



LYCOMING COUNTY

MODIFICATION OF EXISTING CUSTODY ORDER SELF-HELP KIT

REMEMBER

The law often changes. Each case is different. This self-help kit is meant to give you general information and not to give you specific legal advice.

Non-Refundable

MODIFICATION OF EXISTING ORDER

Sometimes it is necessary to change or modify your Custody Order. You should only go to Court to change your Order if it is important and necessary. For example, a change in residence, employment, or transportation might require a change in your Order. You can use this if you are asking to relocate with the child(ren).

To modify your existing order, file the attached forms in the Prothonotary's Office at the courthouse.

YOU MUST FILL OUT THE CAPTION EXACTLY AS IT APPEARS ON YOUR CURRENT CUSTODY ORDER, USING THE SAME CAPTION AS YOUR CURRENT ORDER. THIS IS AN EXAMPLE OF A BLANK CAPTION:

_____	:	IN THE COURT OF COMMON PLEAS
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL ACTION - LAW
	:	CUSTODY
_____	:	
Defendant	:	NO. _____
	:	

Completing each of the forms:

1. **Motion Cover Sheet:** Complete caption (heading) by printing clearly. (Do not write).
2. **Order and Notice:** Fill out the caption at the top. Then fill in the name of the other parent or party. Then list the names of the children. **STOP WRITING AT THIS POINT. THE COURT WILL FILL IN THE REMAINDER OF THIS PAGE.**
3. **Entry of Appearance As A Self-Represented Party.**
4. **Petition for Modification of Existing Order:** You are the Petitioner, because you are bringing this action in Court. The Respondent is the other person in this action. Fill in the rest of the paragraphs with a short description of the reason you want your order changed.
5. **Completed Criminal History/Abuse History Verification.**

6. **Blank Criminal/Abuse History Verification.**

7. **Attach your Current Order to the Petition:** If you do not do this, the Court may return your Petition to you.

Copies: After you have completed the forms, clip them together in order, the Motion Cover Sheet on the front. You will then need to get copies made. You need a copy for yourself, one for the Defendant, one for any additional Defendant, and one for the Prothonotary. After you have copies made, staple them in order.

BE SURE TO FILL ALL SECTIONS OF THE PETITION.

**COURT OF COMMON PLEAS, LYCOMING COUNTY
MOTION COVER SHEET**

_____ , Plaintiff	:	Docket No. _____
	:	
vs.	:	Case Assigned to Judge _____
	:	<input type="checkbox"/> None
	:	<input type="checkbox"/> Family Court Hearing Officer
_____ , Defendant	:	

1. Name of Filing Party: _____
2. Filing Party's Attorney: _____
3. Type of Filing: _____

<p>4. The following is/are required:</p> <p>____ Argument</p> <p>____ Evidentiary Hearing</p> <p>____ Court Conference</p> <p>____ Rule To Show Cause</p> <p>____ Entry of Uncontested Order (attach supporting documentation)</p> <p>____ Expedited consideration. State the basis: _____</p> <p>____ Video conferencing requested. Request form has been submitted. See Lyc. Co. R.G.C.B. L8.</p> <p>____ Attach this cover sheet to original motion previously filed on: _____</p> <p>5. Time required: _____</p>	<p>6. Name and addresses of all counsel of record and unrepresented parties.</p> <p style="text-align: center;">Court Scheduling Technician ____ Continued on separate sheet.</p>
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ORDER

1. ____ An ____ argument ____ factual hearing ____ court conference is scheduled for _____
at _____ o'clock ____ .M., in Courtroom No. _____, Lycoming County Courthouse, Williamsport, PA.
2. ____ Briefs are to be filed by the following dates:

Filing party _____.
Responding party (ies) _____.
3. ____ A rule is issued upon Respondent to show cause why the petitioner is not entitled to the
relief requested.
4. ____ A response to the Motion/Petition shall be filed as follows: _____.
5. ____ See order attached. ____ See separate order issued this date.
6. ____ Other: _____.

Judge

Date

c: ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN "6" ABOVE.

NOTICE: The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge, or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.

