

County of Adams

**MODIFICATION OF A
CUSTODY ORDER
PACKET**

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Disclaimer

Court staff is not able to give you legal advice or help you fill out/complete these forms. The information in this packet is not a substitute for professional legal advice. The Court, the Adams County Bar Association and the Family Law Committee assume no responsibility and accept no liability for actions taken by users of these documents, including reliance on their contents. If you want to obtain the services of an attorney but do not know whom to contact, please call the Pennsylvania Lawyer Referral Service at 1-800-692-7375.

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I. General Information

a. Introduction

This packet of information has been created by members of the Adams County Bar Association. These materials are intended to assist individuals involved in a custody action by providing general information and legal forms. **IT IS HIGHLY RECOMMENDED THAT YOU HIRE AN ATTORNEY TO REPRESENT YOU IN ANY CUSTODY ACTION.** The information provided herein is not to be used as a substitute for professional legal advice.

b. Legal Definitions

Two forms of custody: Legal Custody and Physical Custody.

1. **Legal Custody** is when a person has the legal right to make major decisions regarding the child's medical, health, education, and religious choices.

Typically, legal custody is shared between the parents.

2. **Physical Custody** is when a person has actual physical possession and control of a child. When a person has physical custody of the children, regardless if they have legal custody, they can make decisions regarding the child's health in an emergency situation. There are different types of physical custody schedules, which include:

a. Shared Physical Custody: Child(ren) live with each party for an equal amount of time.

b. Primary Physical Custody: Child(ren) live with one party for the majority of the time.

c. Partial Physical Custody: Child(ren) live with one party some of the time but not the majority of the time. A common example is when one party has the children every other weekend from Friday to Sunday, and occasionally one day during the week that they do not receive the child(ren) on the weekend.

d. Visitation: Child(ren) visit with the party for a period of time but the party will not have child(ren) overnight.

e. Supervised Visitation: Child(ren) visit with the other party for a period of time but the party cannot be alone with the child(ren) and another person must be present during the visitation period.

3. Further information about the preceding legal definitions and about custody law may be found in the statutes that govern custody at 23 Pa.C.S. Sections 5301 to 5314.

c. Rules of Court

A copy of the Pennsylvania Rules of Civil Procedure and Adams County Local Rules can be obtained from the law library located on the Third Floor of the Courthouse. The applicable rules of law are Rules 1915.1 and 1916 of the Adams County Local Rules and Rules 1915.1 through 1915.25 of the Pennsylvania Rules of Civil Procedure.

d. Basic Procedure

This packet contains forms and instructions on how to modify an already existing custody order. If there is no custody order involving the children or if you are experiencing difficulties with regard to the other party(ies) following an already existing custody order, then you should not use this packet but rather you should get one of the other packets – the Custody Packet or Enforcing a Custody Order- from the law library or the internet and follow the instructions in those packets regarding your request to obtain a custody order or enforce the custody order.

● STOP ●

Read this paragraph carefully!

e. Service

The Pennsylvania Rules of Civil Procedure require that all documents (including Petitions, Complaints and Orders) that you file with the Court must be served by you on the other party, or their attorney of record, if any. This includes any orders you receive scheduling an appearance before the Judge as a result of your filing. Although the Prothonotary's office may send a copy of a scheduling order to the parties, this is NOT service. If you do not properly serve all other parties, your case may be delayed, or even dismissed. This packet includes information on how to properly serve the other party.

f. Modifying a Custody Order You can initiate a custody modification action by yourself or through an attorney.

You can request modification of a custody order whether you are the Plaintiff or Defendant in the current order.

If you were the Plaintiff or Defendant in the original order, you are still the Plaintiff or Defendant for this modification petition or for any other matter concerning this custody case.

Even if there is an agreement about modifying custody, you still need to file a Custody Modification Petition, file the Petition at the Prothonotary's Office, and follow the instructions in this packet for service. The Court will schedule a time for all parties involved to meet at the Courthouse to place the agreement on the record for entry of an Order.

If there is no custody agreement, then you must complete various **documents** that need to be **filed** at the Prothonotary's Office. After the court receives all of your properly filed documents, a **custody conference** will be scheduled by court order. You must then pick up the court order that schedules the custody conference from the Prothonotary, as well as your custody petition and properly serve or provide a copy of those documents to the other side. You must prove, by filling out and filing an appropriate document, that you served the other side. If necessary, a **custody trial** will be scheduled at the time of the custody conference.

