

INSTRUCTIONS
PETITION FOR MODIFICATION OF AN EXISTING SUPPORT ORDER

Print the Petition for Modification

There are four (4) pages that must be completed and returned to the Domestic Relations Office to file your Petition for Modification.

Page 1:

Plaintiff - the person who files a *complaint* seeking child/*spousal support*. In child support cases, the *plaintiff* is usually the person with whom the child primarily resides. This person may also be called the *custodial parent* or *obligee*.

Defendant - the person who pays support. This person is also called the *non-custodial parent*, *obligor*, or alleged father.

If known, please provide your Docket Number and/or PACSES Case Number on the Petition. If this information is unknown, the case can be found using the Social Security Numbers on page 2.

Mark the appropriate filing: Increase, Decrease, or Suspension/Termination

Explain your reason for filing a Modification.

Sign at **BOTH** - PETITION or ATTORNEY for PETITIONER (Signature) lines.

Date your Petition (If a Modification is granted, the effective date is the date your Petition is received in the office).

Page 2 & 3

Complete all lines. If you do not know an answer, write N/A.
Signature required on Page 3.

Page 4

Complete to the best of your ability. If you do not know an answer, write N/A.
Signature required (2 lines) on Page 4.

Once you have completed your Petition for Modification, send it to our office by one of the following:

Email: Dauphinadmin@pacses.com

Fax: 717-780-6848

Mail: Domestic Relations Office, P.O. Box 1295, Harrisburg, PA 17108.

In the Court of Common Pleas of Dauphin County, Pennsylvania
Domestic Relations Section

Plaintiff

Docket Number

vs.

Defendant

PACSES Case Number

**PETITION FOR MODIFICATION
OF AN EXISTING SUPPORT ORDER**

Petitioner is entitled to Increase Decrease Suspension/Termination
because of the following material and substantial change(s) in circumstance:

WHEREFORE, Petitioner requests that the Court modify the existing order for support.

Petitioner or Attorney for Petitioner (Signature)

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

Date

Petitioner or Attorney for Petitioner (Signature)

Office use only:

Date stamp:

Receipt number: _____

Fee paid or waived _____

Intake worker initials: _____

Log initials: _____

Worker initials processed/scheduled: _____

pg. 1

Plaintiff _____

Address _____

Date of Birth _____

Social Security No. _____

Telephone H(____) _____ W(____) _____ C(____) _____

Place of Employment _____

Attorney's Name _____

Defendant _____

Address _____

Date of Birth _____

Social Security No. _____

Telephone H(____) _____ W(____) _____ C(____) _____

Place of Employment _____

Attorney's Name _____

CHILDREN

DATE OF BIRTH

SOCIAL SECURITY NO.

CLIENT UPDATE INFORMATION

NAME _____ DATE _____

MEMBER ID# _____

PACSES #(s) _____

DOCKET # (s) _____

1. What is your full name (first, middle, last)? _____

2. Do you have any nicknames/aliases? _____

3. Social Security number _____

4. Date of birth _____ Place of birth _____

5. Current address _____

6. Phone number(s): (H) _____ (c) _____ (w) _____

7. Current Driver's License No. (provide copy for file) _____

8. Email address _____

9. Employer Name, Address and Phone No. _____

if self-employed, Name of Business _____

Address _____

Phone No. _____ HIC # _____ EIN # _____

10. Military Status, yes/no. If yes, Branch and Rank _____

11. Immigration Card or ID No, if any _____

12. Mother's Name _____ Maiden Name _____

Mother's Phone No. _____ Address _____

13. Father's Name _____

Father's Phone No. _____ Address _____

14. Name of Non-Parent contact person _____ Phone No. _____

Email Alerts
(Initial below)

_____ Opt In

_____ Opt Out

Text Alerts
(Initial below)

_____ Opt In

_____ Opt Out

Signature _____

Pg. 3

IN020C
LO-M03

FOR DRO USE ONLY

PACSES Updated by _____

Date _____

Plaintiff

: IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA

v.

: NO. _____

Defendant

: CIVIL ACTION - LAW

PRIOR COURT INVOLVEMENT STATEMENT

The following lists all cases involving one or more of the same parties and indicates if a prior matter involved a Conference or a Contested Hearing before a Judge or if an agreed order was entered.

Check all that Apply	Action	Docket Number	Judge	Contested Hearing or Pretrial Conference	Agreement Reached and No Hearing Before a Judge Required
<input type="checkbox"/>	Custody				
<input type="checkbox"/>	Divorce				
<input type="checkbox"/>	Support or APL				
<input type="checkbox"/>	Paternity				
<input type="checkbox"/>	PFA				
<input type="checkbox"/>	This is the first Family Law Matter Filed in Dauphin County involving the above-captioned parties and children.				

Date

Signature (Your Signature)

Name (Print your Name)

CERTIFICATION

I, _____, certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Date _____

Signature _____