

INSTRUCTION BOOKLET
TO FILE FOR CUSTODY
AND/OR VISITATION

CURRENT CUSTODY FILING FEES

New Petition: \$121.50

Modification Petition: \$50.00

Divorce Docket Number on File: \$31.00

Children Cope With Divorce Seminar \$40.00

(All fees are subject to change without notice)

**PETITIONS ACCEPTED BETWEEN THE HOURS OF
8:00 A.M. UNTIL 11:30 A.M. AND 1:00 P.M. UNTIL 4:00 P.M.
MONDAY THROUGH FRIDAY**

ERIE COUNTY, PENNSYLVANIA

DEFINITIONS

PLAINTIFF – The person **initially** suing for custody/visitation.

DEFENDANT – The person who is **initially** sued for custody/visitation.

SHARED CUSTODY - (Legal and/or Physical) Shared legal custody refers to the right of both parents to participate in major decisions about the child's medical care, education, religion, etc. Shared physical custody assures the child physical access to both parents.

PRIMARY RESIDENCE – The legal address of the child.

NON-CUSTODIAL PARENT – The parent with whom the child does not live with most of the time.

PARTIAL CUSTODY – The period of time the child is in the home of the parent.

VISITATION – The right of the non-custodial parent to spend time with the child but with no right to leave the child's primary residence.

SUPERVISED VISITATION – The right of the non-custodial parent to visit only if someone is supervising the visit.

THIRD PARTY – Any person who is not a natural parent of the child.

STANDING – The legal right to be a part of a custody suit.

JURISDICTION – The proper Court in which to file the lawsuit.

BEST INTEREST OF THE CHILD – The factors which the Court looks at in deciding what legal rights to custody and visitation each parent should have and how those rights will have a positive effect on the child.

CONSENT AGREEMENT - An agreement reached between the parties that becomes an Order of Court.

RECOMMENDED ORDER - When the parties cannot reach an agreement, the conciliator will issue this Order for the Court's approval.

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INTRODUCTION

It is our hope that this booklet will help educate and reassure parents that custody is not a win / lose situation, but through sincere cooperation and communication, with the children's best interests in mind, it can prove to be a **win / win** experience for everyone.

The goal of the Office of Custody Conciliation is to assist parents in working out the terms of their shared custody arrangement in a non-threatening, non-adversarial manner through **MEDIATION**. Mediation is negotiation and communication with the help of a neutral third party.

The custody conciliation process consists of different levels of parental involvement. The purpose of the several steps in the custody process is to give parents every opportunity to work out an arrangement that they can be committed to. It is easier to be committed to a schedule that you have developed on your own and not one that is imposed on you by the Court.

The role of the conciliators and the purpose of the conferences is not to assign blame for the breakup of your relationship or assess the worthiness of either one of you as parents but rather to help preserve the irreplaceable relationship your children are entitled to have with both parents.

Please review all the material in this booklet. It will assist you in becoming familiar with the forms and prepare you to participate in the custody conciliation process.

Our staff **cannot provide legal advice**. The following resources may be of assistance to you if you have a legal question:

LAWYER'S REFERRAL SERVICE

302 WEST NINTH STREET

ERIE, PA 16502

PHONE: (814) 459-4411

NORTHWESTERN LEGAL SERVICES

1001 STATE STREET

SUITE 700

ERIE, PA 16501

PHONE: (814) 452-6949

STEPS IN THE CUSTODY PROCESS

- If both parties are in agreement to the custody arrangement, call the Custody Office to schedule an agreement conference. (See page 6 for details)
- If both parties are **not** in agreement to the custody arrangement, either party will have to file a petition with the Custody Office to schedule an intake conference. (See page 6 for details)
- At the intake conference, if the parties reach an agreement as to the custody arrangement, it shall be formalized into an Order of Court. Both parties shall receive a handwritten copy of the agreement following the intake conference and a typed copy signed by the Judge will be mailed to both parties. (See page 10 for details)
- If an agreement cannot be reached at the intake conference, a Temporary Order may be issued and a conciliation conference scheduled for a later date or a recommendation shall be made to the Court and a Custody Order issued.
- At the conciliation conference, if a consent agreement cannot be reached, a recommendation shall be made to the Court and a Custody Order issued. (See page 12 for details)
- If a party is not in agreement with the conciliator's recommendation, you may file for a custody trial in front of a Judge. The request for an adversarial hearing must be filed within twenty (20) days from the date the Order was mailed or within twenty (20) days from the date the Order was received by you, whichever occurs first. (See page 12 for details)

CHILDREN COPE WITH DIVORCE SEMINAR

The first step in the custody conciliation process is for both parents to attend a four-hour seminar called **Children Cope with Divorce** that is held at Family Services, 5100 Peach Street, Erie, Pennsylvania. The Custody Office will schedule the parties for the seminar at the agreement conference, or if the parties are not in agreement, the parties will be scheduled when the petition is filed.

