler's check until such time as the payments are withheld by an income withholding or deduction notice. Case Number and Order Number shall be included on all payments.

3. All child support ordered by this Order shall be withheld or deducted from the wages or assets of the obligor under the Order in accordance with O.R.C. Section 3121.03 and shall be forwarded to the Child Support Obligee under the Order in accordance with the Ohio Revised Code. Pursuant to O.R.C. Section 3121.34, a person required to comply with withholding or deduction notices described in O.R.C. Section 3121.03 shall determine the manner of withholding or deducting from the specific requirement included in the notices without the need for any amendment to the support order, and a person required to comply with an order described in O.R.C. Sections 3121.03, 3121.04 to 3121.06, and 3121.12 shall comply without the need for any amendment to the support order.

4. Pursuant to O.R.C. Section 3121.33, the withholding or deduction notices and other Orders issued under O.R.C. Sections 3121.03, 3121.04 to 3121.06, and 3121.12, and the notices that required the obligor to notify the Child Support Enforcement Agency administering the support order of any change in the status of the obligor's assets, are final and enforceable by

the Court. Each withholding notice shall include the current child support, current cash medical support, any arrearage payment, and processing charges.

5. Pursuant to O.R.C. Section 3121.51, the Child Support Enforcement Agency that is required to administer the child support order shall administer it on a monthly basis. Pursuant to O.R.C. Section 3121.52, a court or child support enforcement agency that issues or modifies a support order with support payments to be made other than on a monthly basis shall calculate a monthly amount due under the order, in the following manner:

a. If the support order is to be paid weekly, multiply the weekly amount of support due under the order by fifty-two (52) and divide the resulting annual amount by twelve (12);

b. If the support order is to be paid bi-weekly, multiply the bi-weekly amount of support due under the order by twenty-six (26) and divide the resulting annual amount by twelve (12);

c. If the support order is to be paid periodically but is not to be paid weekly, bi-weekly, or monthly, multiply the periodic amount of support due by an appropriate number to obtain the annual amount of support due under the order and divide the annual amount of support due by twelve (12).

1. Pursuant to O.R.C. Section 3121.45, any payment of money by the Child Support Obligor to the Child Support Obligee that is not made through Ohio Child Support Payment Central or the Child Support Enforcement Agency administering the support order under O.R.C. Sections 3125.27 to 3125.30 shall not be considered a payment of support under the support order, unless the payment is made to discharge an obligation other than support, shall be deemed to be a gift. No child support payments shall be paid or forwarded to any third party, including a private collection agency, without a court order.

2. Pursuant to R.C. 3121.24, the Obligor shall immediately notify the Child Support Enforcement Agency, in writing, of any change in his/her employment or income situation.

3. Pursuant to R.C. 3121.24, each party to this action shall notify the Child Support Enforcement Agency, in writing, of any change in their mailing or residence address.

4. Pursuant to R.C. 3125.36(B), the Obligee shall sign an application for Title IV-D services and file, as soon as possible, the signed application with the Marion County Child Support Enforcement Agency.

MEDICAL SUPPORT PROVISIONS

5. Pursuant to O.R.C. Section 3119.30, if, after the issuance of this order, private health insurance coverage for the child named in the order becomes available through any group policy, contract, or plan available to the Child Support Obligor or Child Support Obligee, **the Child Support Obligor or Child Support Obligee to whom the coverage becomes available SHALL IMMEDIATELY INFORM THE CSEA OF THE AVAILABLE COVERAGE.** When the CSEA becomes aware through reporting by either party or by any other means that private heath insurance may be available, the CSEA will then determine whether the private health insurance is reasonable in cost. When the CSEA determines that the private insurance is reasonable in cost, the CSEA shall notify both parties that the person to whom the coverage is available is now the Health Insurance Obligor and is ordered to secure and maintain private health insurance for the child named in the order and to meet the requirements identified under this addendum without an additional order or hearing.

6. In accordance with Paragraph (C) of O.R.C. Section 3119.30, the Child Support Obligor shall pay cash medical support during the period in which the child named in the order is not covered by private health insurance. The cash medical support shall be paid in the amount as determined by the child support computation worksheet pursuant to O.R.C. Sections 3119.022 or 3119.023.

7. Within thirty (30) days of the date of this support order, the Health Insurance Obligor must designate the child named in this order as covered dependants under any health insurance policy, contract, or plan for which the Health Insurance Obligor contracts.

8. The health plan administrator that provides the health insurance coverage for the child named in this order may continue making payments for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.

9. The Health Insurance Obligor may be required to pay the co-payment or deductible costs required under the health insurance policy, contract, or plan that covers the child named in the order.

10. The Health Insurance Obligor's employer is required to release to the other parent, any person subject to an order issued under O.R.C. Section 3109.19, or the CSEA on written request any necessary information on the private health insurance coverage, including the

name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with O.R.C. Section 3119.32 and any order or notice issued under O.R.C. Section 3119.32.

11. If the Health Insurance Obligor obtains new employment, the CSEA shall comply with the requirements of O.R.C. Section 3119.32, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the child named in the order in private health insurance coverage provided by the new employer.

12. Within thirty (30) days of the date of this support order, the Health Insurance Obligor must provide to the other party information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards.

NOTICE TO REPORT REASON WHY SUPPORT SHOULD TERMINATE

Pursuant to O.R.C. Sections 3119.87 and 3119.88

13. The Child Support Obligee and Obligor shall immediately notify the CSEA of any reason for which the child support order should terminate. Reasons for which a child support order should terminate include any of the following:

a. The child's attainment of the age of majority if the child no longer attends an accredited high school on a full-time basis;
b. The child ceasing to attend an accredited high school on a full-time basis after attaining the age of majority;
c. The child's death;
d. The child's marriage;
e. The child's emancipation;
f. The child's enlistment in the armed services;
g. The child's deportation; or,
h. Change in legal custody of the child.

OTHER NOTICE PROVISIONS

1. Pursuant to R.C. 3109.051(G), if the residential parent intends to move to a residence other than the residence specified in the parenting time order or decree of the court, the residential parent shall file a notice of intent to relocate with the Court.

2. Pursuant to R.C. 3109.051(H) (I), and (J)(1) and subject to R.C. 3125 and R.C. 3319.321(F), both parents shall have access to all records (including medical and school records), school activities and to any day-care center which the child(ren) attend or have attended on the same basis the said records or access is legally permitted to a custodial parent, unless a restrictive order has been obtained from the court. It is the responsibility of the parent obtaining a restrictive order to serve it on the appropriate organization.

NOTICE TO ALL KEEPER OF RECORDS AND SCHOOL OFFICIALS AND EMPLOYEES: ANY KEEPER OF A RECORD AND/OR ANY SCHOOL OFFICIAL OR EMPLOYEE WHO KNOWINGLY FAILS TO COMPLY WITH THIS ORDER IS IN CONTEMPT OF COURT.

3. PURSUANT TO O.R.C. §3121.29, EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.

IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO $50 FOR A FIRST OFFENSE, $100 FOR A SECOND OFFENSE, AND $500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO $1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.

IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY, YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVERS LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION