

# Visitation Rights of Other Persons P-3111

## Procedural Checklist

Forms and Instructions for the following:

- **Summons for Visitation Rights**
- **Petition for Grandparents Visitation Rights for Non-marital Child(ren)**
- **Petition for Visitation Rights for Marital Children**
- **Order**
- **Mediation Referral**

## Overview

This packet may be used by individuals who are not parents of a child to seek visitation rights as described in Wisconsin Statute 767.43. The marital status of the child's parents determines the procedure and eligibility for those seeking rights. If you are seeking visitation rights to more than one child and those children do not have the same parents, you must file separate actions for each child.

The following individuals may seek visitation rights to a child if the child is:

1. **A Marital Child** (child whose parents were ever married to each other)
  - **Grandparents,**
  - **Great grandparents,**
  - **Stepparents,**
  - **Other persons** who have maintained a relationship with the child similar to a parent-child relationship
    - \* **A new case must be filed**
2. **A Non-Marital Child** (child whose parents have never been married to each other)
  - **Grandparents**
    - \* **Open a new case file or file within an existing case affecting the family of the child.** This packet follows a Waukesha County Family Court procedure that directs individuals to open a new case file. *If you choose to file within an existing case please seek legal assistance.*

Laws that govern the Family Court and Visitation Rights of Certain Persons are very complex and change often. These forms are intended to be useful in many situations, but may not apply to your case, or may have to be changed in some way to fit your case. You are encouraged to seek legal assistance to verify that these forms are the most appropriate for your situation, as the Court Self-Help Center staff cannot give legal advice.

**Fees:** Same as filing a **Divorce** with no request for support. (See fee schedule)

Court Related Offices		
<p><b>Court Self-Help Center</b>  <b>Courthouse, Room C-108</b>  <b>262-548-7524</b></p> <p><b>Open:</b> Mon 8:30 am - 12:00 pm  Wed 12 pm - 4 pm  Fri 8:30 am - 4 pm  Tues &amp; Thurs by Appointment only</p>	<p><b>Child Support Agency</b>  <b>Administration Building,</b>  <b>Room 348</b>  <b>262-548-7420</b></p> <p><b>Open:</b> Mon-Fri 8 am - 4:30 pm</p>	<p><b>Clerk of Courts</b>  <b>Family Court Office</b>  <b>Courthouse, Room C-112</b>  <b>262-548-7544</b></p> <p><b>Open:</b> Mon-Fri 8 am - 4:30 pm</p>
<p><b>Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188</b></p>		
<p>Copies can be made in the Court Self-Help Center for <b>\$.15</b> per page</p>		

## Procedural Checklist

1.  Complete the **Summons for Visitation Rights**.
2.  Complete ONLY one of the following Petitions:
  - a. **Petition for Grandparent Visitation Rights for Non-marital Child(ren):**  
Complete this form ONLY if you are a grandparent of a child whose parents have never been married to each other. **Note: If paternity has not yet been determined, the court must wait to hear this request until paternity has been established.**
  - b. **Petition for Visitation Rights for Marital Children:**  
Complete this form if you are a grandparent, great-grandparent, stepparent, or person who has maintained a relationship with the child similar to a parent-child relationship when the parents of the children were ever married to each other.
3.  Date and sign the original forms.
4.  Make the following copies of each form:
  - 1 for every Petitioner
  - 2 for every Respondent (one for each parent and one each for process service)
  - 1 for the GAL if already appointed
5.  Staple the two forms into packets with the **Summons** on top.
6.  You may go to the Court Self-Help Center to have your forms reviewed for completeness and to have copies made if needed.
7.  Go to the Family Court Office Customer Service window to file the original and all copies of your documents and to pay the filing fee. The clerk will authenticate your copies and assign the case to a Judge. \*Whenever possible, the case will be assigned to the same judge who is assigned to an existing related case.

