PRIVATE WORKSHEET / PLANNING, NOT A NEW ORDER

An order needs an adult plan.

Use the current order and lawful channels. This worksheet cannot authorize contact, change a restriction, replace clinical judgment or alter support. Use neutral labels and keep the completed sheet private.

1. The actual obligation

Order or instruction, date, page/paragraph and the precise action required.

2. The next responsible adult or office

Who can take the next step? What is still disputed about responsibility?

3. Timing and a permitted backup

When must it happen? Distinguish a court deadline from a personal reminder. What is allowed if the first plan fails?

4. Safety, privacy and professional limits

What restrictions, provider instructions or access limits must remain in place?

PRIVATE WORKSHEET / COMPLETION EVIDENCE

Record the result, not just the referral.

5. What actually happened?

Event and date. Label an estimate, disputed fact or missed step accurately.

6. What supports the account?

Reference an original message, receipt, attendance record or appropriate confirmation. Do not staple unnecessary confidential records to a public copy.

7. What remains unknown or contested?

Preserve the other account and contrary evidence. A missing response alone does not establish motive.

8. The next lawful action

Specific clarification, provider coordination or question for legal advice. Who will follow up, and when?

Guide: jtforme.com/maine-parent-child-contact-reunification/ · Official process: courts.maine.gov/courts/family/changing.html