

Visitation Enforcement Worksheet

A structured record for parenting-time exchanges, denials, communications, and supporting documents

Use this worksheet to make a factual, date-by-date record. Write what you personally observed, preserve original messages and documents, and do not alter evidence. This worksheet is educational information, not legal advice, and does not replace a court order or instructions from a licensed attorney.

Case and order information

Your name

Other parent / party

Child or children (initials)

Court and county

Cause / case number

Order date

Order section or page

Before each scheduled exchange

Confirm the exact date, time, place, notice requirements, and transportation terms in the current signed order. Bring a copy. Keep communications calm, brief, and focused on the child.

☐

I reviewed the current signed order.

☐

I sent any notice required by the order and saved a copy.

☐

I arrived at the ordered place and time and acted safely.

Parenting-time exchange log

Complete one row for every scheduled exchange, including exchanges that occur normally.

Scheduled date / time	Ordered exchange place	Arrival / departure	Result and brief facts	Evidence / witness

Result examples: exchange completed; late arrival; no one appeared; access denied; child unavailable; location changed. Record exact words only when you are confident they are accurate.

Detailed incident record

Use one copy of this page for each significant denial, conflict, or safety event.

Incident date

Scheduled time

Scheduled place

Actual arrival

Actual departure

Witness names / contact

Court-order provision

Identify the section or page and copy the relevant requirement in your own notes.

What happened

Use a factual timeline. Separate what you observed from what another person told you.

Communication

List calls, texts, email, app messages, or written notices. Preserve originals and note the time sent or received.

Evidence and follow-up

Keep this page with the matching incident record and copies of supporting material.

Supporting material

List screenshots, photos, receipts, location records, certified mail, school records, or other items. Do not secretly record a conversation without first confirming the law that applies.

Police / incident report
number

Agency and officer

Medical or safety report

Attorney contacted

FER contact / follow-up

Effect on the child or parenting time

Describe missed time, travel, expenses, or a child-related concern without speculation or insults.

Requested next step

Examples: make-up time, written confirmation, mediation, attorney review, or another lawful remedy.

Document checklist and notes

Use this page to assemble one complete record packet before asking FER or an attorney to review it.

Documents included

☐
☐
☐

Current signed order
Exchange log
Incident record

☐
☐
☐

Messages and notices
Receipts / location records
Witness information

Additional notes

List missing items, deadlines, questions, and the next person you need to contact.

Need help reviewing your records? FER members may use the member resources and Ask an Attorney intake. For an emergency or immediate danger, call 911 or the appropriate local authority.