

## INSTRUCTIONS FOR SOLE CUSTODY PACKET

These instructions will tell you how to fill out the forms and file your custody case with the Court. Read over the instructions before you start, so you can gather the information you need to complete the forms. Make sure **ALL** forms are printed on one side.

Each form has a number in the UPPER LEFT corner of the form. These instructions will take each form in order and explain how to complete it. You must use a black or blue pen (not a pencil) to complete these forms.

Note: You will be able to submit the forms up through Form 5 to the Court as soon as you complete them. These instructions will tell you when to file the rest of the forms.

---

### Civil Cover Sheet

- Enter the county in which you will be filing the case in the block in the upper right corner of the form.
- Print your name in the space for Petitioner.
- Print the name of your children's other parent or guardian in the space for Respondent. If your children have **BOTH** another parent and a guardian, you will need to list both of them as Respondents.
- File this, along with the rest of this packet up through Form 6 at the Circuit or Family Court clerk's office at the courthouse of the county where the case will be heard. This is usually the county where the children live.

**Form 1** (two pages): This form is a **Motion** asking the Court to let you file the custody case without having to pay a filing fee. (If the fee is "waived" you will not have to pay.)

- Print your name in the space for Petitioner.
- Print the name of your children's other parent and/or guardian in the space for Respondent.
- Fill in your name, address, date of birth, and telephone number.
- State all Monthly Income and Expenses on the appropriate lines. You **DO** need to include your spouse's information.
  - Question #5, ADD together all monthly income given on the previous lines and give a total. If none, put \$0.
  - Question #6, ADD together all monthly expenses given on the previous lines and give a total. If none, put \$0.
  - Question #7, ADD together all total assets given on the previous lines and give a total. If none, put \$0.
  - Question #8, ADD together all total debts given on the previous lines and give a total. If none, put \$0.

- Sign **IN FRONT OF A NOTARY PUBLIC AND HAVE IT NOTARIZED.**

**Form 2** (one page): This is the **Order** that will be signed by the judge stating whether he or she is waiving the filing fee.

- Only print your name as Petitioner, the names of the Respondents, and the name of the county in which you are filing the case.

**Form 3** (one page): This form (**Case Data Information Sheet**) is used by the clerk's office to coordinate and cross-reference cases involving the same parties.

- Enter information about you, the Respondents, and the children you are asking for sole custody of. This form is "redacted" (i.e., it has \* for part of the date of birth and Social Security numbers so that only the end of each shows).
- The left-hand column is YOUR personal information.
- In the right-hand column, print all personal information about the other parent.
- Under "other parties/children," list **all** the children you are asking for sole custody of, even if they do not live with you, as well as any guardians your children have, with their personal information. Print the relationship of each person to you.
- In the lower right corner of the page, complete your personal information and sign your name. (This form does not have to be notarized.)

**Form 4** (four pages): This is the Petition for Sole Custody.

- Print the name of the county in which you are filing in the space near the top of the form where it is requested.
- In the spaces under the words "In Re: the custody of," print the names of the children that this custody case is about. If you need to add the names of more children then there are blanks on the form, add those names under the spaces but within the same area of the form.
- Print your name in the space opposite the word "Petitioner."
- Print the name of your children's other parent or guardians in the space opposite the word "Respondent."
- In the space where the word "Petitioner" appears, print your name.
  - Question #1: In the space before "years of age," print your age. Enter your date of birth after the words "birthdate." Print your full mailing address in the space after "address," including your zip code. Check whether you are "unemployed," "employed full-time," or "employed part-time." Check whether you have or have not lived in Kentucky continuously for the past 180 days. Print the name of the county where you currently live.
  - Question #2: Print the name of the Respondent, state their age, date of birth, and address. Check whether they are employed or not. Check whether they have lived

in Kentucky continuously for the past 180 days or not. Print the name of the county and state in which they currently live. **You will need to do the same for each Respondent.**