▪ **What is a Custody Conference?**

In Adams County, the first time that you come to Court in a custody case will not be a trial, unless a Judge has signed an Order that says otherwise. Normally, the first time that you come to Court, it is for a Custody Conference.

A Custody Conference is held for the following reasons:

- > To make the Judge familiar with your custody case.
- > To have you and the other party meet with the Judge and tell the Judge what the case will be about if there is a trial.
- > To find out whether it is possible for everyone in the case to agree to a custody schedule without having a trial.
- > To have the Judge establish a custody schedule between the time of the conference and the time of the custody trial if the parties are unable to resolve their differences by agreement.

You will need to attend the custody conference at the date, time and place set forth in the court order. The court will determine whether the parties can agree on an appropriate custody schedule. If no agreement is reached the court will order a temporary custody arrangement and set a date and time for trial.

Prior to coming to the custody conference, you should complete a **CUSTODY MEMORANDUM** to submit to the Court at the conference.

If you are not able to resolve your custody case at the custody conference and the Judge schedules a trial, you may do a great disservice to yourself and your children if you do not consult with and hire a lawyer. If you end up having a trial before the Judge and do not have a lawyer representing you, you will be considered to have all the learning and training of a lawyer during the trial. If the other side does not have a lawyer at the trial and you do not have a lawyer, the Judge may, but is not required to, be more understanding of the situation and may relax some of the formal rules that govern how the trial is conducted. If, however, you do not have a lawyer and the other side has a lawyer at the trial, you may become very frustrated and feel defeated by the process. To prevent this from happening, you really should hire a lawyer if a custody trial is scheduled.

▪ **What is a Custody Trial?**

At the trial, you will present witnesses and exhibits who support your request for custody. The court will enter an order resolving the custody dispute.

g. Enforcing a Custody Order If someone violates the provisions of a custody order, then you can file a Petition for Civil Contempt along with a Notice and Order to Appear. After the Court receives a completed Petition for Civil Contempt along with a Notice and Order to Appear, then a date and time will be scheduled for a hearing. These documents must be properly served on all parties

and proper documentation of service must be submitted to the Court. At the hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. If someone violates a custody order, then he/she can be subject to a fine and/or imprisonment. There is a separate packet available for your use regarding enforcing a custody order should the need arise.

h. Obtaining a Custody Order If no custody order exists concerning the children, then you are required to file a custody complaint along with an Order of Court that schedules a custody conference. The Court will schedule a date and time for a conference and, if necessary, a trial by Court Order. These documents must be properly served on all parties and proper documentation of service must be submitted to the Court. At the trial, the Court will review the evidence, and if necessary, take testimony from any witnesses. Thereafter the Court will enter an Order regarding custody. Information on starting a custody case is available in the Custody Packet.

II. Instructions on Modification of a Custody Order:

(If you have not already done so, prior to beginning this Section, please detach the forms at the end of this packet. Please note that these forms at the end of the packet are in the same order as these instructions. You **must** use forms #1, #2 and #6, and **either** form #3, #4 or # 5)

- a. Obtaining a Custody Modification Order which Schedules a Conference with the Judge (Form #1)**
- b. Preparing your Modification Petition (Form #2)**
- c. Serving your Petition and Court Order that Schedules the Conference, (Form #3, #4 or #5)**
- d. Completing your Custody Conference Memorandum (Form #6)**

a. INSTRUCTIONS FOR COMPLETING ORDER OF COURT FOR PETITION FOR MODIFICATION

CAPTION

This should appear exactly as the caption looks on the original custody complaint or the current custody order. Remember, if you were the Plaintiff or Defendant when you originally went to Court you still remain the Plaintiff or Defendant. Print the names of the Plaintiff(s), the Defendant(s), and the case number of the existing Order. For the rest of these forms, you will see the term “Respondent” on the form. The “Respondent” is the person who you are suing to modify the Custody Order.

RESPONDENT'S NAME

On the first blank provided, print the name of the Respondent. The Respondent is the name of the person (either the Plaintiff or Defendant in the original action) who you want to be required to respond to your request to modify the current Custody Order.

