

Judicial District 20B VISITATION

Please read all the instructions before completing forms.

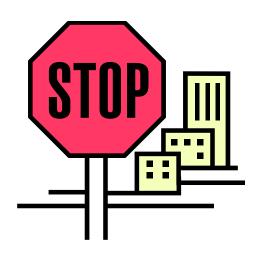
No one at the Courthouse can help you complete the forms or give you advice.

Due to the changing nature of the law, the forms and information contained in this packet may become outdated. Therefore, you should review and research statutes and rules of procedure referenced in the instructions to ensure that the forms are accurate and current.

IN NO EVENT will the Clerk of Court or anyone contributing to the production of these forms, instructions, or guidelines be liable for any indirect or consequential damages resulting from use of the forms or information provided to you.

IF THERE ARE ANY QUESTIONS in your mind concerning these forms, the use of these forms, or your legal rights, it is strongly recommended that you consult with or retain an attorney.

USE THESE FORMS AT YOUR OWN RISK. THESE FORMS MAY OR MAY NOT BE APPROPRIATE IN YOUR PARTICULAR CASE. ANY DESIRED OUTCOME FROM THE USE OF THESE FORMS CANNOT BE PREDICTED OR GUARANTEED. IT IS STRONGLY RECOMMENDED THAT YOU SEEK LEGAL ADVICE!



PLEASE CAREFULLY READ THE FORMS AND INSTRUCTIONS CONTAINED IN THIS PACKET.

IF YOU HAVE ANY QUESTIONS, PLEASE CONSULT WITH AN ATTORNEY.

THESE ARE EDUCATIONAL FORMS AND INSTRUCTIONS DESIGNED TO ASSIST YOU, BUT YOU ARE REPRESENTING YOURSELF. PLEASE REVIEW AND FOLLOW THE DIRECTIONS TO IMPROVE YOUR PERFORMANCE IN YOUR CASE. FAILURE TO READ AND FOLLOW THE INSTRUCTIONS MAY ADVERSELY IMPACT YOUR CLAIM.

NO ONE AT THE JUDICAL CENTER, CLERK OF COURT'S OFFICE OR JUDGE'S OFFICE, MAY GIVE LEGAL ADVICE OR TELL YOU HOW TO FILL OUT FORMS!

Steps for filing Child Visitation

STEP 1

Filling out the documents ***CHECKLIST***

You must complete the following documents:

- **♦ Domestic Civil Action Cover Sheet (AOC-CV-750)**
- **♦** Complaint
- ◆ Verification (You must have the complaint verified by a Notary Public.)
- ♦ Civil Summons (2)-(AOC-CV-100)
- **♦** Affidavit of Service
- ♦ Service Members Civil Relief Act Affidavit (2)-(AOC-G-250)

Please note that the last page of the **Complaint** needs to be signed in the presence of a Notary Public <u>before</u> bringing to Clerk of Court's office to be filed.

STEP 2

Filing the documents

Take your original documents, two copies, \$150.00 filing fee (no personal checks), and the \$30.00 fee (if you elect to have the Union County Sheriff served the documents) to the Civil Filing Department (Union County Judicial Center, 400 N. Main St., 1st Floor). The clerk will file your documents. At that time you will be assigned a case number. Please make a note of this case number as it should be placed in the upper right hand corner of all subsequent documents in the case.

STEP 3

Further information

You will be mailed notice of any and all dates of your case. PLEASE MAKE SURE THAT YOUR CORRECT MAILING ADDRESS IS IN THE FILE, AS WELL AS THE CORRECT ADDRESS FOR THE OTHER DEFENDANT. Please note that your claim may be resolved in Mediation. If a signed parenting agreement is reached in Mediation, you will not be given a hearing date.

PLEASE NOTE THAT IN UNION COUNTY, IT IS <u>MANDATORY</u> THAT ALL PARTIES COMPLETE A PARENT EDUCATION COURSE AND PARTICIPATE IN CUSTODY/VISITATION MEDIATION UNLESS THE JUDGE FINDS GOOD CAUSE OTHERWISE. **FAILURE TO ATTEND COULD RESULT IN CONTEMPT AND A MONETARY FINE.**

All parties will be sent a Notice of Mediation Orientation by the Mediation Office.