Some of the program's objectives include exploring the experience of separation and divorce from the child's perspective, sharing specific skills parents can use to support a child's adjustment and suggestions on how to avoid placing a child in a no-win situation with parents.

The fee for this program is paid directly to Family Services. Your attendance at this seminar is **mandatory** if you are involved in either a Divorce or Custody proceeding. For more information, you may contact Family Services at (814) 866-4500.

OBTAINING A CUSTODY ORDER BY AGREEMENT

If both parents **are in agreement** regarding their custody arrangements and wish to have that agreement formalized into an Order of Court, **both** parents must be willing to appear **voluntarily** for a conference and both parties must also **agree** to attend the four-hour seminar called Children Cope with Divorce that is held at Family Services. Call our office at (814) 451-6234 and schedule an appointment. No notices will be sent to either party. At this conference, we will put into writing all of the terms of the agreement. Be prepared to pay the appropriate filing fee and we will give you the necessary paperwork to obtain a docket number so that the agreement will be made into an Order of Court.

FILING A CUSTODY PETITION

If there is no agreement or if either party is reluctant to meet **voluntarily**, then you must proceed by petitioning the Court (in the form of a petition). All parties will be required to appear at an intake conference and attend the Children Cope with Divorce seminar. **The instructions for filing a petition are on page 7.** If you do not want to file your own petition, your attorney may prepare and file one for you.

INSTRUCTIONS FOR FILING YOUR PETITION

FILING FEES ARE DUE WHEN SUBMITTING YOUR PETITIONS

1. If you are filing your own petition, type or neatly and legibly handwrite on letter size paper (8-1/2 x 11) **each** question and answer as shown on sample petition on pages 8-9 or you may obtain the petition as a form from the website listed on the back cover of this booklet. **(DO NOT FILL IN THE BLANKS, PHOTO COPY OR SCAN AND SUBMIT THE SAMPLE PETITION AS YOUR PETITION)**. Then follow these instructions on filing and serving the defendant.

2. Make four (4) copies of each page of your petition.

3. **Bring your completed petition and your four (4) copies (for a total of five (5) petitions) to the Office of Custody Conciliation, Erie County Courthouse, 140 West Sixth Street, Room 02, Erie, PA, 16501. The office is open from 8:00 a.m. until 12:00 noon and from 1:00 p.m. until 4:30 p.m. PETITIONS WILL BE ACCEPTED BETWEEN 8:00 A.M. AND 11:30 A.M AND BETWEEN 1:00 P.M. AND 4:00 P.M.**

4. The Custody Office will schedule you for an intake conference approximately 45 days from the day you file your petition. Within that 45-day period, we will also schedule you and the defendant to attend the Children Cope with Divorce seminar. We will attach all the necessary papers to your petition at this time.

5. Take the original and the copies to the Prothonotary's Office on the first floor of the Courthouse, Room 120. If you are initiating a custody action and do not have a current Custody Order with a docket number, you will have to obtain a number and pay the filing fee to the Prothonotary. The Prothonotary's Office will give you a number on your petition. They will keep the original petition and certify your copies.

6. Bring your receipt with a docket number back to the Custody Office.

7. Two of the certified copies are to be served on the defendant **on the same day as they are filed**. One is to be sent to the defendant by **certified mail, restricted delivery**, and one by regular mail. **YOU MUST HAVE PROOF THAT THE DEFENDANT WAS SERVED. THE SIGNED GREEN CARD RETURNED TO YOU BY THE POST OFFICE WILL SERVE THIS PURPOSE**. The third copy is for the Custody Conciliation Office and the fourth copy is yours.

8. Be sure to attend the Children Cope with Divorce seminar on the day you are assigned and bring the Certificate of Completion with you to the intake conference. You must complete the registration form that is attached to your petition and return it to Family Services along with your payment prior to the date you are scheduled to attend.

9. You must appear on time for your intake conference and bring photo I.D.

The following information must be included in a petition. **DO NOT FILL IN THE BLANKS, PHOTO COPY OR SCAN AND SUBMIT THIS SAMPLE AS YOUR PETITION.** Handwrite or type *each* question and answer neatly and legibly on another 8-1/2 x 11 paper then follow the instructions for filing your petition and serving the defendant on page 7. The explanation within parenthesis () should not be recopied, just each question with the appropriate answer.