		: IN THE COURT OF COMMON PLEAS
Plaintiff		: LYCOMING COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL ACTION - LAW
		: CUSTODY
		:
Defendant		: NO.
		:

ORDER AND NOTICE

You, _____, (non-filing party), have been sued in Court to (obtain/modify) (shared legal custody)(sole legal custody)(partial physical custody)(primary physical custody)(shared physical custody)(sole physical custody)(supervised physical custody) of the child(ren):

If you fail to appear at the scheduled hearing/conference, an order for custody, partial custody or visitation may be entered against you, or the Court may issue a warrant for your arrest.

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 conciliation), but not later than 30 days after service of the Complaint or Petition.

No party may make a change in the residence of any child 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 ONE OF THE OFFICES SET FORTH BELOW. THESE OFFICES CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THESE OFFICES 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.

<p>If you do not have a lawyer contact:</p> <p>Pennsylvania Bar Association Lawyer Referral Service 100 South Bend Street, P.O. Box 186 Harrisburg, PA 17108-0186 (800) 692-7375</p>	<p>If you cannot afford a lawyer, you may be eligible for legal aid through:</p> <p>Legal Services Office 329 Market Street Williamsport, PA 17701 (570) 323-8741</p>
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BY THE COURT,

Date: _____ J.

AMERICANS WITH DISABILITIES
ACT OF 1990

The Court of Common Pleas of Lycoming 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 the Court Administrator's office, telephone number (570) 327-2330. All arrangements must be made at least 72 hours prior to any hearing or business before the court.

_____	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL ACTION - LAW
	:	CUSTODY
_____	:	
Defendant	:	NO. _____
	:	

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

- I am the Plaintiff Defendant in the above-captioned case.
- I intend to represent myself in the custody divorce protection from abuse paternity case

Check only one box in Question 3.

- This is a new case and I am representing myself in this case and have decided not to hire an attorney to represent me, or
 This is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me, or
 This is not a new case. _____ previously represented me in this case.

(Name of Attorney)

 I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case. I have provided a copy of this form to that attorney listed above at the following address:

I requested that attorney to acknowledge his/her withdrawal as my attorney in this case by signing this form.
 _____, Esquire
 (Attorney Signature)

- I am entering my appearance as a self-represented party _____

(Your Signature)
- I understand that I need to provide a street address of P.O. Box for the purpose of receiving all future pleadings and other legal notices. I further understand that this does not need to be my home address. My address for the purpose of receiving all future pleadings and other legal notices is:

I understand that this address will be the only address to which notices and pleadings in this case will be sent and that I am responsible to check the mail at this address so I do not miss important deadlines or proceedings.

- I am not providing my address because I reside at a confidential location protected by the Protection From Abuse Act, 23 Pa.C.S. §6112 and/or the Address Confidentiality Program, 23 Pa. C.S. §6701-6713, and/or the Child Custody Act, 23 Pa. C.S. §5336(b).
- My telephone number where I can be reached is _____.
- My telephone number is confidential pursuant to the Protection From Abuse Act, 23 Pa. C.S. §6112 and/or the Child Custody Act, 23 Pa. C.S. §5336 (c).

7. I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

- I understand that I must ensure that a copy of this form is served on all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space).

Name _____ Address _____

Name _____ Address _____

- I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that could result in a fine and/or prison term.**

Date: _____ **Your Signature:** _____

_____, : IN THE COURT OF COMMON PLEAS OF
 Plaintiff : LYCOMING COUNTY, PENNSYLVANIA
 :
 vs. : CIVIL ACTION - LAW
 : CUSTODY
 _____, : NO. _____
 Defendant :

PETITION FOR MODIFICATION OF EXISTING ORDER

TO THE HONORABLE, THE JUDGES OF SAID COURT:

1. The Petitioner is _____, whose
 (your name)
 address and phone number is _____,
 (address)
 _____.
 (phone no.)

2. The Respondent is the _____, whose address
 (other parent or party)
 and phone number is _____,
 (address)
 _____.
 (phone no.)

3. The children involved in this case are:

Name: _____	Born: _____	Age: _____
Name: _____	Born: _____	Age: _____
Name: _____	Born: _____	Age: _____
Name: _____	Born: _____	Age: _____

4. On _____, an Order of Court was entered for
 (shared legal custody)(sole legal custody)(partial physical custody)(primary physical
 custody)(shared physical custody)(sole physical custody)(supervised physical custody), a true
 and correct copy of which is attached.

