

IN THE COURT OF COMMON PLEAS, CLEARFIELD COUNTY, PENNSYLVANIA  
CIVIL DIVISION

**INSTRUCTIONS: PETITION FOR MODIFICATION OF A CUSTODY ORDER**

DISCLAIMER

***IT IS STRONGLY RECOMMENDED THAT YOU CONSULT AN ATTORNEY***

THE CLEARFIELD COUNTY COURTHOUSE STAFF ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE OR HELP IN FILLING OUT OR COMPLETING ANY LEGAL FORMS THAT MAY BE AVAILABLE. THE INFORMATION PROVIDED IN THE FOLLOWING FORM IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THIS DOCUMENT, INCLUDING RELIANCE ON ITS' CONTENTS.

A PETITION FOR MODIFICATION OF A CUSTODY ORDER is filed based upon an existing COMPLAINT FOR CUSTODY. The names of the Plaintiff(s) and Defendant(s), and the Docket Number must remain the same as listed on the existing Complaint for Custody.

In order to file this Petition, you will need to follow these steps:

1. Complete the **PETITION FOR MODIFICATION OF A CUSTODY ORDER** form in its' entirety and include a detailed reason as to why this petition should be granted.
2. Complete the **CRIMINAL RECORD / ABUSE HISTORY VERIFICATION** form for you and **all** household members. An updated version of this form must be included for every person named in the case, every time a new petition is filed. File this form with the Prothonotary, along with the **PETITION FOR MODIFICATION OF A CUSTODY ORDER, AND A COPY OF THE ORIGINAL COMPLAINT FOR CUSTODY, OR a copy of the CUSTODY ORDER** currently in effect.
3. On the [scheduling] **ORDER OF COURT**, complete all information on the first page only. Leave the second page blank; the Judge or Court Administrator will complete this section.
4. **The original and two copies of all forms and documents are filed with the Prothonotary.**
5. When this Petition and Order have been processed by the Court and returned to the Prothonotary, **it is then your responsibility to immediately serve a certified copy of the PETITION FOR MODIFICATION OF A CUSTODY ORDER, the scheduling ORDER, and a blank CRIMINAL RECORD / ABUSE HISTORY VERIFICATION form on the defendant(s).**
6. When you have done this, the CERTIFICATE OF SERVICE **MUST** then be filed with the Prothonotary along with proof that the documents have been served.

**BE AWARE THAT:**

- **IF YOU DO NOT PROPERLY SERVE THE OPPOSING PARTY AND FILE THE CERTIFICATE OF SERVICE, NO LATER THAN SEVEN (7) DAYS BEFORE THE SCHEDULED HEARING, THE HEARING WILL BE CANCELLED.**
- **IF YOU HAVE ATTEMPTED TO SERVE THE OTHER PARTY BUT HAVE BEEN UNABLE TO DO SO, YOU MUST ADVISE THE COURT NO LATER THAN SEVEN (7) DAYS PRIOR TO THE SCHEDULED HEARING DATE.**
- **WHEN YOU HAVE PROPERLY SERVED THE OTHER PARTY AND YOU HAVE FILED THE CERTIFICATE OF SERVICE WITH THE PROTHONOTARY, ANY ADDITIONAL DOCUMENTS THAT YOU FILE WITH THIS CASE CAN BE SERVED USING REGULAR U.S. MAIL.**

IN THE COURT OF COMMON PLEAS, CLEARFIELD COUNTY, PENNSYLVANIA  
CIVIL DIVISION

*Same caption  
as existing  
COMPLAINT  
FOR  
CUSTODY*

Plaintiff(s) : NO. \_\_\_\_\_-\_\_\_\_\_-CD  
vs.  
Defendant(s) :

**PETITION FOR MODIFICATION OF A CUSTODY ORDER**

1. The Plaintiff is \_\_\_\_\_, residing at

\_\_\_\_\_ (street) (city)

\_\_\_\_\_ (state) (zip code) (county) (phone)

2. The Defendant is \_\_\_\_\_, residing at

\_\_\_\_\_ (street) (city)

\_\_\_\_\_ (state) (zip code) (county) (phone)

3. The Petitioner respectfully represents that on \_\_\_\_\_ 20\_\_\_\_ an Order of Court was entered for legal and physical custody as follows:

LEGAL CUSTODY:  Shared  Sole

PHYSICAL CUSTODY:  Partial  Primary  Shared  
 Sole  Supervised physical custody

**a true and correct copy of which is attached.**

4. The child(ren) currently reside(s) at \_\_\_\_\_

\_\_\_\_\_ with Plaintiff / Defendant.

