

Steps for filing for Custody or Visitation

Fill out the following forms:

1. Domestic Civil Action Cover Sheet
2. Civil Summons
3. Complaint

Make sure you sign the last page of the Complaint in the presence of a Notary Public

Make two copies of each form

Take \$70.00 in cash or money order (filing fee), \$5.00 if you want the sheriff to serve the documents, the originals and copies to the Civil Filing Department

Go to Family Court to obtain a date for a Status Conference and an Order for Parent Education

Serve a copy of the documents on the other party.