5. This Order should be modified (changed) because: _____

_____.

6. This Order should be modified (changed) to say: _____

_____.

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

I verify that the statements made in this Petition For Modification are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. §4904 relating to unsworn falsification to authorities.

Petitioner (your signature)

Date: _____

_____		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: LYCOMING COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL ACTION - LAW
		:
_____		: NO.
Defendant		:

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa. C.S. §6307 to any of the following crimes in Pennsylvania, or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea or pending charges	Sentence
<input type="checkbox"/>	18 Pa. C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa. C.S. §2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa. C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa. C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa. C.S. §2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa. C.S. §2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>		

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea or pending charges	Sentence
	18 Pa. C.S. §2903 (relating to false imprisonment)				
	18 Pa. C.S. §2910 (relating to luring a child into a motor vehicle or structure)				
	18 Pa. C.S. §3121 (relating to rape)				
	18 Pa. C.S. §3122.1 (relating to statutory sexual assault)				
	18 Pa. C.S. §3123 (relating to involuntary deviate sexual assault)				
	18 Pa.C.S. §3124.1 (relating to sexual assault)				
	18 Pa. C.S. §3125 (relating to aggravated indecent assault)				
	18 Pa. C.S. §3126 (relating to indecent assault)				
	18 Pa.C.S. §3127 (relating to indecent exposure)				
	18 Pa.C.S. §3129 (relating to sexual intercourse with animal)				
	18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)				
	18 Pa.C.S. §3301 (relating to arson and related offenses)				
	18 Pa.C.S. §4302 (relating to incest)				
	18 Pa.C.S. §4303 (relating to concealing death of a child)				
	18 Pa.C.S. §4304 (relating to endangering welfare of children)				
	18 Pa.C.S. §4305 (relating to dealing in infant children)				

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea or pending charges	Sentence
	18 Pa.C.S. §5902(b) (relating to prostitution and related offenses)				
	18 Pa. C.S. §5903 (c) or (d) (relating to obscene and other sexual materials and performances)				
	18 Pa.C.S. §6301 (relating to corruption of minors)				
	18 Pa.C.S. §6312 (relating to sexual abuse of children)				
	18 Pa.C.S. §6318 (relating to unlawful contact with minor)				
	18 Pa.C.S. §6320 (relating to sexual exploitation of children)				
	18 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement)				
	Driving under the influence of drugs or alcohol				
	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device				

2. Unless indicated by my checking the box next to an item below, neither I nor any other member in my household have a history of violent or abusive conduct, or Children and Youth agency, including the following:

Check all that apply	Crime	Self	Other Household Member	Date
	A finding of abuse by a Children and Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction			
	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania, or similar statute in another jurisdiction			
	Involvement with a Children and Youth Agency, or similar agency in Pennsylvania or another jurisdiction. Where?: _____			
	Other:			

3. Please list any evaluation, counseling, or other treatment received following conviction or finding of abuse.

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth, and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

I verify that the information above is true and correct to the best of my knowledge, information, or belief. I understand that false statements herein are made subject to penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

Date

_____,
 Plaintiff
 vs.
 _____,
 Defendant

: IN THE COURT OF COMMON PLEAS OF
 : LYCOMING COUNTY, PENNSYLVANIA
 :
 : CIVIL ACTION - LAW
 :
 : NO.
 :

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa. C.S. §6307 to any of the following crimes in Pennsylvania, or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea or pending charges	Sentence
	18 Pa. C.S. Ch. 25 (relating to criminal homicide)				
	18 Pa. C.S. §2702 (relating to aggravated assault)				
	18 Pa. C.S. §2706 (relating to terroristic threats)				
	18 Pa. C.S. §2709.1 (relating to stalking)				
	18 Pa. C.S. §2901 (relating to kidnapping)				
	18 Pa. C.S. §2902 (relating to unlawful restraint)				

