

PETITION FOR MODIFICATION OF A CUSTODY ORDER DIRECTIONS

READ ALL DIRECTIONS BEFORE COMPLETING FORMS

FILE IN THE PROTHONOTARY'S OFFICE

CONTENTS – This packet contains the following forms:

1. Confidential Information Form

The Confidential Information Form must be completed and filed with the filing of a Petition for Modification of a Custody Order. Numbers 5 and 6 on the Confidential Information Form are applicable to custody pleadings. When completing the Confidential Information Form, fill out only the information regarding the minor child(ren)'s full names and birthdate(s). (Social security numbers, financial information is not required to be completed).

2. Petition for Modification of a Custody Order

The Petition for Modification of a Custody Order shall only be filed if there is an **existing** custody action. If there is not an existing custody action involving the minor child(ren), a Complaint for Custody should be filed. Use only the initial and age of the minor child(ren), do not use the minor child(ren)'s full name(s) or date(s) of birth. **DO NOT FILL OUT THE ORDER OF COURT, EXCEPT THE CAPTION.**

3. Entry of Appearance as Self-Represented Party

If the filing party does not have an attorney, the Entry of Appearance as Self-Represented Party must be fully completed, including both parties' addresses.

4. Criminal Record/Abuse History Verification Form

Pursuant to Pa.R.Civ.P. 1915.3-2, when filing a Complaint for Custody or a Petition for Modification of a Custody Order, the plaintiff or petitioner shall complete, sign and file a Criminal Record/Abuse History Verification Form for the party and any member of that party's household.

ADDITIONAL INSTRUCTIONS:

SERVICE:

The filing party **must** serve a copy of the filed Petition for Modification of a Custody Order, the filed Criminal Record/Abuse History Verification Form, and a blank Criminal Record/Abuse History Verification Form (for the defendant to complete and file) upon the opposing party in accordance with Pa.R.Civ.P. 1930.4 by (1) personal service; or (2) first class mail **and** certified mail, restricted delivery. A certificate of service must be filed with the Prothonotary's Office following proper service.

OTHER

This information is not legal advice. If you have any questions, you should contact a lawyer.

**EMPLOYEES AND STAFF OF THE COURTHOUSE ARE BY LAW NOT PERMITTED
TO PROVIDE ANY LEGAL ADVICE AND WILL NOT BE ABLE TO ASSIST IN
COMPLETING THESE FORMS**