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COMPASS · SAMPLE DOCUMENT

Hearing & Attorney Handoff Pack

A complete pre-hearing binder generated by Compass Premium. The Pack assembles a one-page timeline, court-ready exhibits, a plain-language ask, and a pattern-of-conduct argument from the messages you have already captured.

DOCUMENT TYPE

Hearing binder

TABS

Seven

FOR

Self-rep or counsel

SAMPLE

HOW TO USE THIS PACK

What's in here

1. Cover sheet — identifies the case, the hearing, and the relief sought, in two sentences.
2. One-page timeline — dates on the left, one fact per line, no adjectives. The judge reads this first.
3. The ask — three sentences the judge can rule on without flipping pages.
4. Numbered exhibits — court-ready printouts with date, source, and authentication line.
5. Pattern argument — the recurring conduct, traced across the timeline, supported by exhibits.
6. Cross-exam survival kit — anticipated questions, rehearsed answers, lines to remember.
7. Order language — proposed wording for the order, ready to hand up if the court invites it.

HOW A JUDGE ACTUALLY USES A BINDER

Most family-court judges spend roughly 90 seconds with your file before you speak. They read the cover sheet, scan the timeline, and look for the ask. Everything else exists to support those three pages — not replace them.

SAMPLE

TAB 1 · COVER

Cover sheet

COURT	Sample County Family Court
CASE	2024-FA-0000
HEARING	Motion to enforce parenting plan
DATE	June 12, 2026 · 9:00 AM · Courtroom 3B
MOVANT	Jordan M. Sample (self-represented)
RESPONDENT	Casey L. Sample (represented by counsel)
CHILDREN	A.M.S. (8), E.J.S. (5)

Relief sought, in two sentences

Movant asks the court to enforce the existing 6:00 PM exchange time set in the November 14, 2024 parenting-plan order, and to require all communication regarding the children to occur through OurFamilyWizard. The basis is a documented pattern of late and missed exchanges since January 2026, set out in the timeline at Tab 2 and supported by the texts and app records at Tabs 4 and 5.

SAMPLE

TAB 2 · TIMELINE

One-page timeline

Dates on the left. One sentence per event. No adjectives. The references in brackets point to the numbered exhibits.

NOV 14, 2024	Parenting-plan order entered. Exchange time set at 6:00 PM. [Ex. 1]
JAN 8, 2026	Respondent arrives at exchange at 6:47 PM. No advance notice. [Ex. 2]
JAN 22, 2026	Respondent arrives at 6:31 PM. Notice sent at 6:14 PM. [Ex. 3]
FEB 5, 2026	Respondent does not arrive. Movant transports children to school the next morning. [Ex. 4]
FEB 19, 2026	Movant proposes return to OurFamilyWizard via text. Respondent declines by text. [Ex. 5]
MAR 4, 2026	Respondent arrives at 7:12 PM. Notice sent at 6:58 PM. [Ex. 6]
MAR 18, 2026	Children arrive at school late on Movant's morning following an exchange. School records at [Ex. 7].
APR 1, 2026	Movant's counsel sends meet-and-confer letter. No response. [Ex. 8]
APR 22, 2026	Movant files motion to enforce.

SAMPLE

TAB 3 · THE ASK

The ask

Three sentences. Memorize them. Read them off the inside cover of your binder if you need to.

OPENING

"Your Honor, I'm asking the court to enforce the 6:00 PM exchange time set in the November 14, 2024 order, and to require communication about the children to go through OurFamilyWizard going forward."

BASIS

"The basis is a pattern of late and missed exchanges starting in January, and a refusal to use the court-monitored app — both documented in the timeline at Tab 2 and the exhibits at Tabs 4 through 7."

CLOSING

"I'm not asking the court to modify the schedule, change custody, or impose sanctions today. I'm asking the court to enforce what's already on the books."

SAMPLE

Numbered exhibits

Each exhibit has a one-line authentication ready for the record.

- EXHIBIT 1 Parenting-plan order entered November 14, 2024 (court file copy).
- EXHIBIT 2 Text-message screenshot, January 8, 2026, from Respondent's number ending 4421, received on Movant's iPhone 14, paragraph confirming 6:47 PM arrival.
- EXHIBIT 3 Text screenshot, January 22, 2026, with metadata bar visible.
- EXHIBIT 4 Text thread, February 5, 2026, showing no response after 5:42 PM.
- EXHIBIT 5 Text exchange, February 19, 2026, regarding OurFamilyWizard.
- EXHIBIT 6 Text screenshot, March 4, 2026, showing 6:58 PM notification.
- EXHIBIT 7 School attendance record for A.M.S., March 2026 (certified copy).
- EXHIBIT 8 Meet-and-confer letter, April 1, 2026, from Movant's counsel; certified mail return receipt attached.

SAMPLE

TAB 5 · PATTERN

Pattern-of-conduct argument

Each individual late arrival is small. The pattern is the case. Between January 8 and March 18, 2026, the Respondent was late or absent at six of the eleven scheduled exchanges. The court does not need to find that any single exchange was egregious; the court needs to see that the order entered on November 14, 2024 is not being followed, and that Movant has tried in writing to resolve it.

THE LINE TO DELIVER OUT LOUD

"This is not about any single Tuesday. It's about whether the order means what it says."

SAMPLE

TAB 6 · CROSS

Cross-examination survival kit

Likely questions. Rehearsed, factual, short answers. Pause before each one.

LIKELY QUESTION

"Isn't it true you've also been late to exchanges?"

YOUR ANSWER

"I have been late twice in the last 18 months. The texts are at Tab 4. Both times I gave more than two hours' notice."

LIKELY QUESTION

"You don't communicate well with my client either, do you?"

YOUR ANSWER

"I've asked twice in writing to move our communication to OurFamilyWizard. The exchange is at Tab 5."

LIKELY QUESTION

"Aren't you using this hearing to harass my client?"

YOUR ANSWER

"I'm asking the court to enforce the order entered on November 14, 2024. That's what I'm here for."

SAMPLE

TAB 7 · ORDER

Proposed order language

Hand this up only if the court invites proposed language. Most judges appreciate it; some prefer to draft from the bench.

PROPOSED

IT IS ORDERED that the parties shall conduct exchanges of the minor children at 6:00 PM as set forth in the November 14, 2024 Parenting Plan. A parent who anticipates being more than 15 minutes late shall send notice through the OurFamilyWizard application no fewer than 60 minutes in advance. IT IS FURTHER ORDERED that all non-emergency communication regarding the minor children shall occur through OurFamilyWizard. This order takes effect immediately.

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SAMPLE