COURT ORDERED DATED

On the second blank provided, write the date on which the existing Court Order was entered.

LIST NAME AND ADDRESS OF ALL CHILD(REN)

On the spaces provided list the name(s) of all child(ren) involved in the existing Court Order.

**DO NOT FILL IN ANYTHING FURTHER ON THIS ORDER.
THE COURT WILL FILL IN THE DATE, TIME AND PLACE FOR THE
CUSTODY CONFERENCE AND THE COURT WILL INDICATE WHETHER
THE CHILD(REN) ARE REQUIRED TO ATTEND THE CONFERENCE.**

AFTER THE COURT FILLS IN THE DATE, TIME AND PLACE FOR THE CUSTODY CONFERENCE, THE ORDER WILL BE SENT DOWN TO THE PROTHONOTARY.

ONCE THE PROTHONOTARY RECEIVES THE COURT ORDER YOU MUST GO TO THE PROTHONOTARY'S OFFICE, PICK UP THE COURT ORDER AND PETITION AND SERVE A COPY OF BOTH ON THE RESPONDENT.

NEITHER THE COURT NOR THE PROTHONOTARY WILL SERVE THESE DOCUMENTS ON THE RESPONDENT. ALTHOUGH THE PROTHONOTARY MAY MAIL A COPY OF THE ORDER TO THE PARTIES, THIS IS NOT SERVICE!

YOU MUST SERVE THE ORDER AND YOUR PETITION ON THE RESPONDENT. PLEASE FOLLOW THE INSTRUCTIONS REGARDING SERVING THE PETITION AND ORDER.

IF YOU DO NOT SERVE THE ORDER AND PETITION OR YOU DO NOT SERVE THESE DOCUMENTS CORRECTLY, THEN YOUR CASE MAY BE DELAYED OR EVEN DISMISSED.

b. INSTRUCTIONS ON PREPARING YOUR PETITION TO MODIFY CUSTODY – FORM #2

CAPTION

Print the names of the Plaintiff(s), the Defendant(s), and the case number. **This should appear exactly as the caption looks for the current ORDER OF COURT.**

PARAGRAPH ONE: YOUR NAME and ADDRESS

Print your name and your current address. If you have a separate mailing address, include that information as well.

PARAGRAPH TWO: INFORMATION REGARDING THE CHILD(REN)

Indicate by checking the appropriate box if you are the mother, father or have another relationship with the child(ren). Also print the name(s) of the child(ren), and their date of birth.

PARAGRAPH THREE: THE RESPONDANT'S NAME AND ADDRESS

Print the name of the respondent and indicate by checking the appropriate box if he/she is the mother, father, or has another relationship with the child(ren) Include his/her current address. If the respondent has a separate mailing address, include that information as well.

PARAGRAPH FOUR: ORDER OF COURT

Write the date of the current Court Order and the name of the County and State of the court that issued that Order. Also, indicate by checking the appropriate box if the order granted you legal custody, physical custody, and/or visitation. Please be sure that a copy of the current Order is attached.

PARAGRAPH FIVE: REASON FOR CHANGE

In the space provided, explain to the Court the reason you are seeking a change in the current custody schedule.

FOR THESE REASONS

In the space provided, indicate what new custody schedule you are requesting the Court to order.

VERIFICATION

Read carefully, and then date and sign the form.

c. INSTRUCTIONS FOR SERVING THE ORDER OF COURT FOR PETITION FOR MODIFICATION AND PETITION TO MODIFY CUSTODY

ATTENTION: YOU MUST SERVE ALL DOCUMENTS IN THIS CASE. NEITHER THE COURT NOR THE PROTHONOTARY'S OFFICE WILL SERVE ANY DOCUMENTS FOR YOU. ALTHOUGH THE PROTHONOTARY OFFICE WILL SERVE YOU IF YOU COME TO COURT AND YOU CANNOT PROVE TO THE JUDGE THAT YOU PROPERLY SERVED ALL DOCUMENTS IN YOUR CASE, THEN THE JUDGE MAY NOT BE ABLE TO MODIFY THE CUSTODY ORDER. THIS IS BECAUSE THE OTHER PARTY IN THIS CASE HAS A RIGHT TO KNOW THAT YOU HAVE FILED FOR MODIFICATION OF THE CUSTODY ORDER AND ARE ASKING THE COURT FOR A NEW CUSTODY ORDER.

