



Creating a non-custodial parent



In the case of shared custody, create a non-custodial parent connection between the child and their parent. Using these instructions will ensure that when you use features like "Send To Parent" with messages and notifications, the non-custodial parent will also receive the email.

Make sure there is a "Child of" relationship.

1. Open the child's contact record and click the **Relationships** tab. If relationships do not exist for both parents, continue to step 2.
2. Click **New Contact Relationship**.
 - a. Enter **Child of** as the **Relationship**.
 - b. Choose the **Mother's contact record** as for the **Related Contact**.
 - c. Repeat for the Father.

Task	Relationship Name ^	Display Name	Start Date	End Date
<input type="checkbox"/> ● 🔗	Child of	Fake, Joseph	09/09/2022 01:04 PM ET	
<input type="checkbox"/> ● 🔗	Child of	Fake, Petunia	09/09/2022 01:04 PM ET	

Create a non-custodial record for the appropriate parent.

3. While still in the child's contact record, click the **Other Families** tab.
4. Click the **New Other Family** button.
5. Choose the **non-custodial parent** from the **Family** drop down menu.
6. Choose Minor Child from the **Family Position** drop menu.
7. Choose **Non-Custodial Parent** from the **Family Type** drop menu.
8. Click the **Save** button.

[Reset](#)

GENERAL

Family * **Family Position ***

Fake | 123 nota Street | Anywhere ▼ ⊗ 🔍 Minor Child

Family Type

Non-Custodial Parent ▼ ⊗ 🔍

Notes

End Date

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