

<p style="text-align: center;"><b>Instructions for Initial Case Management Conference Data Sheet</b></p>
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**Purpose of the Initial Case Management Conference (ICMC) Data Sheet**

This form will provide information to the Provider(s) for use at the Early Neutral Evaluation Session(s). The information will help the Provider(s) prepare for, and make your ENE session(s) more effective.

**Submitting the Initial Case Management Conference Data Sheet**

This form must be provided to the other party and to the Provider(s) prior to your ENE session(s). If you have an order for both SENE and FENE, you must submit a copy to both the SENE providers and the FENE provider. Do NOT give a copy of this form to the court.

**Completing the Initial Case Management Conference Data Sheet**

This form must be completed with the best information available at the time of completion.

**Caption:**

First, designate which party is completing the form. In the upper right-hand corner of page one (1), check the box to indicate whether you are the Petitioner or Respondent in this action. Fill in the name of the County at the top left of the first page. Fill in the Petitioner's name in the case title and the Respondent's name.

**Opening Statement:**

Fill your name in on the blank before where it says to "(print your full name)."

**Item # 1:**

- **(a) – (e)** List your date of birth, your current address, your phone number, your e-mail address and the names of any other adult(s) who live with you.

**Item # 2:**

- **(a)** List the joint child(ren) of the Petitioner and Respondent in *this* case. A joint child means the dependent child of both parents in the proceeding. (Joint child(ren) does not include the child(ren) of either party's other relationships, such as step-child(ren) or other relatives living with you). List the name of each child, the child(ren)'s birth date, the child(ren)'s age, and the name of the person with whom the child(ren) is/are currently living.
- **(b)** List the *other* child(ren) not of the relationship between Petitioner and Respondent who reside with you.
- **(c)** Indicate whether you have any other child(ren) who are not listed in (a) and (b) above.
- **(d)** List the details of any past or current child protection cases involving the joint child(ren).
  - **(e)** List any special needs of the joint child(ren), including any physical or mental disabilities that require special care or additional expenses because of the special needs.
  - **(f)** Indicate whether there is an agreement between you and the other parent regarding legal custody of the joint child(ren). Joint legal custody means that both parents have a say about major decisions in the child(ren)'s upbringing, such as schooling, religious training, and elective (non-emergency) medical care. Legal custody does not have anything to do with

where the child(ren) live.

- **(g)** Indicate whether there is an agreement between you and the other parent regarding physical custody of the child(ren). If a parent has physical custody of the child(ren), it means the child(ren) live with that parent.
- **(h)** Indicate whether there is an agreement between you and the other parent regarding the future parenting time (visitation) arrangements and list the details of the agreement.
- **(i)** List the current parenting time (visitation) arrangements the non-custodial parent has with the child(ren).

**Item # 3:**

- **(a)** Explain the current agreement, if any, between you and the other parent regarding financial support, including spousal maintenance and child support, etc.
- **(b)** List the employer name and employer address for you and the other parent, if known.
- **(c)** List your current gross monthly income and the source(s) of your income.
- **(d)** List the length of time you have been employed at your current job(s).
- **(e)** Indicate whether there is an agreement regarding the division of property and, if so, state the agreement.
- **(f)** Indicate which forms of public assistance you are currently receiving, if any.
- **(g)** Indicate whether you served the County with a copy of your divorce documents.

**Item # 4:**

- **(a)** Indicate whether there is a current court order that prohibits contact between you and the other party. For example, a Harassment Restraining Order (HRO), Domestic Abuse Order for Protection (OFP), No Contact Order, or other court order. If there is an existing court order prohibiting contact with the other party, you must attach a copy of the order(s).
- **(b)** Indicate whether you have ever been or are now afraid of your spouse.

**Item # 5:**

Do not attach original documents, only copies.

**Sign and date the form on page three (3), and also print your name.**