8.  You must now arrange to have the authenticated copies of the **Summons** and **Petition** forms SERVED on the Respondents. **Service Packets** that explain the options for how to have someone served are available in the Court Self-Help Center.
9.  After the other parties have been served, you must file in the Family Court Office an original proof of service (**Affidavit of Service or Admission of Service**) for each person you had served.
10.  Once the clerk has received proof that all other parties have been served, the clerk will set a date for a Pre-Trial Conference. The clerk will mail information on the date of the hearing and any related information to you and all other parties.
11.  **OPTIONAL:** If you would like to attempt to reach an agreement with the other party (with the assistance of a mediator) before going to court, you may request mediation by following the steps below:
  - a. Complete the **Mediation Referral Form**.
  - b. Make two (2) copies.
  - c. Send one copy to each parent and submit the original to the address on the form.
  - d. The court will send an Order to the parties to attend the mediation along with fee information.
  - e. **If the Mediation is successful**, you may file a stipulation with the court and send a written request to have the hearing cancelled (send copies to the parents)
  - f. **If the Mediation is NOT successful**, proceed with # 12.
12.  Prepare for Court. Be sure to collect, organize, and copy all items (enough copies for each party and the Judge) you will be presenting on your behalf. If you would like the Court to consider information/testimony from other people, you must have them appear in person. Letters from them are not enough and are considered to be hearsay. Prepare an outline for your own use to organize the information you want to present.
13.  Go to the assigned courtroom at least 20 minutes before your court time and let the bailiff or court clerk know on which case you are appearing. Take a copy of the **Affidavit of Service or Admission of Service** and any other documents you think may help you make your case to the Court.
14.  When your case is called, go to the front of the room and sit where directed by the Court or bailiff. Take all your papers and documents with you.
15.  Present your case to the Judge as directed. Be prepared to state your side of each issue clearly and completely. Be prepared to answer questions that may be asked of you by the Court or by the other side. If you wish to offer written evidence or documents to the Court, give the original to the Court and a copy to the other side.
16.  The Judge will state his/her decisions/rulings/recommendations to you. Take notes because you must be able to write this information in a specific format called an **Order**. The Court **may** set a Trial Date or Review Hearing for the parties to return to court.
17.  Complete the original **Order** form and make two (2) copies for each party to the case, including yourself.

- 18.  Send one copy to each of the other parties so they may review the Order and object to accuracy, if necessary.
- 19.  On the same day you send the **Order** to the other party(s), file the original and the remaining copies of the **Order** in the Family Court Office. Also include a stamped envelope addressed to each party, including yourself.
- 20.  The Court will hold the **Order** for five (5) days to give the other parties time to review the **Order** and object to its accuracy. If there are no objections within the five days, the Court will review, may sign, and return the **Order** to you and the other parties in the envelopes provided.

**Line-by-Line Form Instructions**

<b>Summons For Visitation Rights</b>	This form notifies the respondent(s) that the petitioner(s) has/have filed a lawsuit or other legal action against him/her/them.
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**Caption:** Write the first name, middle initial, last names, and addresses of the parties as directed. If you are the only individual requesting visitation, you may leave the second Petitioner section blank. You must include the information for both of the child(ren)'s parents. The Court will assign a case number when you file the papers.

**Read paragraphs 1-6.** These paragraphs describe to the child(ren)'s parents what these documents mean and what they must do in response to receiving them.

**Signature(s):** Sign and date the last page. If two Petitioners, both must sign and date.

<b>Petition For Grandparents Visitation Rights for Non-marital Child(ren)</b>	This form is used by grandparents to ask for visitation rights to non-marital child(ren).
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**Caption:** Complete the caption (*top portion*) of the form by writing the first name, middle initial, and last names of the parties in the same order in which they appeared on the **Summons**.

- 1. Write the names and dates of birth of the minor child(ren) for whom you are asking visitation.
- 3. Check either A or B. If B is checked, please read the paragraph.
- 6. Write why you think it is in the child(ren)'s best interest that you have visitation with the child(ren).
- 8. You must arrange to have the parents served with the **Summons** and **Petition**.

**Signature(s):** Date and sign the **Petition**. If two Petitioners, both must sign and date.

<b>Petition For Visitation Rights for Marital Children</b>	This form allows grandparents and others to ask the Court for visitation rights of marital children.
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**Caption:** Complete the caption (*top portion*) of the form by writing the first name, middle initial, and last names of the parties in the same order in which they appeared on the **Summons**.