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea or pending charges	Sentence
	18 Pa. C.S. §2903 (relating to false imprisonment)				
	18 Pa. C.S. §2910 (relating to luring a child into a motor vehicle or structure)				
	18 Pa. C.S. §3121 (relating to rape)				
	18 Pa. C.S. §3122.1 (relating to statutory sexual assault)				
	18 Pa. C.S. §3123 (relating to involuntary deviate sexual assault)				
	18 Pa.C.S. §3124.1 (relating to sexual assault)				
	18 Pa. C.S. §3125 (relating to aggravated indecent assault)				
	18 Pa. C.S. §3126 (relating to indecent assault)				
	18 Pa.C.S. §3127 (relating to indecent exposure)				
	18 Pa.C.S. §3129 (relating to sexual intercourse with animal)				
	18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)				
	18 Pa.C.S. §3301 (relating to arson and related offenses)				
	18 Pa.C.S. §4302 (relating to incest)				
	18 Pa.C.S. §4303 (relating to concealing death of a child)				
	18 Pa.C.S. §4304 (relating to endangering welfare of children)				
	18 Pa.C.S. §4305 (relating to dealing in infant children)				

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea or pending charges	Sentence
	18 Pa.C.S. §5902(b) (relating to prostitution and related offenses)				
	18 Pa. C.S. §5903 (c) or (d) (relating to obscene and other sexual materials and performances)				
	18 Pa.C.S. §6301 (relating to corruption of minors)				
	18 Pa.C.S. §6312 (relating to sexual abuse of children)				
	18 Pa.C.S. §6318 (relating to unlawful contact with minor)				
	18 Pa.C.S. §6320 (relating to sexual exploitation of children)				
	18 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement)				
	Driving under the influence of drugs or alcohol				
	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device				

2. Unless indicated by my checking the box next to an item below, neither I nor any other member in my household have a history of violent or abusive conduct, or involvement with a Children and Youth agency, including the following:

Check all that apply	Crime	Self	Other Household Member	Date
	A finding of abuse by a Children and Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction			
	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania, or similar statute in another jurisdiction			
	Involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____			
	Other:			

3. Please list any evaluation, counseling, or other treatment received following conviction or finding of abuse.

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth, and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

I verify that the information above is true and correct to the best of my knowledge, information, or belief. I understand that false statements herein are made subject to penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

Date

HOW TO SERVE THE PETITION FOR MODIFICATION

Wait until you get your papers back from the court with the date and time of your conference. Then, it is your responsibility to serve the other party with them. The court will not change your order unless the other party is served with the notice and petition. It is important to serve as soon as possible. The other party must receive them at least ten (10) days before the conference date. The documents may be served in one of the following three (3) ways. It is highly recommended that you serve the papers by **certified mail**, so that you can prove that they were sent and received. You must serve the papers within 30 days of the date you filed your Petition for Modification. If over 30 days, you will need to have Petition reinstated at the Prothonotary's Office.

A. CERTIFIED MAIL: When you go to the post office, someone at the window can help you to prepare and send the certified mail. You should request a **“return receipt,”** which is a green card that you get back showing that it was delivered, and request **“restricted delivery,”** which means only the person you are serving can accept it, and that person has to sign the green card that you get back. You have to pay for certified mail. As of January 2013, the fees were:

Certified: \$3.10

Return Receipt: \$2.55

Restricted Delivery: \$4.75

When you mail it, you will get a "sender's receipt" (white). A few days later, you will get the green card in the mail signed by the other party. Keep these receipts to include with your Affidavit of Service.

B. REGULAR MAIL: The law allows you to serve a Petition to Modify by regular mail to the last known address of the person being served, but **it is far better to use certified mail**, as instructed above. If you cannot afford all the fees above, you should, at the very least, ask for a “certificate of mailing” to prove you mailed it. A certificate of mailing cost \$1.20 (as of 2013). Keep this certificate to include with your Affidavit of Service. Try to make sure that you have the correct address for the other party. If the court is concerned that the other parent/party did not receive the notice and petition, your order will not be changed.

C. PERSONAL SERVICE: You can have a person who is 18 years of age or older serve the papers in person. You should not serve the papers yourself. The person who serves the legal papers on the other parent or party must do it in one of the following ways:

- (a) by handing a copy to the other parent/party;
- (b) by handing a copy to an adult member of the family with whom the other parent/party resides;
- (c) by handing a copy of the papers to an adult person in charge of the parent/party's residence at the time (example: babysitter, etc.);
- (d) going to the other parent/party's place of employment and handing a copy to the person in charge.

If you have the money, you can pay the Sheriff, Constable, or process server to serve the papers and file an Affidavit of Service for you.