- Question #4: In the next paragraph state how many children you are asking for sole custody of. Print each child's name and date of birth. Check whether these children currently live with the Petitioner or the Respondent. Print the name of the county and state where these children live and how long they have lived there.
- Question #5: Check whether there have been other court cases involving custody of these children. Put the case number in the appropriate space, print the county where the order was entered, and check the name of the court (District, Family, or Circuit). Enter the date of the order on the appropriate line.
- Question #6: Complete the information about any custody or visitation orders that may already exist.
- In the section beginning with **WHEREFORE**:
  - Question #2: Fill in the name or names of the Respondent or Respondents who should have visitation with the children and check the box showing the type of visitation you think they should have.
- On the lines below Question #4 of this section, sign and print your name and print your current address.
- In the section marked "Verification," print your name next to the word "Petitioner."
- Sign **IN FRONT OF A NOTARY PUBLIC AND HAVE IT NOTARIZED**.

**Form 5** (three pages): This is a Motion to give you Temporary Sole Custody while the case is working its way through the court.

- Print the name of the county in which the case has been filed in the blank under the words "Commonwealth of Kentucky."
- Print the names of the children that you are asking for sole custody of in the spaces under the words "In Re: the custody of."
- Print your name in the space over the word "Petitioner."
- Print the names of the other parent and/or guardian over the word "Respondent." You will need to put each Respondent on a separate line.
- Under the line beginning "AS GROUNDS for this Motion..."
  - Question #1: Put the names and dates of birth of the children.
  - Question #2: Put the date the Petition was filed.
  - Question #3: Print the address where the children currently live, the name of the person the children currently live with, and how long the children have lived in this location.
  - Question #4: Print the names of the schools the children currently attend.
  - Question #5: Print the name of the city where most of the children's friends and acquaintances live.
  - Question #6: Print your name because you are asking to be appointed sole legal custodian of the children.

- Question #7: Print the names of the Respondent or Respondents and check what kind of visitation you think they should have with the children.
- In the section under the word **WHEREFORE**:
  - Question #2: Print the names of the Respondent or Respondents and check what kind of visitation you think they should have with the children.
  - Call the Circuit or Family Court clerk in the county where this case is being filed and find out the date and time of the Motion Hour when this Motion can be heard. Print that information in the section under the word “Notice,” along with the name of the judge who will be hearing the case and the court and city where the case will be heard.
- Sign **IN FRONT OF A NOTARY PUBLIC AND HAVE IT NOTARIZED**. Print your name and address.
- Fill out the section under the word “Certification,” with the names of the other parties in this case, the addresses where you are sending them a copy of this motion and the date you have sent it.

**Form 6** (two pages): This Affidavit **MUST** be filed with the Motion for Temporary Sole Custody.

- Write in detail the reasons that you are asking for sole custody.
- Sign **IN FRONT OF A NOTARY PUBLIC AND HAVE IT NOTARIZED**.

After the judge has entered an Order for Temporary Sole Custody, he or she will probably schedule a Case Management Conference to gather any necessary information before the case will be ready for a final hearing. The judge may also decide to appoint a Friend of the Court to talk with the children about their wishes and best interests.

**Form 7** (two pages): This form should be filed when you are ready for a final hearing.

- Under the words “Commonwealth of Kentucky,” print the name of the county where the case is filed.
- Under the words “In Re: the custody of,” print the names of the children you are asking for sole custody of.
- Above the word “Petitioner,” print your name.
- Above the word “Respondent,” print the names of the other parties in this case. Each Respondent’s name will need to be put on a separate line.
- Question #1: Print the date that the original petition was filed.
- Sign, print your name and address.
- Call the Circuit or Family Court clerk’s office and find out the date and time of the Motion Hour when this motion can be heard, as well as the name of the judge who will hear it. Print this information in the section under the word “Notice.”
- Sign **IN FRONT OF A NOTARY PUBLIC AND HAVE IT NOTARIZED**.

- Fill out the section under the word “Certification,” with the names and addresses of the other parties in the case, the addresses that you are sending them copies of this motion, and the date you have sent it.
- File this motion at the Circuit or Family Court clerk’s office of the same courthouse where you filed the original Petition for Sole Custody.