5. During the last 6 months, the child(ren) and custodian: (Pick one)

\_\_\_\_\_ Have resided in Clearfield County, Pennsylvania

*continued on next page.....*

\_\_\_\_\_ Have not resided in Clearfield County. The child(ren) and the custodian have resided at the following addresses outside Clearfield County: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. This Order should be modified because: (*what do you want changed and why?*)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEREFORE, Petitioner requests that the Court modify the existing Order because it will be in the best interest of the child(ren).

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
(Print your name)

\_\_\_\_\_  
(Print your address)

\_\_\_\_\_  
(city) (state) (zip)

\_\_\_\_\_  
Phone number (home and/or cell phone #)

**I verify that the statements made in this complaint are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. Sec. 4904 relating to unsworn falsification to authorities.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

IN THE COURT OF COMMON PLEAS, CLEARFIELD COUNTY, PENNSYLVANIA

CIVIL DIVISION

Plaintiff(s) : NO. \_\_\_\_\_-\_\_\_\_\_CD  
vs. \_\_\_\_\_  
Defendant(s) : \_\_\_\_\_

**ORDER OF COURT**

*Petitioner must complete the first page only:*

You, \_\_\_\_\_ have been sued in court to Modify the existing Custody Order  
*print opposing party's name*

for the following child(ren): \_\_\_\_\_  
*print complete names of all children subject to this petition and their dates of birth*

Plaintiff has filed for a [check √ the appropriate box]

[ ] custody (or) mediation conference.

[ ] a hearing before the court.

You must file with the Court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact with the Court (including, but not limited to, a conference with a conference officer or judge or conciliator) but not later than thirty (30) days after service of the Complaint or Petition.

No party may make a change in the residence of the child(ren) which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and Pa.R.C.P. No. 1915.17 regarding relocation.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT **HIRING A LAWYER**. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE **MAY** BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

**CLEARFIELD COUNTY COURT ADMINISTRATOR**  
**230 EAST MARKET ST, SUITE 228**  
**CLEARFIELD, PA 16830**  
**814/765-2641 x 5010**

*additional information on next page.....*

*Court Administration will complete the following information:*

**You are ordered to appear in person on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,**  
**at \_\_\_\_\_ o'clock AM / PM. A conference / hearing will be held in room \_\_\_\_\_**  
**\_\_\_\_\_ floor, Clearfield County Courthouse, 230 East Market Street, Clearfield, PA, 16830.**

If you fail to appear as provided by this order, an order for custody, partial custody or visitation may be entered against you or the court may issue a warrant for your arrest.

BY THE COURT:

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**JUDGE**

.....

**AMERICANS WITH DISABILITIES ACT OF 1990**

The Court of Common Pleas of Clearfield County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the court, please contact our office. All arrangements must be made at least 72 hours prior to any hearing or business before the court. You must attend the scheduled conference or hearing.

IN THE COURT OF COMMON PLEAS OF CLEARFIELD COUNTY, PENNSYLVANIA  
CIVIL DIVISION

Plaintiff(s) :  
vs. : NO. \_\_\_\_\_-\_\_\_\_\_-CD  
Defendant(s) :  
:

CERTIFICATE OF SERVICE\*

AND NOW, on the date stated below, I, \_\_\_\_\_, hereby certify that I this day served the foregoing *indicate which document(s):* '**Petition for Modification of A Custody Order**', a blank '**Criminal Record/Abuse History Verification**' form, (and) (or) '**Scheduling Order**' by:

Personally hand delivering to the (opposing party) (opposing attorney) at this address: \_\_\_\_\_

Depositing a copy of the same via United States mail, first class, postage prepaid, at \_\_\_\_\_  
(name of post office),

Hiring Constable \_\_\_\_\_, who has provided me with proof of service (see attached)

The document(s) were addressed to the following:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street / PO Box)  
\_\_\_\_\_  
(City / State)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\* *Document must be signed, dated, and filed with the Prothonotary.*

\*\* *Green 'Return Receipt' card, with recipient's signature, must be attached to this document.*