

**INSTRUCTIONS FOR COMPLETING THE COMPLAINT FOR CUSTODY  
(FORM 2)**

ALL FORMS SHOULD BE TYPED IF POSSIBLE, OR NEATLY PRINTED

**I. CAPTION**

- A. The caption is the top part of page one of the Complaint. The names of the parties, the docket number, the type of Complaint, and the Court's name are found here.
- B. The Plaintiff is you. Type or print your full name above the word "Plaintiff" in the caption.
- C. The Defendant is the person you are filing the suit against. Fill in that person's full, legal name above the word "Defendant"
- D. Leave the docket number blank. Your case will be assigned a number when you file the papers with the Court.

**II COMPLAINT**

- A. The following instructions correspond to each numbered paragraph in your Custody Complaint.
  - 1. Fill your full legal name and your full mailing address (street number/route/box number, city, state and zip code).
  - 2. Fill in the defendant's full legal name and full mailing address (street number/route/box number, city, state and zip code).
  - 3. Check type of custody that you are pursuing. Then list the complete name, present address, and age of the child or children involved in this case. Cross out the statement which is incorrect about whether you and the Defendant were married when the child was born.

Fill in the blank with the full name and address of the person with whom the child or children now live.

List all person's addresses and dates where the child has lived in the past five years. Fill in the child's natural mother's name and address.

Fill in the natural father's full name and address.

- 4. State your relationship to the child (mother, father, grandmother, etc.) List everyone who now lives with you and your relationship to each of these people.

5. State the Defendant's relationship to the child (mother, father, grandmother, etc.)

List everyone who now lives with the Defendant and the relationship between the Defendant and each of those people.

6. Cross out whichever phrase does not apply. If this is the first time there has been a Custody Case involving this child, cross out "has". If there was a case involving this child in **any** Court before, cross out "has not" and write the name of the Court and the docket number of that case.

Cross out whichever phrase does not apply concerning whether you know of any custody case being filed in any other Court.

Cross out whichever phrase does not apply concerning whether the child is living with someone other than the Defendant or one of the child's parents.

6. State briefly why you believe that what you are asking for will be best for the child.
7. List any other person that you believe has a right to be a part of the hearing concerning custody because they have standing (see Definitions).

These individuals must also be served with a copy of the Complaint.

8. If you are a grandparent or person(not a parent) seeking any type of custody review this section and fill out any part that pertains to you.
9. Complete the Criminal Record/Abuse History Verification form and file with this complaint

- B. WHEREFORE: Check the type of custody that you are seeking (See Definitions)
- C. Sign your full name and date the Complaint.

### III. VERIFICATION

- A. This form states that all of the information which you have listed in the Complaint is true. Sign this form