



Custody Case Organizer

Your guide to help track the details
of your custody case.

LAUREN HUNT, ESQ.

Provided for legal education only. Not legal advice.



ABOUT THE

Custody Case Organizer

Hello!

Thank you for downloading the Custody Case Organizer. I created this document to give you an easy way to organize the information your attorney needs in order to properly represent you. Because, let's face it, your attorney has several cases to manage, and they are only human...so, help them to help you by providing them one streamlined document with the facts they need to best represent you. Continue to update this document as big events happen (both negative and positive). Be sure to provide any updated/revised copies to your attorney.

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LET'S CONNECT

 [@laurenhuntesq](https://www.facebook.com/laurenhuntesq)

 [@laurenhuntesq](https://www.instagram.com/laurenhuntesq)

 [Lauren Hunt Esq.](https://www.linkedin.com/in/LaurenHuntEsq)

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Parental Involvement

This is where you will relay to your attorney information about you and your co- parent's involvement in your child(ren)'s day-to-day routines.

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Historical / Current Concerns:

This is where you will list any overarching concerns that impact the "bestinterest" analysis. To learn more about the "best interest" analysis, watch the free webinar about custody laws in New York, found here:

I hope this Custody Case Organizer is helpful in providing you a way to confidently provide your attorney with the information they need. Feel free to reach out to me with any questions, comments, or concerns about its use.

I can be reached at lauren@laurenhunt.esq.com.

Best,



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CUSTODY CASE ORGANIZER

01

Background Information

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Background Information



This is general information about you, the other parent, your children and any existing custody orders/arrangements:

YOUR BACKGROUND INFORMATION

YOUR FULL NAME :

ADDRESS:

EMAIL:

PHONE NUMBER:

DATE OF BIRTH:
(MM/DD/YYYY)

OPPOSING PARTY'S BACKGROUND INFORMATION

YOUR FULL NAME :

ADDRESS:

DATE OF BIRTH:
(MM/DD/YYYY)

IMPORTANT DATES

DATE OF MARRIAGE:
(MM/DD/YYYY)

DATE OF SEPARATION:
(MM/DD/YYYY)

DATE OF DIVORCE:
(MM/DD/YYYY)

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Background Information



This is general information about you, the other parent, your children and any existing custody orders/arrangements:

CHILD(REN) IN COMMON WITH OPPOSING PARTY

NAME	DATE OF BIRTH	AGE	YEAR IN SCHOOL

CHILD(REN) NOT COMMON WITH OPPOSING PARTY

NAME	AGE	CUSTODY ORDER (YES OR NO)	GENERALLY DESCRIBE RELATIONSHIP BETWEEN EACH CHILD AND THEIR SIBLINGS ABOVE.

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Background Information



This is general information about you, the other parent, your children and any existing custody orders/arrangements:

DEPENDENT INFORMATION

NAME	SCHOOL DISTRICT	HOBBIES/ ACTIVITIES*	EDUCATIONAL / DEVELOPMENTAL / MEDICAL CONCERNS?

*HOBBIES/ACTIVITIES: List per child, including dates/times of practices, meetings and events. If practice and meeting times vary, write "varies."

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Background Information



This is general information about you, the other parent, your children and any existing custody orders/arrangements:

DO YOU HAVE AN EXISTING CUSTODY ORDER? (Y/N): _____

If yes, please provide a copy of it and any/all prior orders.

1. Do you follow the custody order? If not, what parts do you follow (or not follow) and why?

IF YOU ARE PHYSICALLY SEPARATED BUT DO NOT HAVE A CUSTODY ORDER:

Provide specific answers to the following questions:

1. What is the general parenting time plan at this time?

2. When do you see the children, when does the other parent?

3. Why did you establish this routine? How long has this routine been in place?

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CUSTODY CASE ORGANIZER

02

Parental Involvement

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Parental Involvement

In this section, you will be providing information about your respective involvement in your child/ren's lives. Please state which parent primarily handles the task outlined. If you split these tasks relatively equally, please state that. If there has been a change in who handles what task, please state that as well and explain why & when the change occurred. Please be specific.

