

Signing Your Plan With Docusign

Once you have approved your plan, you will receive an email titled "Family Mediation from Docusign." There will be 2 places for you to sign.

1. Click "review documents"
2. Click "I agree to use electronic records and signatures" if it appears. If not go to step 3.
3. Click "continue".
4. Scroll down to the first "sign" box.
5. Click on the "sign" box. If you have used Docusign before, your signature will appear in the box when you click on it. If a box appears that says "used saved signature" click on it instead.
 - a. If you have not used Docusign before, a large box will appear. In the top space where it says "full name", type your full name. It will appear in script in the name box below.
6. Scroll down to the second "sign" box and click once. Your "signature" will appear in the box.
7. Click "finish"

You may receive 2 copies of the signed document in your email. If you are the first to sign, you will receive a copy with just your signature on it. You will also receive a second copy with both signatures after the 2nd party signs. If you are the 2nd to sign, you will receive a copy when it is signed by both parties.

Once you complete these signatures, the court will process the papers and send you an official court order with your parenting plan in the mail in approximately 2 weeks.