How do you Serve Documents?

You will need to have all parties served with a copy of **ALL** the papers that you filed with the Prothonotary's Office and the Court Order scheduling the conference, and you must prove that the other person received these papers. You may use any of the methods of service in this packet but must be able to provide the Court with the correct **documentation of the type of service used.**

What Methods of Service are available?

- 1) Certified mail, restricted delivery, return receipt requested (Form #3)

- 2) Personal service by sheriff, constable, or other person over the age of 18 years (THIS OTHER PERSON OVER THE AGE OF 18 YEARS CANNOT BE YOU), (Form#4)

or 3) Personal service by you handing the party(ies) a copy of ALL papers HOWEVER THIS IS ONLY CONSIDERED PROPER AND VALID SERVICE IF THE OTHER PARTY OR PARTIES COOPERATE BY SIGNING AN ACCEPTANCE OF SERVICE AS SET FORTH BELOW. IF THEY WILL NOT COOPERATE AND SIGN THE ACCEPTANCE OF SERVICE, THEN YOU MUST USE ONE OF THE PREVIOUS TWO METHODS OF SERVICE SET FORTH ABOVE. (Form #5)

What type of Documentation should be completed?

1) If you serve the other party(ies) by certified mail, restricted delivery, return receipt requested, then complete the **AFFIDAVIT OF SERVICE (CERTIFIED MAIL) (Form #3)** for each party and attach the certified mail receipt (which is green in color) and file this form with the Prothonotary's Office.

2) If a sheriff, constable or other person over the age of 18 (BUT NOT YOU) hands the papers to the defendant(s), then complete the **AFFIDAVIT OF SERVICE (BY THIRD PARTY) (Form #4)** for each party and file this form with the Prothonotary's Office. This form requires the signature of the third party.

3) If you hand the papers to the defendant(s), then complete the top part of the **ACCEPTANCE OF SERVICE (Form #5)** and have the Defendant sign and date the form. File this form with the Prothonotary's Office. This form requires the signature of the defendant. **If the Defendant refuses to sign, then you must use another method of service such as certified mail or service by a third party.**

**d. INSTRUCTIONS FOR COMPLETING CUSTODY CONFERENCE
MEMORANDUM – FORM #6**

You will need to attend the custody conference at the date, time and place set forth in the court order. The court will determine whether the parties can agree on an appropriate custody schedule. If no agreement is reached the court will order a temporary custody arrangement and set a date and time for trial. The purpose of the memorandum is to help the Judge and the parties understand what is going on in your case. Please refer to the following step-by-step instructions for completing the **CUSTODY CONFERENCE MEMORANDUM:**

CAPTION

Print the name(s) of the Plaintiff, the name(s) of the Defendant, and the case number. This should appear exactly as the caption looks for your **PETITION TO MODIFY CUSTODY.**

NAMES & ADDRESSES OF ALL WITNESSES

Print the names and addresses of all the people that you wish to come to Court and testify on your behalf in this case. In almost all custody cases you will list yourself and the other party who you are suing for custody. You may also list the children as witnesses, but please note that the children will not be made to testify in Court like other witnesses. Rather, the children will be interviewed by the Judge in a private interview called an in camera interview. During the interview, neither you nor the other party will be present when the children are questioned. Instead, you will be permitted to give the Judge written questions to be asked of the children, and, if the questions are appropriate, the Judge will ask the questions of the children while everything is being recorded by a court reporter.

In this section, you may also list other people as witnesses such as family members, childcare providers, education providers and healthcare providers. When listing witnesses on the memorandum, you need to know two very important things;

- Just because you list someone as a witness does not mean that they have to come to Court. It is your responsibility to request a witness' appearance by giving or mailing a subpoena to the witness. You may get subpoenas from the Prothonotary's Office on the first floor of the Courthouse. There is a small fee for each subpoena.
- You should limit your witness list to people who you truly believe the Judge needs to hear from in order to decide your case. If your list of witnesses is too long, there may not be enough time for the Judge to hear them all.