## CIVIL CASE COVER SHEET

Case No.: \_\_\_\_\_

Court: \_\_\_\_\_

County: \_\_\_\_\_

Division: \_\_\_\_\_

PLAINTIFF/PETITIONER OR IN RE/IN THE INTEREST OF:

DEFENDANT/RESPONDENT, if applicable:

Check here if **YOU DO NOT HAVE AN ATTORNEY** and are **REPRESENTING YOURSELF**  
(a Self-Represented *[Pro Se]* Litigant)

**Nature of the Case:** Place a "X" to the left of the **ONE** case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

### DOMESTIC RELATIONS \*eFile Only

Dissolution/Divorce with Children (DISSOC)  
Dissolution/Divorce without Children (DISSO)  
Paternity (PA)  
Custody (CUSTO)  
Child Support IV-D (SUPIV)  
Child Support Private Non IV-D (SUPPRI)  
URES/UIFA (UR)  
Visitation/Parenting Time (VISIT)  
Voluntary Termination of Parental Rights (VTPR)  
Involuntary Termination of Parental Rights (ITPR)  
Adoption (ADPT)  
Other: (DFOTH) \*eFile not required

### PROBATE / ESTATE

Guardianship-Adult (GCADLT)  
Guardianship-Juvenile (GCJUV)  
Adult Conservatorship - Trusteeship (CONVA)  
Juvenile Conservatorship - Trusteeship (CONSVJ)  
Probate-Testate (with a will) (PBTEST)  
Probate-Intestate (without a will) (PBINT)  
Petition to Dispense with Administration (PBDIS)  
Name Change (NC)  
Will Contest (WC)  
Other: (PBOH) \_\_\_\_\_

### TORT (Injury) \*eFile Only

Automobile (AUTO)  
Intentional (INTENT)  
Malpractice-Medical (MDML)  
Malpractice-Other (MLOTH)  
\_\_\_\_\_  
Premises Liability (PREM)  
Product Liability (PROD)  
Property Damage (PD)  
Slander/Libel/Defamation (SLAND)  
Other: (PIOTH)  
\_\_\_\_\_  
\_\_\_\_\_

### REAL PROPERTY

Abandoned and Blighted Property  
Conservatorship (PC) \*eFile Only  
Property Rights (PR) \*eFile Only  
Condemnation (DOMAIN)  
Forcible Detainer - Eviction (FD) \*eFile Only  
Forcible Entry (FENTRY)  
Foreclosure (FCL) \*eFile Only  
Other: (COOTH) \*eFile Only

### EMPLOYMENT \*eFile Only

Employment-Discrimination (DSCR)  
Employment-Other (DISPU)  
\_\_\_\_\_

### CONSUMER \*eFile Only

Seller Consumer Goods (DEBTG)  
Seller Consumer Services (DEBTS)  
Buyer Consumer Goods (BUYERG)  
Buyer Consumer Services (BUYERS)  
Credit Card Debt (CREDIT)  
Fraud (FRAUD)  
Other: (COOTH)  
\_\_\_\_\_  
\_\_\_\_\_

### APPEALS

Appeal from Administrative Agency (AB)  
Appeal from District Court (XI)  
Other: (OTH)  
\_\_\_\_\_  
\_\_\_\_\_

### MISC CIVIL

Constitutional Challenge (CCHAL)  
Habeas Corpus (HABEAS)  
Non-Domestic Relations Restraining Order (IP)  
Tax (TAX)  
Writs (WRITS)  
Other: (OTH) \_\_\_\_\_

### BUSINESS/COMMERCIAL \*eFile Only

Business Tort (BCPI)  
Statutory Action (BCSA)  
Business Contract Dispute (BCCO)  
Other: (BCOTH) \_\_\_\_\_



**MOTION FOR WAIVER OF COSTS AND FEES AND  
TO PROCEED *IN FORMA PAUPERIS*; AFFIDAVIT;  
FINANCIAL STATEMENT; AND ORDER**

Case No. \_\_\_\_\_  
Court \_\_\_\_\_  
County \_\_\_\_\_  
Division \_\_\_\_\_

PLAINTIFF/PETITIONER

VS.

DEFENDANT/RESPONDENT

**Motion for Waiver of Costs and Fees:** Affiant is unable to pay the costs and fees of this action and hereby requests that the Court waive them and allow Affiant to proceed *in forma pauperis*.

