

Prepare + Organize Family File

A practical organizing sheet for the next call, clinic visit, filing question, or hearing week.

Use this order

- Put the next deadline, notice, or event on top.
- Sort the papers into a few useful piles instead of one large stressed-out file.
- Build one working folder with the names, dates, key papers, and three questions that matter most.
- Use the hearing-week and call-notes sheets before the next official interaction.

Gather first

- Adult names, child names if handy, and safe callback details.
- County, court, or agency involved.
- Case number or docket number if there is one.
- The next hearing date, deadline, or notice date.
- The most recent order, judgment, motion, or official letter you have.

Sort into three piles

- **Orders and notices** - Court notices, orders, parenting plans, support orders, deadlines, and anything with an official date or signature.
- **Support and stability records** - Housing, utilities, school, child-care, medical, or support paperwork that explain the strain on the household.
- **Timeline and communication notes** - A short factual timeline, contact notes, missed exchanges, unanswered requests, or clinic notes.

Build one working folder

- Immediate next step.
- Core names and contacts.
- Case and notice basics.
- Short timeline.
- Three questions.
- Situation-specific papers.

Hearing week

- Confirm the date, time, and location or call-in details.
- Keep the event notice, current order, and written questions together.
- Check transportation, child-care, battery, and remote-access details the day before.
- Write down the next date or deadline immediately after the event.

Call-notes prompt

- Who am I calling and why?
- What is the exact next thing I need to know today?
- What should I bring or verify in writing next time?

Public information only. Not legal advice.