STATEMENT OF ISSUES

Write a statement of all the potential issues. You should list what you believe will be important for the Judge to listen to in deciding your custody case. When preparing this memorandum, keep in mind that the Judge is required to determine what custody schedule is in the best interest of your children.

SETTLEMENT PROPOSAL

Write what custody schedule you would be willing to agree to without having a custody trial.

TIME FOR TRIAL

Circle the amount of time that you are requesting the Judge to set aside for your trial considering the number of witnesses and issues raised.

SPECIAL REQUEST

Circle any of the special requests that are listed or write in a special request. The two types of special requests listed are home study and a custody evaluation.

If you request a home study, you are asking that a government agency go to your home or the home of the other party and make a written assessment of the home as being an appropriate place for the children to live. If you make a request for a home study, it is your responsibility to contact the government agency, to pay the agency's fee and to provide the agency with written directions to the other party's residence or your residence. If the home study will be of a home in Adams County, you are to contact **Adams County Children & Youth Services (717) 337-0110** to request the home study. If the home study is for a home in another county in Pennsylvania, then you should contact that county's Children & Youth Agency. If the home study is for a home in another state, then you need to contact the appropriate agency in that state.

If you request a custody evaluation, you are asking that a qualified licensed psychologist, psychiatrist or social worker perform an assessment as to the relationships that have developed between the children and each party. If you make this request, it is your responsibility to contact a professional who is qualified to perform this evaluation and to pay that professional for the custody evaluation according to whatever arrangement you are able to work out with that professional. Please be advised that some evaluations take months to complete and can cost thousands of dollars. Because of time and cost, most custody cases do not have custody evaluations. If you believe that an evaluation is necessary in your case, you really should hire an attorney.

CURRENT CUSTODY SCHEDULE

Write down what is the current custody schedule of the child(ren) for the most recent six months (or for such shorter period, if applicable).

After you have completed the memorandum, you should sign and date it. You must then **make at least two (2) copies of the memorandum prior to going to the custody conference.** File the original and all copies at the Prothonotary's Office prior to attending the conference. Bring all of the filed copies with you to the custody conference. You should hand the original memorandum to the Judge, a copy to the other party and keep a copy for your records.

III. Forms

- a. Order of Court for Pro Se Custody Modification Petition (Form #1)**
- b. Pro Se Petition To Modify Custody (Form #2)**
- c. Service Documentation Forms**
 - i. Affidavit of Service (Certified Mail) (Form #3)**
 - ii. Affidavit of Service (By Third Party) (Form #4)**
 - iii. Acceptance of Service (Form #5)**
- d. Custody Conference Memorandum (Form #6)**

PLEASE DETACH THE FOLLOWING FORMS AND FILL IN THE FORMS WHILE GOING THROUGH THE INSTRUCTIONS.

PLEASE NOTE THAT YOU MAY NOT NEED TO FILL IN OR USE ALL THE FORMS THAT HAVE BEEN PROVIDED REGARDING SERVICE.

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name		Plaintiff	:	
			:	
		vs.	:	Case No. _____
			:	
			:	Action in Custody
Name		Defendant 1	:	
		and (if applicable)	:	
			:	
Name		Defendant 2	:	

ORDER OF COURT FOR PETITION FOR MODIFICATION

You, _____, Respondent, have been sued in Court in order to
Name
 obtain a modification of an existing Court Order dated _____, regarding
Previous Court Order date
 custody of the minor child(ren):

Name	
	Address
Name	
	Address
Name	
	Address

You are Ordered to appear in person to the Second Floor, Courtroom
 Number 3 at the Adams County Courthouse, Gettysburg, Pennsylvania, on the ____ day
 of _____, 20__ at _____ o'clock __.m. for:

- a conciliation or mediation conference.
- a pretrial conference.
- a hearing before the Court.
- The presence of the child(ren) is not required.
- The presence of the child(ren) is required.

If you fail to appear as provided by this Order or to bring the child(ren), if so Ordered, an Order of custody, partial custody or visitation may be entered against you or the Court may issue a warrant for your arrest.

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.

**COURT ADMINISTRATOR
Adams County Courthouse
Gettysburg, Pennsylvania 17325
(717) 337-9846**

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Adams County, Pennsylvania 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 before the Court. You must attend the scheduled conference or hearing.