Affiant hereby submits the following information in support of the above Motion.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DOB: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**I. MONTHLY INCOME/MONTHLY EXPENSES**

1. Are you employed? ☐ Yes, full-time. ☐ Yes, part-time. ☐ No.

Employer name and address: \_\_\_\_\_

2. Marital status: \_\_\_\_\_ If married, spouse's name: \_\_\_\_\_

3. Number of dependents (children, elderly, or disabled): \_\_\_\_\_ Relationship: \_\_\_\_\_ Age(s): \_\_\_\_\_

4. If married, is spouse employed? ☐ Yes ☐ No. If yes, include spouse's income and expenses below unless this is a divorce proceeding.

**Monthly Income**

Gross salary (before deductions) \$ \_\_\_\_\_

Public/Gov't assistance:

Food stamps/SNAP \$ \_\_\_\_\_

TANF \$ \_\_\_\_\_

K-TAP \$ \_\_\_\_\_

KCHIP \$ \_\_\_\_\_

LIHEAP \$ \_\_\_\_\_

WIC \$ \_\_\_\_\_

Child Care Assistance \$ \_\_\_\_\_

Foster care \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Social Security (SSI/SSD) \$ \_\_\_\_\_

Worker's Compensation \$ \_\_\_\_\_

Unemployment \$ \_\_\_\_\_

Retirement/Pension \$ \_\_\_\_\_

Child support \$ \_\_\_\_\_

Maintenance/Alimony \$ \_\_\_\_\_

Stocks, trusts, bonds \$ \_\_\_\_\_

Student financial aid \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**5. TOTAL MONTHLY INCOME** \$ \_\_\_\_\_

**Monthly Expenses**

☐ Mortgage ☐ Rent payment \$ \_\_\_\_\_

Utilities (electric/gas) \$ \_\_\_\_\_

Water/Sewer/Trash \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Phone(s) (landline and/or cell) \$ \_\_\_\_\_

Internet \$ \_\_\_\_\_

Cable/Satellite \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Clothing/Shoes \$ \_\_\_\_\_

Vehicle payment(s) \$ \_\_\_\_\_

Insurance (vehicle, health, house/renter's) \$ \_\_\_\_\_

Credit card payment(s) \$ \_\_\_\_\_

Unreimbursed childcare \$ \_\_\_\_\_

Tuition/student loans \$ \_\_\_\_\_

Medical/Dental payments/installments \$ \_\_\_\_\_

Child support \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**6. TOTAL MONTHLY EXPENSES** \$ \_\_\_\_\_

## II. ASSETS / DEBTS

### Assets

Cash on hand \$ \_\_\_\_\_

Bank accounts

*Checking* \$ \_\_\_\_\_

*Savings* \$ \_\_\_\_\_

*Other* \_\_\_\_\_ \$ \_\_\_\_\_

Value of home (if homeowner) \$ \_\_\_\_\_

Value of other real estate owned (*please list*)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Value of vehicle(s) in working order

(1) Yr/Make \_\_\_\_\_ \$ \_\_\_\_\_

(2) Yr/Make \_\_\_\_\_ \$ \_\_\_\_\_

(3) Yr/Make \_\_\_\_\_ \$ \_\_\_\_\_

Value of personal possessions (*i.e., jewelry, boat*)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

### Debts / Outstanding balances owed

Home loan, if homeowner \$ \_\_\_\_\_

Vehicle loan(s) \$ \_\_\_\_\_

Credit card(s) \$ \_\_\_\_\_

Student loan(s) \$ \_\_\_\_\_

Medical \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**7. TOTAL ASSETS**

**\$ \_\_\_\_\_**

**8. TOTAL DEBTS**

**\$ \_\_\_\_\_**

9. Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Affiant's Name (*print or type*)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Attesting Officer or Notary's Signature





**MOTION FOR WAIVER OF COSTS AND FEES AND  
TO PROCEED *IN FORMA PAUPERIS*; AFFIDAVIT;  
FINANCIAL STATEMENT; AND ORDER**

Case No. \_\_\_\_\_  
Court \_\_\_\_\_  
County \_\_\_\_\_  
Division \_\_\_\_\_

\_\_\_\_\_  
VS.