STEP 4

Service of Process

North Carolina General Statues require that you give notice to the defendant about the filing of your claim. This is known as "Service of Process". The correct way to serve the party is determined by law. If the documents are not correctly served on the defendant, the Court will not hear your case.

You are now ready to serve the documents on the defendant. Please see the handout in this packet entitled "Service of Process" to complete proper service on the opposing party. In short, if you know where the defendant lives, you may elect to have the sheriff serve the documents, or you may serve them by certified or registered mail, return receipt requested. If you do not know where the defendant lives, please consult with an attorney on how to properly execute "service of process".

STEP 5

Attendance

Be sure to attend all scheduled court events on time and dressed appropriately (as if you were going to a job interview). This is very important.

North Carolina Bar Lawyer Referral Service: (800) 662-7660

STATE OF NORTH CAROLINA	File No.
County	In The General Court Of Justice District Court Division
Name And Address Of Plaintiff 1	
	DOMESTIC
	CIVIL ACTION COVER SHEET
Name And Address Of Plaintiff 2	☐ INITIAL FILING ☐ SUBSEQUENT FILING
	☐ INITIAL FILING ☐ SUBSEQUENT FILING
	Rule 5(b), Rules of Practice For Superior and District Courts
VERSUS	Jury Demanded In Pleading? No Yes
Name Of Defendant 1	Name And Address Of Attorney Or Party, If Not Represented (complete for initial appearance or change of address)
Summons Submitted V N-	
Name Of Defendant 2	Telephone No. Cellular Telephone No.
	NC Attornev Bar No. Attornev E-Mail Address
	,
	☐ Initial Appearance in Case ☐ Change of Address
Summons Submitted Yes No	Name Of Firm
Counsel for All Plaintiffs All Defendants Only (List party(ies) represented)	FAX No.
All Flaminis All Defendants Comy (Extraory) convey	7.20.10.
	I .
TYPE OF PLEADING	CLAIMS FOR RELIEF
(check all that apply)	(check all that apply)
(check all that apply) Amended Answer/Reply (AMND-Response)	(check all that apply) Alimony (ALIM)
(check all that apply) Amended Answer/Reply (AMND-Response) Amended Complaint (AMND)	(check all that apply) Alimony (ALIM) Annulment (ANUL)
(check all that apply) Amended Answer/Reply (AMND-Response) Amended Complaint (AMND) Answer/Reply (ANSW-Response)	(check all that apply) Alimony (ALIM) Annulment (ANUL) Child Support (CSUP)
(check all that apply) Amended Answer/Reply (AMND-Response) Amended Complaint (AMND) Answer/Reply (ANSW-Response) Complaint (COMP)	(check all that apply) Alimony (ALIM) Annulment (ANUL) Child Support (CSUP) Custody (CUST)
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NOTE: All filings in civil actions shall include as the first page of the filing a cover sheet summarizing the critical elements of the filing in a format prescribed by the Administrative Office of the Courts and the Clerk of Superior Court shall require a party to refile a filing which does not include the required cover sheet. For subsequent filings in civil actions, the filing party must include a Domestic (AOC-CV-750), Motions (AOC-CV-752), or Court Action (AOC-CV-753) cover sheet.

AOC-CV-750, Rev. 1/14

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STATE OF NORTH CAROLINA COUNTY OF UNION