BY THE COURT,

Dated: _____ J.

COURT ADMINISTRATOR'S NOTICE: Attention is directed to Local Rule 1915.1 which requires submittal of a memorandum at the time of the conference.

NOTE: Bring calendar - hearing, if necessary, will be scheduled at conference.

**IN THE COURT OF COMMON PLEAS FOR
ADAMS COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW**

Name		Plaintiff	:	
	vs.		:	Case No. _____
			:	
			:	Action in Custody
Name		Defendant 1	:	
		and (if applicable)	:	
			:	
Name		Defendant 2	:	

Petition to Modify Custody

I, _____, representing myself, state that:

1. I, _____, Petitioner, currently reside at _____
Name

_____.
Address, including City, State, Zip and County.

2. I am the mother, father, or _____ of:
State the Relationship (for example, grandparent)

Name of child	Child's Date of Birth
Name of child	Child's Date of Birth
Name of child	Child's Date of Birth
Name of child	Child's Date of Birth
Name of child	Child's Date of Birth

3. _____ is the mother, father, or _____
Respondent State the Relationship (for example, grandparent)

of the child(ren), and resides at _____
Address, including City, State, Zip and County

_____.

4. An Order of Court was entered on _____, in the Court of Common Pleas of
Date of Order

_____ County, in the State of _____, granting me
Name of County Name of State

legal custody, physical custody, or visitation, of the child(ren). A true and correct copy of the Order is attached.

5. Since the Order, circumstances have changed and the Order is no longer in the best interest of the child(ren) because: _____

FOR THESE REASONS, I request the Court to change custody as follows:

VERIFICATION

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

Date: _____

Signature

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
		:	
	vs.	:	Case No. _____
		:	
		:	Action in Custody
		:	
Name	Defendant	:	

Affidavit of Service
(Certified Mail)

I certify that I served a copy of the Order of Court for Petition for Modification and Petition to Modify Custody (which were previously filed with this Court) upon _____ on _____ by certified mail, restricted delivery, return receipt requested. The **original** return receipt signed by _____ is attached.

Name of person served

Name of person served

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

Date: _____

_____ Name of person certifying service (printed or typed)

_____ Street Address of person certifying service

_____ City State Zip Code

_____ Area Code Telephone Number of person certifying service

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
		:	
	vs.	:	Case No. _____
		:	
		:	Action in Custody
Name	Defendant	:	

**Affidavit of Service
(By Third Party)**

I certify that I served a copy of the Order of Court for Petition for Modification and Petition to Modify Custody (which were previously filed with this Court) upon _____ on _____, at _____ (p.m./a.m.)

Name of person served
Date
Time

 at _____

Street Address
City
State
Zip Code

by handing copies thereof to Respondent.

I further certify that I am over the age of eighteen (18) years and not the Plaintiff nor the Defendant in the proceeding.

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

Date: _____

Name of person certifying service (signature)

Name of person certifying service (printed or typed)

Street Address of person certifying service

City State Zip Code

Area Code Telephone Number of person certifying service

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
	vs.	:	Case No. _____
		:	Action in Custody
Name	Defendant 1	:	
	and (if applicable)	:	
Name	Defendant 2	:	

CUSTODY CONFERENCE MEMORANDUM

AND NOW, comes the undersigned party who submits the following custody conference memorandum pursuant to Adams County Local Rule 1915.1:

NAMES & ADDRESSES OF ALL WITNESSES

- 1.
- 2.
- 3.
- 4.
- 5.

STATEMENT OF ISSUES

- 1.
- 2.
- 3.
- 4.

The undersigned reserves the right to raise additional issues upon appropriate notice to the other party prior to trial.

SETTLEMENT PROPOSAL

I would agree to settle this case without a trial if the Court Orders the following:

TIME FOR TRIAL

I estimate that my case will require **(please circle the time that applies):**

One half of a day.

One day.

More than one day.

SPECIAL REQUEST
(please circle the request that applies)

None.

A home study of the other party's residence.

A home study of my residence.

A home study of the other party's residence and my residence.

A custody evaluation.

Other: _____

WHAT IS THE CURRENT CUSTODY SCHEDULE

Respectfully submitted,

Date: _____

By: _____
(signature)

Address: _____

Phone Number: _____