(Example: If you typically handled the morning routine but in the last year your spouse handled it because your work schedule changed then please explain exactly that)

ROUTINE TASK	PRIMARY PARENT	NOTES
Gets child up in the morning:		
Handles morning routine (breakfast, getting dressed, etc.):		
Gets child to school/bus/daycare:		
Picks up from school/bus/daycare/aftercare:		
Handles evening routine (dinner, homework, bedtime, etc.):		
Transports to/from activities/events:		
Handles educational/medical issues (if applicable):		
Plays with them in the evenings/weekends:		
Take to Doctor's appointments (Regular & Sick visits)		
Take to other medical appointments (list the specific medical provider)		
Involved with extra/curriculars (outside of transportation):		

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CUSTODY CASE ORGANIZER

03

Historical/Current Concerns

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Historical/Current Concerns



In this section, you will be providing information about your concerns as to custody – both in the past and at present. All responses should contain specific examples that support your response. Include approximate date(s), location (if applicable) and any witnesses to the action(s).

1. What, if any, concerns do you have as to the other parent's parenting style/ability? Provide 2-3 current examples of each concern. When doing so, please be specific.

2. Has the other parent ever hit you or acted in an intimidating manner? If so, please specifically describe all incidents.

3. Has as the other parent ever hit your child/ren or acted in an intimidating manner? If so, please specifically describe all incidents.

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Historical/Current Concerns



4. Are there any CPS reports involving you, your co-parent, or any significant others (either yours or theirs)? What was the result of these reports? Please describe, with specificity the incidents involving any indicated reports.

5. Do you believe that you and the other parent will be able to work together to jointly resolve medical and/or educational concerns for your children? Please explain, with specific examples, your response.

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Historical/Current Concerns



TIMELINE OF MAJOR EVENTS

:In this section, please provide a timeline of all major events that have led you to seek out legal advice/representation. List them in chronological order (starting with the most recent) and include: approximate date, location (if applicable) and any witnesses to the action. Provide your attorney with any written documents that support your description of the event (Example: text messages and/or emails). Add as many pages as needed to list out all major events.

****If you cannot recall an exact date, please try to include the season and the year (Example: Fall 2019 or state "approximately" before the date)****

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

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Historical/Current Concerns



DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

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Historical/Current Concerns



CONTINUING CONCERNS:

In this section, please provide specific details as to any events that occurred since you first sought legal representation/advice. Continue to update this section as your matter progresses and provide your attorney with any written documents that support your description of the events (Example: text messages and/or emails).

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

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Additional Pages



Continue to note events using these additional pages

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

DATE:

LOCATION:

WITNESSES:

ACTION THAT OCCURRED:

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About Lauren Hunt Esq.

DIVORCE | CUSTODY | MEDIATION
ALBANY, NEW YORK

No parent can ever imagine being in the position of having to explain to their child that, for whatever reason, their entire world will be different. Trying to answer their child's questions in age appropriate ways when you don't have all of the answers. Hoping that things will not "get nasty" and that you will somehow learn the meaning behind all of the terms you spend hours endlessly googling – like "parenting time," "co-parenting," "custody," "equitable distribution," "divorce."

At times, the unknown seems never ending and the fear of the unknown can be crippling. This new stage in life is undeniably hard. It is one that no one – child, parent, family member – ever wants to find themselves in. And, it is one that I know from the perspective of a child, an adolescent, an adult, a parent, and an attorney.

All of these life experiences have led me to this singular conclusion – divorce is hard, but it does not have to destroy your life, your children's life, or your bank account. It may not feel like it right now but, with the right approach, you and your children will be right back to making amazing memories - free from any emotion lingering after a bitter divorce. I do not view divorce as an end. Instead, I view it as a new chapter in your life and your child's life. My focus is on making that chapter distinctly different than mine; because I know it can be – I've seen it over and over in the hundreds of cases that I have handled. I offer mediation services throughout New York State any family matter and I am available for individual representation for parents living in the Capital Region. Please reach out as I'd be happy to help you take the next best step.

[Get in Touch](#)