

### **RULE 1915.3.1      PETITIONS FOR MODIFICATION OF A CUSTODY ORDER**

- (a) An original and one copy of a Petition for Modification of a Custody Order shall be filed with the Prothonotary together with the administrative fee of \$150.00.
- (b) A Petition for Modification of a Custody Order shall include the following attachments:
  - 1. A Seminar Attendance and Custody Conference Scheduling Order in accordance with Local Rule 1915.15(c).
  - 2. Prior Court Involvement Statement in accordance with Local Rule 1931. This form is available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
  - 3. A Criminal or Abuse History Verification in accordance with Pa.R.C.P. 1915.3-2. This form is available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
  - 4. Self-Represented Party Entry of Appearance, if not represented by legal counsel, in accordance with Local Rule 1930.8. This form is available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
  - 5. A copy of the most recent Custody Order.
- (c) The Prothonotary shall promptly forward the original Petition for Modification of a Custody Order with the attachments listed above to the Court Administrator's Office for assignment to a Custody Conference Officer and scheduling of the Seminar.
- (d) The Court Administrator's Office shall contact a Custody Conference Officer to establish the date, time and location of the Custody Conference which will generally be scheduled after the dates for the parties' attendance at the mandatory four hour educational seminar (Seminar for Families in Change and Conflict) in accordance with Local Rule 1930. Attendance at the Seminar is not required if the parties have attended the Seminar within the last twelve (12) months unless ordered by the Court.
- (e) The Court Administrator's Office will insert the dates, times and location on the Seminar Attendance and Custody Conference Scheduling Order.
- (f) The Court Administrator's Office shall file the Order with the Prothonotary and promptly notify the Petitioner(s) or their legal counsel, if represented, that the Petition for Modification, attachments and Seminar Attendance and Custody Conference Scheduling Order are ready for service on the other parties in accordance with the applicable rules of civil procedure.

- (g) The Petitioner or their legal counsel, if represented, shall promptly thereafter file a Certificate of Service verifying that they have served the Petition, attachments and Order on all parties with the Prothonotary before the date of the scheduled Seminars and Custody Conference.
- (h) If the parties do not reach an agreement at the Custody Conference (see Local Rule 1915.4-2), the Conference Officer may recommend an Interim Order and the case will be assigned to a Family Court Judge.
- (i) As a general rule, if a Family Court Judge has handled a contested family law case for that family, the matter will be assigned to that Judge.