1. Mark an **X** in the appropriate box and write the names and dates of birth of the child(ren) for whom you are asking visitation.
2. Write the names of the child(ren)'s parent on the appropriate lines.
3. Write why you think it is in the child(ren)'s best interest that you have visitation with the child(ren).
4. Write the visitation schedule you are requesting.
6. You must arrange to have the parents served with the **Summons** and **Petition**.

**Signature(s):** Sign and date the bottom of the **Petition**. If two Petitioners, both must sign and date.

<b>Order for Visitation Rights of Other Persons</b>	This form reflects in writing the Judge's verbal orders and decisions. Without this written <b>Order</b> , the court cannot enforce what was decided.
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**Caption:** Write the first name, middle initial, and last names of the parties in the same order in which they appeared on the **Summons**. Write the Case number assigned to this case.

**I. Hearing**

1. Write in the name of the Court Official before whom you appeared.
2. Write in the date of the hearing.

**II. Appearances**

Mark the boxes for all those who appeared at the hearing. If represented, write the name of the attorney(s). If an attorney for the State of Wisconsin was present, write in the name of the State's Attorney.

**III. Findings**

This section reflects the **facts that the court determined** before making a decision. You must enter the information as stated by the court. **DO NOT** include the court's decision in this section.

**IV. Order**

Write the decision(s) the court made in this section. **Be specific and only complete those sections that apply to the court's decision.** When preparing this document, you may review your court file or order a transcript of the hearing.

**Signatures**

**Do Not** sign and date the order. The court official who heard your case will sign and date.

**Do complete the bottom of the form by verifying for the court that you will be mailing a copy to the other party(s) for their review.**

**In re the visitation rights of:**

\_\_\_\_\_,  
**PETITIONER** (Your Name)  
Street Address \_\_\_\_\_  
City, State \_\_\_\_\_, \_\_\_\_  
ZIP \_\_\_\_\_

\_\_\_\_\_,  
**PETITIONER** / (Co-Petitioner)  
Street Address \_\_\_\_\_  
City, State \_\_\_\_\_, \_\_\_\_  
ZIP \_\_\_\_\_

**vs.**

\_\_\_\_\_,  
**RESPONDENT** (Mother of Child(ren))  
Street Address \_\_\_\_\_  
City, State \_\_\_\_\_, \_\_\_\_  
ZIP \_\_\_\_\_

\_\_\_\_\_,  
**RESPONDENT** (Father of Child(ren))  
Street Address \_\_\_\_\_  
City, State \_\_\_\_\_, \_\_\_\_  
ZIP \_\_\_\_\_

# Summons For Visitation Rights

**Case #** \_\_\_\_\_

**Unclassified - 40803**

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**The State of Wisconsin, to the Person(s) Named Above as RESPONDENT(s):**

1. You are hereby notified that the PETITIONER(s) has/have filed a lawsuit or other legal action against you. The **Petition**, which is attached, states the nature and basis of the legal action.
2. Within twenty (20) days of receiving this **Summons, you must respond with a written Answer**, as that term is used in Chapter 802 of the Wisconsin Statutes, to the **Petition**. The Court may reject or disregard an **Answer** that does not follow the requirements of the statutes. The **Answer** must be sent or delivered to the Court at:

Clerk of Circuit Court,  
Waukesha County Courthouse, Room C-112  
515 West Moreland Boulevard  
Waukesha, WI 53188.

3. Within twenty (20) days of receiving this **Summons**, a copy of the **Answer** must **also** be mailed or delivered to each Petitioner at the address included in the Caption on page 1:
4. It is **recommended**, but not required, that you have an attorney help or represent you.
5. If you do not provide a proper **Answer** within twenty (20) days, the Court may grant judgment against you, and you may lose your right to object to anything that is or may be incorrect in the **Petition**. A judgment may be enforced as provided by law.
6. You are hereby notified of the availability of information from the Family Court Commissioner set forth in section 767.105 of the Wisconsin Statutes, which provides as follows:767.105 Information from Family Court Commissioner.