IN THE GENERAL COURT OF JUSTICE DISTRICT COURT DIVISION _____CVD____

Plair	ntiff)
VS)) COMPLAINT FOR VISITATION))
 Defe	endant	_)
Plair	ntiff, complaining of defenda	ant, alleges and says:
	<u>PARTIES</u>	S, JURISDICTION AND VENUE
1.	Plaintiff is a citizen and r	resident of
		(County and State)
2.	Plaintiff's address is	-
3.	Defendant is a citizen and	d resident of
		(County and State)
4.	Defendant's address is	·
5.	Defendant's relationship	to child is
		(Mother, Father, etc.)
6.	The name(s), age(s), and	birth date(s) of the child or children at issue in this case is/are as
follo	ws:	

	en) have lived with:		s less than five years old),
Name of child (1)		,birthdate	, birthplace
PERIOD	ADDRESS		PERSON LIVED WITH
to present			
to			
to			
Name of child (2)		,birthdate	, birthplace
PERIOD	ADDRESS		PERSON LIVED WITH
to present _			
to			
to			
Name of child (3)		,birthdate	, birthplace
PERIOD	ADDRESS		PERSON LIVED WITH
to present _			
	(If there are more that	n two children, ir	nsert additional sheets.)
9 . That I (have) (have	e not) participated as a (party) (witness) ((other capacity) in litigation concerning the
custody/visitation	n of the minor case in (the	his) (another) Sta	te, viz
			on,
	(if answer is yes, give detail	ils, stating capacity, na	me and address of court.)
10. That I (have) (do	,	•	sitation proceeding concerning a child
			tate. (if answer is yes, give details)

11. That I (kno	(do not know) of a person who has physical custody of the child:, or
(Name)	(Address)
claims to h	ve custody or visitation rights with respect to the child,:
(Name)	(Address)
12. The Distric	Court of Union County has personal jurisdiction over the parties and subject matter
jurisdiction	including jurisdiction under the Uniform Child Custody Jurisdiction Act) to decide the
claim(s) an	render a visitation determination in this action.
13. Venue of the	s action is properly in Union County, North Carolina.
	VISITATION CLAIM
14 . The Plainti	is a fit and proper person to have visitation of the aforesaid minor child/children and a
award of vi	tation to her/him would best promote the interests and welfare of the aforesaid minor
child/child:	n.
	PRAYER FOR RELIEF
WHEREFORE	plaintiff prays to the Court for relief as follows:
	tion of the minor child/children be awarded to the Plaintiff.
	dant be taxed with the costs of this action.
	tiff have and recover such other and further relief as the Court may deem just and prope
This da	of
	(Signature of Plaintiff)
	ADDRESS AND TELEPHONE NUMBER OF PLAINTIF

STATE OF NORTH CAROLINA COUNTY OF UNION

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION
CVD

VERIFICATION

I,	, being duly sworn, deposes and says that he/she the
plaintiff in the foregoing action, that he/sl	e has read the foregoing COMPLAINT FOR VISITATION,
and knows the contents thereof to be true	of his/her own personal knowledge except for those matters
and things alleged therein upon informati	on and belief, and as to those matters, and things, he/she
believes same to be true.	
	(Sign here)
Sworn and subscribed before me this	
day of	20
Notary Public	(SEAL)
My commission expires:	

STATE OF NORTH CAROLINA		File No.	
County	_		eral Court Of Justice Superior Court Division
Name Of Plaintiff			
Address		CIVIL SUM	
City, State, Zip	ALIAS AND	PLUKIES SUIV	MONS (ASSESS FEE)
VERSUS	\dashv		G.S. 1A-1, Rules 3 and 4
Name Of Defendant(s)	Date Original Summons Is	ssued	
	Date(s) Subsequent Sumr	mons(es) Issued	
To Each Of The Defendant(s) Named Below:			
Name And Address Of Defendant 1	Name And Address Of De	fendant 2	
possible, and, if needed, speak with someon ilMPORTANTE! iSe ha entablado un proceso iNO TIRE estos papeles! Tiene que contestar a más tardar en 30 días. acerca de su caso y, de ser necesario, habla documentos! A Civil Action Has Been Commenced Against You! You are notified to appear and answer the complaint of the plaintiff 1. Serve a copy of your written answer to the complaint upon the served. You may serve your answer by delivering a copy to the	iPuede querer consider con alguien que le contra le cont	Estos papeles s sultar con un al ea inglés y que p orney within thirty (to the plaintiff's la	son documentos legales. pogado lo antes posible bueda traducir estos 30) days after you have been
2. File the original of the written answer with the Clerk of Superior			•
If you fail to answer the complaint, the plaintiff will apply to the Cou Name And Address Of Plaintiff's Attorney (if none, Address Of Plaintiff)	Date Issued	Time	ι.
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			MAM PM
	Signature		
	Deputy CSC	Assistant CSC	Clerk Of Superior Court
TENDORSEMENT (ASSESS EEE)	Date Of Endorsement	Time	Пам Прм
ENDORSEMENT (ASSESS FEE) This Summons was originally issued on the date indicated above and returned not served. At the request of the plaintiff,	Signature		□ AM □ FW
the time within which this Summons must be served is extended sixty (60) days.	Deputy CSC	Assistant CSC	Clerk Of Superior Court
NOTE TO PARTIES: Many counties have MANDATORY ARBITRATION less are heard by an arbitrator before a trial. The p so, what procedure is to be followed.			-
(Over)		
AOC-CV-100, Rev. 4/18 © 2018 Administrative Office of the Courts			