**PLAINTIFF
VS.
DEFENDANT**

**IN THE COURT OF COMMON PLEAS
OF ERIE COUNTY, PENNSYLVANIA
NO.** (You will obtain the number from the Prothonotary's office when you pay the filing fee).

COMPLAINT FOR _____
(PRIMARY RESIDENCE / SHARED CUSTODY / PARTIAL CUSTODY / VISITATION /
MODIFICATION OF AN EXISTING ORDER / SPECIAL RELIEF)

1. The plaintiff is _____, residing at _____
_____. (The person filing the petition is the plaintiff).

2. The defendant is _____, residing at _____
_____. (The defendant is the other parent you are requesting to participate in the conference with you).

3. The plaintiff seeks _____. (List here what it is you are seeking, whether it is primary residence, shared custody, partial custody, visitation, modification of an existing Order or special relief) of the following child(ren).

Name (of Child(ren)) **Present Address (of Child(ren))** **Birth Date (of Child(ren))**
(List information)

(a) The child(ren) (was) (was not) born out of wedlock.

(b) The child(ren) (is) (are) presently in the custody of _____

who resides at _____.

(c) During the past five years, the child(ren) (has) (have) resided with the following persons and at the following addresses:

List the Persons **List the Addresses** **Dates**
(List information)

(d) The mother of the child(ren) is _____, currently residing at _____.

(e) She is (married) (divorced) (single).

(f) The father of the child(ren) is _____, currently residing at _____.

(g) He is (married) (divorced) (single).

4. The relationship of the plaintiff to the child(ren) is that of _____.
The plaintiff currently resides with the following persons:

Name **Relationship to Plaintiff**
(List information)

5. The relationship of the defendant to the child(ren) is that of _____.
The defendant currently resides with the following persons:

Name **Relationship to Defendant**
(List information)

6. The plaintiff (has) (has not) participated as a party or witness, or in another capacity, in other litigation (court case) concerning the custody of the child(ren) in this or another Court. The Court term and number and its relationship to this action is:

(This question is asking if you have ever been to Court prior to this concerning these children. If you have, please give the year and the docket number of that Order and attach a copy of the Order to this petition. If you have never been to Court for custody of these children, rewrite the question and simply answer "This does not apply").

(a) The plaintiff (has) (has no) information of a Custody proceeding concerning the child(ren) pending in a Court of this Commonwealth. The Court term and number and its relationship to this action is:

(This question is asking if there is any other Court action scheduled to take place concerning these children in this or any other Court. [For example, a juvenile or dependency hearing]. If there is, list the date of the hearing and the docket number. If you do not know of any other hearing, rewrite the question and simply answer "This does not apply").

(b) The plaintiff (knows) (does not know) of a person, not a party to the proceedings, who has physical custody of the child(ren) or claims to have custody or visitation rights with respect to the child(ren). The name and address of such person is: _____

(If any of the children have ever lived with another third party, such as a grandparent or another relative for any considerable length of time, that party may be entitled to custody rights and should be listed here and also served with a copy of this petition).

7. The best interest and permanent welfare of the child(ren) will be served by granting the relief requested because: _____

(Simply state the reasons why you felt it was necessary to file this petition).

8. Each parent whose parental rights to the child(ren) have not been terminated and the person who has physical custody of the child(ren) have been named as parties to this action. All other persons, named below, who are known to have or claim a right to custody or visitation with the child(ren) will be given notice of the pendency of this action and the right to intervene:

<u>Name</u>	<u>Address</u>	<u>Basis of Claim</u>
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(List information)

(If any of the children have ever lived with a third party such as a grandparent or other relative for any considerable length of time, that party may be entitled to custody rights and should be listed here and also be served with a copy of this petition).

Wherefore, the plaintiff requests the Court to grant _____

(List here what you are seeking, primary residence, shared custody, partial custody, visitation, modification of an existing Order or special relief).

Plaintiff (your signature)

Date

I verify that the statements made in this petition are 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.

Plaintiff (your signature)

Date

THE INTAKE CONFERENCE

This is an **informal** meeting, **not** a hearing; no evidence or testimony is presented, and the children are **not** interviewed. There is no third party (for example, a stepparent or grandparent) present in the conference unless everyone agrees. It is not necessary for your attorney to be present during these conferences; participation, conversation and input will be from you. However, either party may have an attorney present.

Custody arrangements are as individual as you are and are based upon each couple's circumstances. No one knows better than you what your children's personalities are and your lifestyles. This is your opportunity to make your own decisions about what is best for you and your children. The Court does not want to interfere in these personal decisions unless forced to do so because you are not able to work out your own custody arrangement.

At this meeting, areas of agreement and disagreement are identified and the parents have the opportunity of working out the terms of their custody arrangement with the assistance of a **Custody Conciliator**.

