

# PETITION TO ESTABLISH CUSTODY FORM PACKET

## INSTRUCTIONS

If you have questions or need assistance filling out these forms, please visit the

### **SELF-HELP RESOURCE CENTER**

Nineteenth Judicial District  
Courthouse, Fourth Floor  
300 North Boulevard  
Baton Rouge, LA  
Tues. & Thurs. 10 am – 2 pm

You can also find forms and other resources online at  
[www.familycourt.org](http://www.familycourt.org)

These instructions are to help you through the process of establishing a custody order for your minor child(ren). The law allows the court to set a custody order for parents according to what is in the best interest of the child(ren) and other factors. This includes joint custody and sole custody.

These forms are not legal advice and cannot take the place of the advice that a lawyer can give you. It is always best to speak with a lawyer before taking any legal action.

**If you represent yourself in court, you must follow all of the proper procedures and the law. It is your responsibility to see your case through the whole process.**

## STEP ONE: THE PETITION

This will guide you through the Petition paragraph by paragraph. Read everything carefully, double check the information you fill in, and make sure you fill out the forms clearly and completely.

- The top part of this form is for your case information. Fill in your name in the first blank on the left because you are the petitioner. Your spouse is the defendant, so write his/her name underneath. For now, leave the blanks on the right empty. When you file this form in the Clerk of Court's office, they will give you the docket number and the division that is assigned to you.
- The beginning paragraph asks you to fill in your name and domicile. Your domicile is the parish/county and state where your permanent address is currently.
- Paragraph 1 asks you to fill in the other parent's name and domicile.
- Paragraph 2 asks you to fill in the names and dates of birth of all of your minor children that you have with the other parent.
- Paragraph 3 asks you to tell the court where the children are currently residing.
- Paragraph 4 asks you to select the custody arrangement that you are requesting from the court. You have to select one of the following options.
  - The first option is if you are requesting joint custody of the child(ren), with one parent getting more time and the other parent getting other time with the child(ren). If this is what you're requesting, check this option and write the name of the parent you want to have domiciliary status in the first blank. (Usually, the domiciliary parent is the parent that the child primarily resides with and the parent that gets to make important decisions for the child.) Then in the lines that follow, explain the time periods that you would like to have custody of your child.
  - The second option is if you are requesting sole custody of the child(ren). If this is what you're requesting, check this option and then select one of the three options underneath about visitation with the other side.

- Paragraph 5 asks you to tell the court why you think the custody arrangement that you're requesting is in the best interest of the child(ren). Please give your detailed explanation for why you want to set custody like you're asking. Remember that sole custody orders are very rare, so it's important to give serious reasons if that is what you're requesting.
- Then, sign and print your name along with your address and telephone number under where it says "respectfully submitted" so the court knows who filed it and how to contact you.

Along with your petition, you will also have to sign the Verification form, which states that you are swearing that everything in your petition is true. This step requires you to go to a notary. Free notary services are available at the Self-Help Resource Center for you. You must have a picture ID to get the form notarized. Make sure you fill out this form in the presence of the notary.

To have the Sheriff's office make service, you have to request it in your Petition on the order page. Make sure that you have the service information filled out at the end of your Petition. NOTE: If your spouse lives outside of Louisiana, you will have to get "long arm" service. Please visit the Self-Help Resource Center for more information on how to do this.

## STEP TWO: FILING

To file your papers, you must go to Clerk of Court's Suit Accounting office, located on the Third Floor of the Nineteenth Judicial District Courthouse, 300 North Boulevard, Baton Rouge, Louisiana. If you want to make other arrangements for filing, you should contact that office at (225) 389-3982.

You must file the original forms that you filled out. It's also a good idea to make 2 copies of your forms and bring them with you. When you file the originals, ask the Clerk of Court's office to stamp your copies for your records.

- If you have come to court before with your spouse, let the Clerk of Court's office know so they can look up your information and put the right case number on your paperwork.
- If this is the first time coming to court with your spouse, the Clerk of Court's office will assign a case number to you and write it at the top of your filed pleadings. They will also assign you to one of court divisions (A, B, C, or D). Make sure you keep this information it because you will need it to check the status of your case.

Anytime you file something with the Clerk of Court's office, you will have to pay a filing fee. There are different fees for different documents. The Clerk of Court's office can tell you how much the fees are. If you cannot afford to pre-pay the costs, you may request to file as a pauper by checking the second box. You also have to fill out and file a separate pauper form, which you can get from the Self-Help Resource Center or the Clerk of Court's office. \*IMPORTANT- Pauper status does not make filing free, but only lets you go without paying in advance. You may have to pay court costs after the case is over.

## STEP THREE: CHECK ON YOUR CASE

Once you file your documents with the Clerk of Court's office, it will take a little time for it to get to the judge's office. Once the judge signs it, the judge's office will send the documents back to the Clerk of Court's office. Check with the Clerk's office 7 to 10 days after you file to find out what your court date will be. Please be patient because the court deals with a lot of matters. When you call, have your case number and information ready. The Family Court divisions and their telephone numbers are listed below:

- Division A, Judge Baker's office, (225) 389-4676
- Division B, Judge Woodruff-White's office, (225) 389-7657
- Division C, Judge Day's office, (225) 389-4673
- Division D, Judge Greene's office, (225) 389-4678

You should also check to make sure that the other parent was served to come to court. To do this, you will have to call or visit the Clerk of Court's office. You can reach the Clerk of Court's Family Processing office by telephone (225) 389-3936. That office is located on the Third Floor of the courthouse. Check these things:

- Make sure the service return from the Sheriff's office is in the record.
- Make sure that Sheriff was able to serve your spouse either domiciliary or personally. If the service was "due and diligent", it means that the Sheriff's office was not able to make service on your spouse.

## STEP FOUR: COMING TO COURT

Once you have your court date scheduled, prepare your judgment of divorce. Fill out the case information at the top of the paper like you did for your other pleadings. Also, make sure to fill in the service information for you and your spouse at the bottom of the page. The Clerk of Court's office will use this information to mail out your official certified copies of the divorce judgment later.

You will have to file your judgment of divorce with the Clerk of Court's office the morning of your hearing before you go into the courtroom. Once you file it, ask the Clerk of Court's office to let you walk it upstairs into the courtroom.

Make sure you are present in the courtroom on the day and time that you were given by the court. Get to court early to allow time for traffic, parking, walking to the courthouse, getting through security, and stopping by the Clerk of Court's office to file the judgment.

Go to the courtroom and wait quietly until your case is called. When your case is called, stand up and go forward. The judge will ask you some questions under oath to make sure everything is correct. If everything is in order, the judge will grant the divorce and sign the judgment. The court will keep the signed judgment so that it can be processed. You will get a copy of the judgment of divorce in the mail later. Make sure you and your spouse's mailing addresses are written correctly at the bottom of the judgment.