

# INSTRUCTIONS FOR REGISTRATION OF FOREIGN CHILD CUSTODY ORDER

**NOTE:** *A foreign child custody order IS NOT required to be registered before it can be enforced in North Carolina. If you are seeking immediate enforcement of a foreign child custody order, see Instructions For Petition For Expedited Enforcement Of A Foreign Child Custody Order, AOC-CV-665.*

To register a foreign child custody order, you need to fill out the following forms:

- I. Petition For Registration Of Foreign Child Custody Order (AOC-CV-660).
  1. You will need three (3) copies of this form, plus one (1) additional form for each person other than the defendant who is listed in paragraph three (3) of the Petition For Registration Of Foreign Child Custody Order..
  2. Fill in:
    - (a) Name of county where registration is being filed.
    - (b) Plaintiff's name - you are the plaintiff.
    - (c) Defendant's name and address.
    - (d) The name of the state or country in which the foreign child custody order was entered.
    - (e) The date the foreign child custody order was entered.
    - (f) List the name(s) and address(es) of any person or parent who has been awarded custody or visitation in the foreign child custody order (you do NOT need to list yourself).
    - (g) Date and sign the verification of the petition. The verification must be signed before a clerk or a notary public.
    - (h) Attach two (2) copies, including one (1) certified copy, of the foreign child custody order.
  
- II. Notice Of Registration Of Foreign Child Custody Order (AOC-CV-661).
  1. You will need three (3) copies of this form, plus one (1) additional form for each person other than the defendant who is listed in paragraph three (3) of the Petition For Expedited Enforcement Of Foreign Child Custody Order..
  2. Fill in:
    - (a) Name of county where registration is being filed.
    - (b) Plaintiff's name - you are the plaintiff.
    - (c) Defendant's name and address.
    - (d) The name of the state or country in which the foreign child custody order was entered.
    - (e) The date the foreign child custody order was entered.
    - (f) List the name(s) and address(es) of any person listed in paragraph 3 of the Petition For Registration Of Foreign Child Custody Order, AOC-CV-660.
  3. One (1) copy of the Petition For Registration Of Foreign Child Custody Order (AOC-CV-660) and one (1) copy of the Notice Of Registration Of Foreign Child Custody Order must be served upon the defendant and any other person listed in paragraph 3 of the Petition For Registration Of Foreign Child Custody Order. Instructions regarding service are found in the "Notice To Plaintiff" section of the Notice Of Registration, AOC-CV-661.

**NOTICE:** *If one of the parties served with the Petition For Registration Of Foreign Child Custody Order and Notice Of Registration files a motion to contest the validity of the foreign child custody order, you will receive a copy of the motion and a notice of hearing informing you of the date and time the court will hear the matter.*

*If no one files a motion to contest the validity of the foreign child custody order, the clerk of court will mail you a copy of the Order Confirming Registration Or Denying Confirmation Or Registration Of The Foreign Child Custody Order.*

Take all forms to the Clerk of Superior Court for further direction and instruction.

(See Side Two for Instructions For Petition For Expedited Enforcement Of Child Custody Order)

# INSTRUCTIONS FOR EXPEDITED ENFORCEMENT OF FOREIGN CHILD CUSTODY ORDER

**NOTE:** *A foreign child custody order IS NOT required to be registered before it can be enforced in North Carolina.*

To request expedited enforcement of a foreign child custody order, you need to fill out the following forms:

I. Petition For Expedited Enforcement Of Foreign Child Custody Order (AOC-CV-665).

1. You will need three (3) copies of this form, plus one (1) additional form for each person other than the defendant who is listed in paragraph three (3) of the Petition For Registration Of Foreign Child Custody Order.
2. Fill in:
  - (a) Name of county where registration is being filed.
  - (b) Plaintiff's name - you are the plaintiff.
  - (c) Name and address of defendant.
  - (d) State or country in which foreign child custody was entered..
  - (e) Date the foreign child custody order was entered.
  - (f) Name and address of any person with physical custody of the child(ren).
  - (g) Check the blocks and fill in the blanks in the remaining parts of the form that apply to you. If the foreign custody order has been vacated, stayed or modified by another court, you must include that information in paragraph 5 of the Petition For Expedited Enforcement. If there are other court proceedings regarding this child or these children, or that could affect these proceedings, you must provide that information in paragraph 6 of the Petition For Expedited Enforcement.
  - (h) If you want law enforcement officers to immediately pick up the child(ren), you must check the box before paragraph 10. A warrant directing law enforcement to immediately pick up the child(ren) can be issued only by a district court judge, and the warrant is available only if the judge determines that the child(ren) is in danger of immediate serious physical harm, or immediately likely to be removed from the state. You must testify to the judge, or produce another witness to testify to the judge, that there is a need for law enforcement to immediately pick up the child(ren). If the warrant is not issued, the judge will consider your request for physical custody of the child(ren) at the hearing that will be set when you file the Petition For Expedited Enforcement Of Foreign Child Custody Order.
  - (i) Date and sign the verification of the Petition. The verification must be signed in the presence of a clerk of court or a notary public.
  - (j) Attach one (1) certified copy of the foreign child custody order that you are seeking to enforce to the Petition to be filed with the clerk of court. Attach a copy of the foreign child custody order to all other copies of the Petition.
3. After you file the Petition for Expedited Enforcement Of A Foreign Child Custody Order, the court must issue an Order for Hearing On Motion For Expedited Enforcement Of Foreign Child Custody Order (AOC-CV-666). A judge must consider your request for enforcement of the child custody order on the next judicial day after the Petition For Expedited Enforcement is served upon defendant and all other persons having physical custody of the child(ren).

II. Order For Hearing On Motion For Expedited Enforcement Of Foreign Child Custody Order (AOC-CV-666).

1. You will need only one (1) copy of this form.
2. Fill in:
  - (a) Name and address of plaintiff.
  - (b) Name and address of defendant.
  - (c) State or country in which the foreign child custody order was entered.
  - (d) Date the foreign child custody order was entered.
  - (e) Name and address of anyone other than defendant who has physical custody of the child(ren).
  - (f) **DO NOT** fill in the remainder of the form. A judge must fill in the remaining items..

III. Warrant Directing Law Enforcement To Take Immediate Physical Custody Of Child(ren) (AOC-CV-667)

1. You will need this form only if you are asking a judge to order law enforcement to immediately pick up the child(ren).
2. You will need one (1) copy of this form.
3. Fill in:
  - (a) Name and address of plaintiff.
  - (b) Name and address of defendant.
  - (c) State or country in which the foreign child custody order was entered.
  - (d) Date the foreign child custody order was entered.
  - (e) Name and address of anyone other than defendant who has physical custody of the child(ren).
  - (f) **DO NOT** fill in the remainder of the form. A judge must fill in the remaining items.

**Take all forms to the Clerk of Superior Court for further direction and insruction.**

(See Side One for Instructions For Petition For Registration Of Foreign Child Custody Order)