1. Upon the filing of an action affecting the family, the Family Court Commissioner shall inform the parties of any services, including referral services to other agencies and services, offered by Family Court Counseling under s. 767.405.
2. Upon the request of a party to an action affecting the family, including a revision of judgment or order under s. 767.59 or 767.451:

(a) The Family Court Commissioner shall, with or without charge, provide the party with written information on the following, as appropriate to the action commenced:

1. The procedure for obtaining a judgment or order in the action.
2. The major issues usually addressed in such an action.
3. Community resources and family court counseling services available to assist the parties.
4. The procedure for setting, modifying, and enforcing child support awards, or modifying and enforcing legal custody or physical placement judgments or orders.

(b) The Family Court Commissioner shall provide a party, for inspection or purchase, with a copy of the statutory provisions in this chapter generally pertinent to the action.

**You are further hereby notified that if the parties to the action have minor children, violation of the following criminal statute is punishable by a fine not to exceed \$10,000 or imprisonment not to exceed ten (10) years, or both.**

**Wisconsin Statute 948.31 Interference with custody by parent or others.**

(1) (a) In this subsection, "legal custodian of a child" means:

1. A parent or other person having legal custody of the child under an order or judgment in an action for divorce, legal separation, annulment, child custody, paternity, guardianship or habeas corpus.
2. The department of health and family services or the department of corrections or any person, county department under s. 46.215, 46.22 or 46.23 or licensed child welfare agency, if custody or supervision of the child has been transferred under chapter 48 or chapter 938 to that department, person or agency.

(1) (b) Except as provided under chs. 48 and 938, whoever intentionally causes a child to leave, takes a child away, or withholds a child for more than 12 hours beyond the court-approved period of physical placement or visitation period from a legal custodian with intent to deprive the custodian of his or her custody rights without the consent of the custodian is guilty of a Class C felony. This paragraph is not applicable if the court has entered an order authorizing the person to so take or withhold the child. The fact that joint legal custody has been awarded to both parents by a court does not preclude a court from finding that one parent has committed a violation of this paragraph.



(2) Whoever causes a child to leave, takes a child away or withholds a child for more than 12 hours from the child's parents, or in the case of a nonmarital child whose parents do not subsequently intermarry under s. 767.803, from the child's mother, or if he has been granted legal custody, the child's father, without the consent of the parents, the mother or the father with legal custody, is guilty of a Class E felony. This subsection is not applicable if legal custody has been granted by court order to the person taking or withholding the child.

(3) Any parent, or any person acting pursuant to directions from the parent, who does any of the following is guilty of a Class C felony:

(a) Intentionally hides a child from the child's other parent.

(b) After being served with process in an action affecting the family but prior to the issuance of a temporary or final order determining child custody rights, takes the child or causes the child to leave with intent to deprive the other parent of physical custody as defined in s. 822.02(9).

(c) After issuance of a temporary or final order specifying joint legal custody rights and periods of physical placement, takes a child from or causes a child to leave the other parent in violation of the order or withholds a child for more than 12 hours beyond the court-approved period of physical placement or visitation period.

(4) (a) It is an affirmative defense to prosecution for violation of this section if the action:

1. Is taken by a parent or by a person authorized by a parent to protect his or her child in a situation in which the parent or authorized person reasonably believes that there is a threat of physical harm or sexual assault to the child;
2. Is taken by a parent fleeing in a situation in which the parent reasonably believes that there is a threat of physical harm or sexual assault to himself or herself;
3. Is consented to by the other parent or any other person or agency having legal custody of the child; or
4. Is otherwise authorized by law.

(4) (b) A defendant who raises an affirmative defense has the burden of proving the defense by a preponderance of the evidence.

(5) The venue of an action under this section is prescribed in s. 971.19(8).

(6) In addition to any other penalties provided for violation of this section, a court may order a violator to pay restitution, regardless of whether the violator is placed on probation under s. 973.09, to provide reimbursement for any reasonable expenses incurred by any person or any governmental entity in locating and returning the child. Any such amounts paid by the violator shall be paid to the person or governmental entity which incurred the expense on a prorated basis. Upon the application of any interested party, the court shall hold an evidentiary hearing to determine the amount of reasonable expenses.

\_\_\_\_\_  
Co-Petitioner's Signature

\_\_\_\_\_  
Co-Petitioner's Signature

Dated: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Month) (Day) (Year).