PLAINTIFF/PETITIONER

\_\_\_\_\_

DEFENDANT/RESPONDENT

**ORDER**

This case having come on the Court's docket on a motion for waiver of fees and costs associated with this action and to proceed *in forma pauperis* pursuant to KRS 453.190, and the Court having reviewed the foregoing Affidavit and Financial Statement, and being otherwise sufficiently advised, IT IS HEREBY ORDERED AND ADJUDGED that the Motion to Proceed *In Forma Pauperis* is:

- ☐ **GRANTED.** (Doc Code: OFP) Affiant is a poor person pursuant to KRS 453.190(2) as follows: (*Check one*)
- ☐ Affiant is unable to pay the costs and fees associated with this action without depriving himself or herself or his or her dependents of the necessities of life, including food, shelter, or clothing. OR
  - ☐ Affiant's income is at or below 100% on the sliding scale of indigency established by the Kentucky Supreme Court.

**OR**

- ☐ **DENIED.** (Doc Code: OFD) Affiant is not a "poor person" pursuant to KRS 453.190(2). Affiant shall have thirty (30) days to pay any required fees or costs to appeal this decision. If Affiant fails to pay the required fees or costs, or fails to seek review, the matter shall be treated as though not timely filed. CR 5.05(4).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge's Signature

AOC-FC-3  
Rev. 10-17  
Commonwealth of Kentucky  
Court of Justice [www.courts.ky.gov](http://www.courts.ky.gov)  
☐ Minor Children Involved  
☐ Protective Order Issued For:  
☐ Petitioner  
☐ Respondent



☐ CIRCUIT ☐ DISTRICT ☐ FAMILY COURT  
**CASE DATA INFORMATION SHEET**

**For Office Use Only**

Case #: \_\_\_\_\_  
County: \_\_\_\_\_  
Division: \_\_\_\_\_

**PETITIONER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Respondent: \_\_\_\_\_

**RESPONDENT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_

For ALL OTHER PARTIES to this case: please list below the name, current address, date of birth (DOB), social security number (SSN), and relationship to the Petitioner, of any other parties to this action, or children of the Petitioner or Respondent. If there is not enough room below, please attach a separate sheet with all the information requested.

**OTHER PARTIES/CHILDREN:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Respondent: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Respondent: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_  
DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_  
Relationship to Petitioner: \_\_\_\_\_

Please list any/all cases, pending, or heard within the last five (5) years, that have involved the parties or children of the parties in Family, District or Circuit Court. Please provide the case number, name of party and type of case:

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

**NOTICE TO FILING PARTY: A REDACTED  
COPY MUST BE FILED PURSUANT TO CR 7.03.**

**This form shall be completed in full, pursuant  
to local rule and in compliance with federal law.**

\_\_\_\_\_  
Signature of Preparer/Relationship to Petitioner  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: (include area code) \_\_\_\_\_

**DISTRIBUTION:** Cabinet for Health and Family Services, placing a copy in the County Attorney's Wage Withholding Order Box in Circuit Clerk's Office

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
CIRCUIT/FAMILY COURT  
CIVIL ACTION NO. \_\_\_\_\_

IN RE: THE CUSTODY OF:

\_\_\_\_\_, minor children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

AND

**PETITION FOR SOLE CUSTODY**

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

\_\_\_\_\_  
(Print name of Second Respondent if there is one)

RESPONDENT

\*\*\* \*\*

COMES the Petitioner, *pro se*, and for their Petition for Sole Custody would state as follows:

1. Petitioner, \_\_\_\_\_, is \_\_\_\_ years of age; birth date \*\*/\*\*/\_\_; address \_\_\_\_\_; is ☐ unemployed OR ☐ employed full-time OR ☐ employed part-time; ☐ has OR ☐ has not lived in Kentucky for 180 days next preceding the filing of this Petition; and usually resides in \_\_\_\_\_

County, Kentucky. Petitioner is the ☐ mother OR ☐ father of the minor children who are the subject of this action.

2. Respondent, \_\_\_\_\_, is \_\_\_\_ years of age; birth date \*\*/\*\*/\_\_; address \_\_\_\_\_; is ☐ unemployed OR ☐ employed full-time OR ☐ employed part-time; ☐ has OR ☐ has not lived in Kentucky for 180 days next preceding the filing of this Petition; and usually resides in \_\_\_\_\_

County, Kentucky. Respondent is the ☐ mother OR ☐ father OR ☐ guardian of the minor children who are the subject of this action.