HOW TO FILL OUT AND FILE THE AFFIDAVIT OF SERVICE

Choose ONE of the three Affidavit of Service forms that follow these instructions. There is one for service by certified mail, one for regular mail and one for personal service. You have to fill out and file one of these forms with the Prothonotary after you serve the other parent/party, unless you paid a sheriff or constable to do it for you. If you are serving more than one person, you have to complete and file a separate Affidavit for each one.

BY CERTIFIED MAIL:

- Fill in the caption.
- Fill in the blanks.
- Staple your sender's receipt (the white receipt) and the green card you got back in the mail to the Affidavit.
- Sign and date at the bottom and make one copy of everything.
- File at the Prothonotary's Office before the conference and keep a time-stamped copy for your records.

BE SURE TO BRING IT WITH YOU TO THE CONFERENCE.

BY REGULAR MAIL:

- Fill in the caption.
- Fill in the blanks
- Staple your sender's receipt (certificate of mailing) to the Affidavit.
- Sign and date at the bottom and make one copy of everything.
- File at the Prothonotary's Office before the conference and keep a time-stamped copy for your records.

BE SURE TO BRING IT WITH YOU TO THE CONFERENCE.

BY PERSONAL SERVICE:

This form is completed by someone else who serves the papers for you, and then you file it with the Prothonotary before the conference.

- Fill in the caption.
- Fill in the blank spaces.
- Check the paragraph that best describes how the papers were served.
- Have the person who served the papers sign and date and write his/her address and telephone number at the bottom.
- Make one copy and file at the Prothonotary's Office before the conference. Keep a time-stamped copy for your records.
- Remember to fill out an Affidavit for each person who has been served.

BE SURE TO BRING IT WITH YOU TO THE CONFERENCE.

_____,
 Plaintiff
 vs.
 _____,
 Defendant

: IN THE COURT OF COMMON PLEAS OF
 : LYCOMING COUNTY, PENNSYLVANIA
 :
 : CIVIL ACTION - LAW
 : CUSTODY
 : NO. _____
 :

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL

I, _____, certify that on _____, I
 (your name) (date mailed)
 mailed a true and correct copy of the Motion Cover Sheet, Order/Notice, and Petition for
 Modification of an existing Order, and a blank Criminal Record/Abuse History Verification
 by certified mail, restricted delivery, return receipt requested, to:

 (Other parent/party's name and address)

Defendant received the Petition on _____. Sender's receipt
 (date received)
 and return receipt are attached.

I verify that the foregoing is true and correct. I understand that false statements herein are
 made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to
 authorities.

 Date

 Petitioner

Plaintiff	:	IN THE COURT OF COMMON PLEAS OF
	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL ACTION - LAW
	:	CUSTODY
Defendant	:	NO. _____
	:	

AFFIDAVIT OF SERVICE BY REGULAR MAIL

I, _____, certify that on _____, I
(your name) (date mailed)
mailed a true and correct copy of the Motion Cover Sheet, Order/Notice, and Petition for
Modification of an existing Order, and a blank Criminal Record/Abuse History Verification
to:

(Other parent/party's name and address)

Certificate of mailing is attached.

I verify that the foregoing is true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Date

Petitioner

_____,
 Plaintiff
 vs.
 _____,
 Defendant

: IN THE COURT OF COMMON PLEAS OF
 : LYCOMING COUNTY, PENNSYLVANIA
 :
 : CIVIL ACTION - LAW
 : CUSTODY
 : NO. _____
 :

AFFIDAVIT OF PERSONAL SERVICE

I, _____, certify that I am a competent adult who is 18 years
 (Person serving other parent/party)
 of age or older, and I am not a party to this action or an employee or relative of a party to
 this action. On _____, I served a true and correct copy of the
 (date)
 Motion Cover Sheet, Notice/Order, and Petition for Modification of Existing Order, and a
 blank

Criminal Record/Abuse History Verification upon _____ by:
 (other parent/party)

- handing a copy to him/her;
- handing a copy to an adult family member at his/her residence by the name of _____;
- handing a copy to an adult in charge of his/her residence by the name of _____;
- handing a copy to an adult in charge at his/her place of employment by the name of _____.

at this address/location: _____
 (Place served)

at approximately _____.
 (Time of day)

I verify that the foregoing is true and correct. I understand that false statements herein
 are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to
 authorities.

 Date

 (server's signature)

Name: _____
 Address: _____
 Phone: _____

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