		RE	TURN C	F SERVICE	
I certify that this Summons and a copy of the complaint were received and served as follows:					
			DEFEN	DANT 1	
Date Served	Time Served	AM	□РМ	Name Of Defendant	
☐ By delivering to the defend	ant named above a	copy of t	the summ	ons and complaint.	
 By leaving a copy of the su person of suitable age and 				house or usual plac	e of abode of the defendant named above with a
As the defendant is a corpo below.	oration, service was	effected	by delive	ring a copy of the su	ummons and complaint to the person named
Name And Address Of Person Wi		corporation,	, give title of	person copies left with)	
Other manner of service (s)	pecify)				
☐ Defendant WAS NOT serve	ed for the following	reason:			
			DEFEN	DANT 2	
Date Served	Time Served	AM	PM	Name Of Defendant	
By delivering to the defend	ant named above a	copy of t	the summ	ons and complaint.	
By leaving a copy of the su person of suitable age and				house or usual plac	e of abode of the defendant named above with a
As the defendant is a corpo below.	oration, service was	effected	by delive	ring a copy of the su	ummons and complaint to the person named
Name And Address Of Person With Whom Copies Left (if corporation, give title of person copies left with)					
Other manner of service (specify)					
☐ Defendant WAS NOT served for the following reason:					
Service Fee Paid \$				Signature Of Deputy She	eriff Making Return
Date Received				Name Of Sheriff (type or	print)
Date Of Return County Of Sheriff					

AOC-CV-100, Side Two, Rev. 4/18 © 2018 Administrative Office of the Courts

STATE OF NORTH CAROLINA	IN THE GENERAL COURT OF JUSTICE DISTRICT COURT DIVISION				
COUNTY OF	File No CVD				
)				
Plaintiff,) AFFIDAVIT OF SERVICE OF PROCESS				
v.	BY REGISTERED OR CERTIFIED MAIL				
Defendant.)				
I, did mail be the Complaint and Summons in this case to	y (Registered) (Certified) mail, Return Receipt Requested, a copy of addressed as follows: (Insert name of Defendant here)				
	(Use this space to list the address of Defendant				
Further, that copy of the Summons and Compl	laint were in fact received by the Defendant on				
(Insert date of receipt)	as evidenced by the attached genuine receipt.				
IN WITNESS WHEREOF, I have hereunto se	et my hand this the day of,				
	(Sign in the presence of a Notary Public)				
Sworn to and subscribed before me this the	, day of				
(SEAL)	(Notary Public)				
	My commission expires:				

(Please attach the original green return receipt to this affidavit)

SERVICE OF PROCESS

PLEASE READ THIS SECTION VERY CAREFULLY.

If you have concerns or are confused, consult with an attorney immediately!