3. Respondent, \_\_\_\_\_, is \_\_\_\_ years of age; birth date \*\*/\*\*/\_\_; address \_\_\_\_\_; is ☐ unemployed OR ☐ employed full-time OR ☐ employed part-time; ☐ has OR ☐ has not lived in Kentucky for 180 days next preceding the filing of this Petition; and usually resides in \_\_\_\_\_

County, Kentucky. Respondent is the ☐ mother OR ☐ father OR ☐ guardian of the minor children who are the subject of this action.

4. The Petitioner is asking for sole custody of the minor children:

\_\_\_\_\_(name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_(name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_(name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_(name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_(name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_(name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

The children presently live with the ☐ Petitioner OR ☐ Respondent \_\_\_\_\_  
\_\_\_\_\_ in \_\_\_\_\_ County, Kentucky, and have done so  
since \_\_\_\_\_.

5. Pursuant to KRS 403.270, the Petitioner states that they and the Respondents ☐  
have OR ☐ have not participated in any litigation involving the minor children. The Petitioner  
knows of no other person who has physical custody of the minor children or who claims to have  
custody or visitation rights other than the parties to this case.

6. Prior orders regarding custody and visitation of these children are in place, pursuant  
to Civil Action No. \_\_\_\_\_ in \_\_\_\_\_ County ☐ District OR ☐ Circuit OR  
☐ Family Court, such order having been entered on \_\_\_\_\_.

7. The Petitioner is the fit and proper person to have sole custody of the minor  
children.

WHEREFORE the Petitioner would respectfully demand as follows:

1. That the Petitioner be awarded sole custody of the minor children;
2. That the Respondent(s) \_\_\_\_\_  
be granted ☐ standard visitation OR ☐ supervised visitation OR ☐ no visitation with the minor  
children;
3. That the court set child support by the Kentucky Child Support Guidelines, to be  
monitored and administered by the Division of Child Support; and
4. Any and all other relief to which it may appear to the court that they are otherwise  
entitled.

Respectfully submitted,

\_\_\_\_\_  
PETITIONER, *PRO SE* SIGNATURE

\_\_\_\_\_  
PETITIONER PRINTED NAME  
\_\_\_\_\_

\_\_\_\_\_  
PETITIONER ADDRESS

**VERIFICATION**

The Petitioner, \_\_\_\_\_, states that they have read the statements contained in the foregoing Petition and that the same are true and accurate to the best of their knowledge and belief.

\_\_\_\_\_  
PETITIONER

State of Kentucky                    )  
County of \_\_\_\_\_)

Subscribed and sworn to before me by \_\_\_\_\_, to me personally known and/or properly identified, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE  
My Commission expires \_\_\_\_\_.  
Commission No. \_\_\_\_\_.

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
CIRCUIT/FAMILY COURT  
CIVIL ACTION NO. \_\_\_\_\_

IN RE: THE CUSTODY OF:

\_\_\_\_\_, minor children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

AND **MOTION FOR TEMPORARY SOLE CUSTODY**

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

\_\_\_\_\_  
(Print name of Second Respondent if there is one)

RESPONDENT

\*\*\* \*\*

COMES the Petitioner, *pro se*, and moves the court for a hearing to determine temporary sole custody of the minor children who are the subject of this action.

AS GROUNDS for this Motion, the Petitioner would state as follows:

1. The names and dates of birth of the minor children in this case are:

\_\_\_\_\_ (name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ (name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ (name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ (name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ (name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ (name), DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

2. A *pro se* Petition for Sole Custody was filed in this court on \_\_\_\_\_.

3. The children current reside at \_\_\_\_\_, in the physical custody of \_\_\_\_\_, and have done so continuously since \_\_\_\_\_.

4. The children are currently enrolled in school at \_\_\_\_\_.

5. The social contacts of the children are located in \_\_\_\_\_ County, Kentucky.

6. The Petitioner \_\_\_\_\_ is the fit and proper person to have temporary sole custody of the minor children.

7. The Respondent(s) \_\_\_\_\_ should have ☐ standard visitation OR ☐ supervised visitation OR ☐ no visitation with the children as this is in the best interest of the children.