Dated: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Month) (Day) (Year).

In re the grandparent visitation rights of:

\_\_\_\_\_  
PETITIONER (Your Name)

\_\_\_\_\_  
PETITIONER (Co-Petitioner)

vs.

\_\_\_\_\_  
RESPONDENT (Mother of Child(ren))

\_\_\_\_\_  
RESPONDENT (Father of Child(ren))

# Petition For Grandparent Visitation Rights for Non-marital Child(ren)

Case # \_\_\_\_\_

1. The above named Petitioner(s) is/are grandparent(s) of the following minor child(ren):

Name (only list those for whom you are seeking visitation)	Date of Birth
_____ (First) (M.I.) (Last)	____/____/____ (Mo) (Day) (Yr)
_____ (First) (M.I.) (Last)	____/____/____ (Mo) (Day) (Yr)
_____ (First) (M.I.) (Last)	____/____/____ (Mo) (Day) (Yr)

2. The child(ren) is non-marital child(ren) of the above mother **and** father who have never been married to each other, and the child(ren) has not been adopted by any other person.

3. Current Status

A.  The Petitioner(s) is the parent(s) of the child(ren)'s **mother**.

B.  The Petitioner(s) is the parent(s) of the child(ren)'s **father**. The petitioner(s) has filed a Petition under Wis. Stat. 767.8(1)(k), and understands that paternity must be determined, if not already, before the petitioner's visitation rights will be considered.

4. The Petitioner(s) has maintained or attempted to maintain a relationship with the child(ren), but has been prevented from doing so by a parent (mother and/or father) who has legal custody of the child(ren).

5. The Petitioner(s) is not likely to act in a manner that is contrary to decisions related to the child(ren)'s physical, emotional, educational, or spiritual welfare that are made by a parent who has legal custody of the child(ren).

6. It is in the child(ren)'s best interest that the Court grant the Petitioner(s) visitation with the child(ren) because of the following reasons (attach additional sheet(s) if necessary):

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7. The Court is hereby petitioned to set a pretrial hearing to evaluate the Petitioner(s) rights to visitation with the above child(ren) as provided by law.

8. The Petitioner(s) will have both parents served with the **Summons** and **Petition**.

\_\_\_\_\_  
Co-Petitioner's Signature

\_\_\_\_\_  
Co-Petitioner's Signature

Dated: \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year).

Dated: \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year).

In re the visitation rights of:

\_\_\_\_\_  
PETITIONER (Your Name)

# Petition For Visitation Rights for Marital Child(ren)

\_\_\_\_\_  
PETITIONER (Co-Petitioner)

vs.

\_\_\_\_\_  
RESPONDENT (Mother of Child(ren))

Case # \_\_\_\_\_

\_\_\_\_\_  
RESPONDENT (Father of Child(ren))

1. The above named Petitioner(s) is the

maternal grandparent(s)

paternal grandparents

great grandparent(s)

stepparent(s)

person(s) who has/have maintained a  
relationship similar to a parent child relationship

of the following minor children (only list those at issue)

Name

Date of Birth

\_\_\_\_\_  
(First) (M.I.) (Last)      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Mo) (Day) (Yr)

\_\_\_\_\_  
(First) (M.I.) (Last)      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Mo) (Day) (Yr)

\_\_\_\_\_  
(First) (M.I.) (Last)      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Mo) (Day) (Yr)

2. The parents of the above child(ren) are:

\_\_\_\_\_ and \_\_\_\_\_  
(Mother's Name) (Father's Name)

3. The Petitioner(s) believes that it is in the child(ren)'s best interest that the Court grant the petitioner(s) reasonable visitation with the above child(ren) for the following reasons:

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4. The Petitioner(s) request the following visitation schedule with the above child(ren):

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5. The Petitioner(s) asks the Court to set a hearing to determine the Petitioner(s)'s rights to visitation with the above child(ren) as provided by law.

6. The Petitioner(s) will have both parents served with the **Summons** and **Petition**.

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Co-Petitioner's Signature

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Co-Petitioner's Signature

Dated: \_\_\_\_\_  
(Month) (Day) (Year).

Dated: \_\_\_\_\_  
(Month) (Day) (Year).