In order for your case to be binding against the Defendant, the Defendant must be given notice of the case, or served in a manner that is recognized by the Court. PLEASE NOTE that service of process must be completed successfully for your case to proceed and avoid dismissal. IT IS YOUR RESPONSIBILITY to follow up and make sure service was completed. If you serve by certified or registered mail, YOU MUST file the Affidavit of Service of Process by Registered or Certified Mail found in your packet along with the green return-receipt card you receive in the mail. Please note also that, if you are a third party (e.g. grandparent) suing for visitation of a grandchild(ren), you MUST serve BOTH PARENTS since they are both Defendants. The forms needed for Service of Process and the procedures you must follow are complex and will vary. In order to learn which steps to take next, review the following and choose the correct forms and procedures for your case:

- 1. The Defendant lives in North Carolina, and can be served papers by the sheriff. If the Defendant lives in North Carolina and will not accept service of process, you will need to pay a \$30.00 service fee to the sheriff of the county where the Defendant(s) is/are located to serve the papers, and you will need the following forms:
 - A Summons
 - A Complaint

If the Defendant lives in Union County, you may take the \$30.00 service fee (cash, money order, or certified check) along with the original Summons and a copy of the Summons and Complaint to the Clerk's Office when you file your case. The Clerk's Office may deliver the Complaint to the sheriff for you. Otherwise, you must deliver the payment and the necessary forms to the sheriff yourself. If the Defendant does not live in Union County, you must mail or deliver the original Summons and a copy of the Summons and Complaint to the sheriff in the county where the Defendant is located. You should include a cashier's check or money order for the fee for service made payable to the sheriff of that county. **NOTE: The Defendant may be served personally at any location in the state. You must provide the Defendant's most recent address in the Summons along with any other information that will assist the sheriff in locating the Defendant.**

2. Service of Process by registered or certified mail, return-receipt requested. Service of Process can be completed within the state and outside of the state, but within the US (note: Please consult with an attorney if the Defendant is in the military) by mailing a copy of the Summons and of the Complaint by registered or certified mail, return-receipt requested, addressed to the party to be served and delivering to the address. A postal worker can help you fill out the necessary forms for the registered or certified mailing. If you choose this type of service, you must file an *affidavit* (document sworn to and signed in the presence of a Notary Public) of service of process by certified or registered mail stating:

A copy of the Summons and Complaint was mailed, postage prepaid, by registered or certified mail, return-receipt requested. (A postal worker can help you fill out the necessary forms).

That the documents were received by the Defendant as shown by the signed and returned receipt.

YOU MUST ATTACH THE ORIGINAL RETURNED RECEIPT TO YOUR AFFIDAVIT.

3. You do not know where the Defendant is.

If you do not know where the Defendant is located, you will need to serve the Defendant by "publication". This is a complex process using the newspaper to run notice of the case. You should speak to an attorney regarding this type of service. If you need an attorney, you can contact the **North Carolina Lawyer Referral Service at 1-800-662-7660**. If you cannot afford an attorney you may be eligible for representation or assistance from **Legal Services of Southern Piedmont at 704-376-1600**.

PLEASE NOTE: This is service of "last resort". If you know where the Defendant is, or if you can find out where the Defendant is, you should never attempt this type of service.

