

Instructions for Parenting Time Enforcement

The Term "Visitation" was changed to "Parenting Time" by the South Dakota Legislature. "Parenting Time" means the time a parent spends with a child regardless of the custodial designation regarding the child.

READ THESE INSTRUCTIONS AND REVIEW THE FORMS BEFORE BEGINNING

IMPORTANT NOTICES

- The Court expects every person who appears in court without an attorney to know and follow the law. The Judge will not be able to give you any help in court.
- Court employees **cannot** help you fill out forms or give you legal advice. If you have questions please **consult an attorney**.
- You must follow the instructions included in this packet.
- Type your answers or print neatly using dark ink.

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REQUIREMENTS OF THE LAW: [SDCL 25-4A-2](#).

- If you have a visitation order from a court in South Dakota,

AND

- The other party has disobeyed the decree, temporary order, or other court order for custody or visitation,

YOU MAY FOLLOW THESE INSTRUCTIONS AND ASK THE COURT TO ENFORCE THE COURT ORDER:

1. Fill out the Petition for Order to Show Cause Hearing (Form UJS-376). The information to fill in the top part of the forms (called the Caption) can be found at the top of your current visitation Order. Be sure to copy the information **exactly** as it is on your current visitation Order.
2. Sign the Petition **in the presence** of a Notary Public. By signing your name, you are telling the court that you are telling the truth and that you have a good faith reason for your requests. If you are not telling the truth, or if you are misleading the court, or if you are serving or filing this document for an improper purpose, the court can impose penalties.

3. Do not fill out any information on the Order to Show Cause (Form UJS-377), **EXCEPT** for the caption. The Judge will complete the Order to Show Cause, if the Judge orders a hearing.
4. Make copies of all paper work for your file.
5. File the **original** Petition with attached copy of prior visitation order and the proposed Order to Show Cause with the Clerk of Court. There is no filing fee to request the Court to enter an Order to Show Cause because it is not a modification or a new file.
6. Based upon the information within the Petition and the prior visitation court order, the Judge may sign the proposed Order to Show Cause. If the Judge signs an Order to Show Cause, the clerk will notify you that a date for a hearing has been set.
7. Once a hearing date has been set, you must serve a copy of the Petition to Show Cause and a copy of the Order to Show Cause on the other party, which means you must give all the documents to the other party and you **must** provide proof to the Court that you did serve all the documents to the other party.
8. Service can be accomplished in two ways.
 - a. Make a copy of Petition and the Order to Show Cause and a copy of the Admission of Service (Form UJS-376) and mail to the other party. The other party is not required to sign the Admission of Service, but they may choose to sign the Admission and mail it back to you.
 - or**
 - b. If you do not think the other party will sign the Admission of Service or if the other party refuses to sign the Admission, you may take your paper work to the local sheriff's office and pay the sheriff to serve the other party. The sheriff will provide proof of Service for the Court.
9. Once you have proof that the other party was served you **must** file with the Clerk of Court the original Proof of Service (either the Admission of Service or the Sheriff's written documentation showing the other party was served).
10. Because this proceeding involves issues of parenting time, **within sixty days of the service of the Petition**, you must complete a Court-approved parenting course per [SDCL 25-4A-32](#). This requirement is met if you and the other party to this case have completed a Court-approved course within the last five years. The Judge can also waive the requirement, but only for good cause shown. You must file an Affidavit on Court-Approved Parenting Course (UJS-364) with the Clerk to either provide proof of meeting the requirement or to seek waiver of the requirement. **If you seek a waiver, file the Affidavit well in advance of the deadline.**
11. **Failure to file** any of these documents with the clerk of courts may result in the dismissal of your petition.
12. You must go to court on the date set for the hearing. Be sure to be on time. Bring your copies of your documents with you to the hearing. **Do not** bring child(ren) to the hearing. Take any proof you have or witnesses who can verify your loss of visitation rights to the hearing. The hearing is very formal. You should be polite to everyone in the courtroom and address the Judge as "your honor." Remember to talk to the Judge, not the opposing party. Do not argue with the other party.