In re the visitation rights of:

\_\_\_\_\_,  
**PETITIONER** (Your Name)

\_\_\_\_\_,  
**PETITIONER** / (Co-Petitioner)

**vs.**

\_\_\_\_\_,  
**RESPONDENT** (Mother of Child(ren))

\_\_\_\_\_,  
**RESPONDENT** (Father of Child(ren))

# Order for Visitation Rights of Other Persons

**Case #** \_\_\_\_\_

## I. HEARING:

1. Circuit Judge:

\_\_\_\_\_  
Waukesha County Courthouse  
515 W. Moreland Blvd.  
Waukesha, WI 53188

2. Date of Hearing:

\_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year)

## II. APPEARANCES:

1. a. Petitioner  **did not appear** OR  **appeared in person** AND was

**self-represented** OR  **represented by** \_\_\_\_\_  
(Attorney's Name)

b. Co-Petitioner  **did not appear** OR  **appeared in person** AND was

**self-represented** OR  **represented by** \_\_\_\_\_  
(Attorney's Name)

2. a. Respondent-Mother  **did not appear** OR  **appeared in person** AND was

**self-represented** OR  **represented by** \_\_\_\_\_  
(Attorney's Name)

b. Respondent-Father  **did not appear** OR  **appeared in person** AND was

**self-represented** OR  **represented by** \_\_\_\_\_  
(Attorney's Name)

3. Others Appearing at the Hearing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. FINDINGS:** The court **Finds** that:

A. The Petitioner(s) is the

- maternal grandparent(s)
- paternal grandparents
- great grandparent(s)

- stepparent(s)
- person(s) who has/have maintained a relationship similar to a parent child relationship

of the following child(ren):

Name

Date of Birth

_____	_____	_____	____/____/____
(First)	(M.I.)	(Last)	(Mo) (Day) (Yr)
_____	_____	_____	____/____/____
(First)	(M.I.)	(Last)	(Mo) (Day) (Yr)
_____	_____	_____	____/____/____
(First)	(M.I.)	(Last)	(Mo) (Day) (Yr)

B. The above named child(ren) is

- Marital** (the parents were ever married to each other)
- Non-marital children** (the parents were never married to each other)
  - Paternity **has** been established.
  - Paternity **has not** been established and this matter will not be concluded until paternity is determined by the Court.

C. The parents of the above child(ren) are:

\_\_\_\_\_ and \_\_\_\_\_  
(Mother's Name) (Father's Name)

- D.  The child(ren) has not been adopted by any other person.  
 The child(ren) has been adopted by another person and the family is intact.

E. The Petitioner(s) is found to  **have**  **have not** maintained or attempted to maintain a relationship similar to a parent-child relationship with the child(ren).

F. The Petitioner(s)  **is**  **is not** likely to act in a manner that is contrary to decisions that are made by a parent who has legal custody of the child(ren) related to the child(ren)'s physical, emotional, educational, or spiritual welfare.

G. It  **is**  **is not** in the child(ren)'s best interest for the court to grant visitation to the Petitioner(s) of the above named children.

H. Other Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### IV. ORDER

##### The Court Orders the following:

- A. 1.  The Petitioner(s) be **DENIED** visitation with the above named child(ren).  
2.  The Petitioner(s) be **GRANTED** visitation with the following child(ren):

Name	Date of Birth
_____ (First) (M.I.) (Last)	____/____/____ (Mo) (Day) (Yr)
_____ (First) (M.I.) (Last)	____/____/____ (Mo) (Day) (Yr)
_____ (First) (M.I.) (Last)	____/____/____ (Mo) (Day) (Yr)

According to the following schedule:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. A Review Hearing  is NOT required  is set for \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year)  
in front of \_\_\_\_\_ in Room# \_\_\_\_\_.  
(Court Official)

C. Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. All parties shall notify the Clerk of Courts, in writing, within **10 business days** of any change of address.

**BY THE COURT:**

Dated: \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year). \_\_\_\_\_  
Circuit Judge

This document was completed by \_\_\_\_\_ and a copy was sent to \_\_\_\_\_ and \_\_\_\_\_ on the following date \_\_\_\_\_ before it was sent to the court.