STATE OF NORTH CAROLINA	File No.	
County	In The General Court Of Justice	
Name And Address Of Plaintiff VERSUS Name And Address Of Defendant	SERVICEMEMBERS CIVIL RELIEF ACT AFFIDAVIT	
NOTE: Though this farm may be used in a Chapter 45 Farcelours action in	50 U.S.C. 3901 to 4043	
	t is not a substitute for the certification that may be required by G.S. 45-21.12A. DAVIT	
☐ The results from my use of that website are attached (NOTE: The Servicemembers Civil Relief Act Website is a we certificates are not installed on your computer, you may experie the website. DoD security certificates were automatically added not expect security alerts to appear with this website after July includes the following advice: "Most web browsers don't come is for the user to install all of the DoD's public certificates in the	pove is in military service.* pove is not in military service.* pove is not in military service.* pos://scra.dmdc.osd.mil/) to determine the defendant's military status. pos://scra.dmdc.osd.mil/) to determine the defendant's military status. posite maintained by the Department of Defense (DoD). If DoD security pence security alerts from your internet browser when you attempt to access at to the computers of all Judicial Branch users, such that these users should por 2015. As of June 22, 2016, the Servicemembers Civil Relief Act Website powith the DoD certificates already installed. The best and most secure solution point web browser.") Published the following facts support my statement as to the	
Coast Guard; service as a member of the National Guard under a for a period of more than 30 consecutive days for purposes of resp	ce as a member of the United States Army, Navy, Air Force, Marine Corps, or call to active service authorized by the President or the Secretary of Defense conding to a national emergency; active service as a commissioned officer of eric Administration; any period of service during which a servicemember is lawful cause. 50 U.S.C. 3911(2).	
Date	Signature Of Affiant	
Signature Of Person Authorized To Administer Oaths Deputy CSC Assistant CSC Clerk Of Superior Court Magistrate SEAL Notary Date My Commission Expires	Name Of Affiant (type or print)	
·	ol case in which the defendant has not made an appearance until a on this form or not) has been filed, and if it appears that the defendant ment until such time that you have appointed an attorney to represent	

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him or her.

Information About Servicemembers Civil Relief Act Affidavits

1. Plaintiff to file affidavit

In any civil action or proceeding, including any child custody proceeding, in which the defendant does not make an appearance, the court, before entering judgment for the plaintiff, shall require the plaintiff to file with the court an affidavit—

- (A) stating whether or not the defendant is in military service and showing necessary facts to support the affidavit; or
- (B) if the plaintiff is unable to determine whether or not the defendant is in military service, stating that the plaintiff is unable to determine whether or not the defendant is in military service.

50 U.S.C. 3931(b)(1).

2. Appointment of attorney to represent defendant in military service

If in a civil action or proceeding in which the defendant does not make an appearance it appears that the defendant is in military service, the court may not enter a judgment until after the court appoints an attorney to represent the defendant. If an attorney appointed to represent a service member cannot locate the service member, actions by the attorney in the case shall not waive any defense of the service member or otherwise bind the service member. 50 U.S.C. 3931(b)(2). State funds are not available to pay attorneys appointed pursuant to the Servicemembers Civil Relief Act. To comply with the federal Violence Against Women Act and in consideration of G.S. 50B-2(a), 50C-2(b), and 50D-2(b), plaintiffs in Chapter 50B, Chapter 50C, and Chapter 50D proceedings should not be required to pay the costs of attorneys appointed pursuant to the Servicemembers Civil Relief Act. Plaintiffs in other types of actions and proceedings may be required to pay the costs of attorneys appointed pursuant to the Servicemembers Civil Relief Act. The allowance or disallowance of the ordering of costs will require a case-specific analysis.

3. Defendant's military status not ascertained by affidavit

If based upon the affidavits filed in such an action, the court is unable to determine whether the defendant is in military service, the court, before entering judgment, may require the plaintiff to file a bond in an amount approved by the court. If the defendant is later found to be in military service, the bond shall be available to indemnify the defendant against any loss or damage the defendant may suffer by reason of any judgment for the plaintiff against the defendant, should the judgment be set aside in whole or in part. The bond shall remain in effect until expiration of the time for appeal and setting aside of a judgment under applicable Federal or State law or regulation or under any applicable ordinance of a political subdivision of a State. The court may issue such orders or enter such judgments as the court determines necessary to protect the rights of the defendant under this Act. 50 U.S.C. 3931(b)(3).

4. Satisfaction of requirement for affidavit

The requirement for an affidavit above may be satisfied by a statement, declaration, verification, or certificate, in writing, subscribed and certified or declared to be true under penalty of perjury. 50 U.S.C. 3931(b)(4). The presiding judicial official will determine whether the submitted affidavit is sufficient.

5. Penalty for making or using false affidavit

A person who makes or uses an affidavit permitted under 50 U.S.C. 3931(b) (or a statement, declaration, verification, or certificate as authorized under 50 U.S.C. 3931(b)(4)) knowing it to be false, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both. 50 U.S.C. 3931(c).

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