WHEREFORE the Petitioner would respectfully demand as follows:

1. That the Petitioner be awarded sole custody of the minor children;

2. That the Respondent(s) \_\_\_\_\_ be granted ☐ standard visitation OR ☐ supervised visitation OR ☐ no visitation with the minor children;

3. That the court set child support by the Kentucky Child Support Guidelines, to be monitored and administered by the Division of Child Support; and

4. Any and all other relief to which it may appear to the court that they are otherwise entitled.



Respectfully submitted,

\_\_\_\_\_  
PETITIONER, *PRO SE* SIGNATURE

\_\_\_\_\_  
PETITIONER PRINTED NAME

\_\_\_\_\_  
PETITIONER ADDRESS

**NOTICE**

The foregoing Motion shall come on for hearing on \_\_\_\_\_, 20\_\_\_\_, before  
the Hon. \_\_\_\_\_ at \_\_\_\_\_ Circuit or Family  
Court, \_\_\_\_\_, Kentucky, at the hour of \_\_\_\_\_ ☐ a.m. OR ☐ p.m.

State of Kentucky                    )  
County of \_\_\_\_\_)

Subscribed and sworn to before me by \_\_\_\_\_, to me  
personally known and/or properly identified, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE  
My Commission expires \_\_\_\_\_.  
Commission No. \_\_\_\_\_.

COMMONWEALTH OF KENTUCKY  
\_\_\_\_ CIRCUIT/FAMILY COURT  
CIVIL ACTION NO. \_\_\_\_\_

IN RE: THE CUSTODY OF:

\_\_\_\_\_, minor children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

AND

**AFFIDAVIT**

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

\_\_\_\_\_  
(Print name of Second Respondent if there is one)

RESPONDENT

\*\*\* \*\*

I am asking that temporary sole custody of the above-named children be granted because:

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

---

---

Respectfully submitted,

---

PETITIONER, *PRO SE* SIGNATURE

---

PETITIONER PRINTED NAME

---

---

PETITIONER ADDRESS

---

State of Kentucky                    )  
County of \_\_\_\_\_)

Subscribed and sworn to before me by \_\_\_\_\_, to me  
personally known and/or properly identified, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

NOTARY PUBLIC, STATE AT LARGE

My Commission expires \_\_\_\_\_.

Commission No. \_\_\_\_\_.

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_  
CIRCUIT/FAMILY COURT  
CIVIL ACTION NO. \_\_\_\_\_

IN RE: THE CUSTODY OF:

\_\_\_\_\_, minor children

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Print name of Petitioner)

PETITIONER

AND **MOTION FOR FINAL SOLE CUSTODY HEARING**

\_\_\_\_\_  
(Print name of Respondent)

RESPONDENT

\_\_\_\_\_  
(Print name of Second Respondent if there is one)

RESPONDENT

\*\*\* \*\*

COMES the Petitioner, *pro se*, and moves the court for a final hearing on the above-styled matter.

AS GROUNDS for this Motion, the Petitioner would state as follows:

1. *A pro se* Petition for Sole Custody was filed in this court on \_\_\_\_\_.
2. This matter is now ripe for hearing.

WHEREFORE the Petitioner respectfully seeks a Final Custody Decree.

Respectfully submitted,

\_\_\_\_\_  
PETITIONER, *PRO SE* SIGNATURE

\_\_\_\_\_  
PETITIONER PRINTED NAME

\_\_\_\_\_  
PETITIONER ADDRESS

### NOTICE

The foregoing Motion shall come on for hearing on \_\_\_\_\_, 20\_\_\_\_, before  
the Hon. \_\_\_\_\_ at \_\_\_\_\_ Circuit or Family  
Court, \_\_\_\_\_, Kentucky, at the hour of \_\_\_\_\_ ☐ a.m. OR ☐ p.m.

State of Kentucky                    )  
County of \_\_\_\_\_)

Subscribed and sworn to before me by \_\_\_\_\_, to me  
personally known and/or properly identified, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE  
My Commission expires \_\_\_\_\_.  
Commission No. \_\_\_\_\_.