The terms of your agreement will be formalized into an Order of Court and signed by the Family Court Judge. Most matters are resolved at this level; however, if full agreement of the custody arrangements cannot be accomplished at this stage, you will then be scheduled to attend a conciliation conference. A Temporary Court Order will be issued that you must follow until the conciliation conference. The purpose of the Temporary Order is to ensure that there is no break in contact between the children and both parents until such time as a more permanent arrangement can be formulated in the conciliation conference or by the Court.

(This is the consent agreement form we will be working with during the conferences. Please take a minute to familiarize yourself with the areas that we will be discussing).

CONSENT AGREEMENT

We have agreed to the following appropriate arrangement for the custody of our child(ren):

1. The parents shall share the legal and physical custody of their child(ren). The name(s) of the child(ren) is/are as follows:

2. The child(ren) shall reside with the (mother/father) except that the (mother/father) shall have (partial custody/visitation) with the child(ren) as follows:

a. Weekdays - _____.

b. Weekends - _____.

c. Summer/Vacation periods - _____.

d. The holidays of Memorial Day, July Fourth and Labor Day shall be alternated beginning with _____. The hours for Memorial Day and Labor Day shall be from 10:00 a.m. until 6:00 p.m. and the hours for July 4th shall be from 12:00 noon until July 5th at 12:00 noon unless mutually agreed to do otherwise.

e. Easter - _____.

f. Thanksgiving - _____.

g. Christmas - _____.

3. ALL HOLIDAY SCHEDULES SHALL SUPERSEDE ANY OTHER PARTIAL CUSTODY OR VISITATION SCHEDULE UNLESS MUTUALLY AGREED TO DO OTHERWISE.

4. The child(ren) shall be with the mother on Mother's Day and with the father on Father's Day. The hours shall be from 10:00 a.m. until 6:00 p.m. unless mutually agreed to do otherwise.

5. Each parent shall plan a birthday celebration for the child(ren) on one of their regularly scheduled partial custody days near the child(ren)'s birthday.

6. Each parent shall keep the other informed of the child(ren)'s health, progress in school, and general welfare and shall consult the other parent concerning major decisions affecting the child(ren).

7. Each parent is entitled to receive directly from schools, health care providers, or other relevant sources, information concerning their child(ren).

8. Neither parent shall engage in any conduct that presents to the child(ren) a negative or hostile view of the other.

9. Each parent shall encourage the child(ren) to comply with the custody arrangement and foster in the child(ren) a positive view of the other.

10. This custody arrangement may be modified by an agreement of the parties when required for the best interest of the child(ren).

11. If not already done, the parties agree to attend the Children Cope with Divorce seminar.

12. Jurisdiction of the aforementioned child(ren) and this matter shall remain in the Court of Common Pleas of Erie County, Pennsylvania unless and until jurisdiction would change under the Uniform Child Custody Jurisdiction and Enforcement Act 23 Pa. C.S.A. 5401 et. seq.

13. VIOLATION OF THIS ORDER BY ANY PERSON MAY RESULT IN CIVIL AND CRIMINAL PENALTIES, INCLUDING PROSECUTION PURSUANT TO SECTION 2904 OF THE PENNSYLVANIA CRIMES CODE, INTERFERENCE WITH CUSTODY OF CHILDREN.

We agree to abide by the agreement developed this _____ day of _____, 20____ and submit it to the Court of Common Pleas to be formalized into an Order of Court.

Mother

Father

Custody Conciliation Conciliator

CONCILIATION CONFERENCE

The objective of the conciliation conference is to foster agreement between the parties in such a way that they are committed to a custody arrangement that will be entered as an Order of Court. The conciliator's role is to aid the parties in reaching a custody agreement using the methods and techniques employed in mediation.

This is not a court hearing where testimony, witnesses or evidence are presented, therefore, it is not necessary to have an attorney present during the conciliation process; however, either party may have an attorney present.

The conciliation conference is scheduled for 1-1/2 hours in an effort to help resolve the issues and help you reach an agreement. If no agreement is reached, the custody conciliator will prepare a **Recommended Order** and forward it to the Court. You must follow this Order.

If you object to the Recommended Order, you must file a **Request for an Adversarial Hearing** (see example on page 13) within twenty (20) days from the date the Order was mailed or within twenty (20) days from the date the Order was received by you, whichever occurs first. The matter will then be scheduled for trial by Court Administration. You will be notified of the trial date and also of the date for a pre-trial status conference that you must attend prior to the scheduled trial.

Plaintiff	:	IN THE COURT OF COMMON PLEAS
	:	OF ERIE COUNTY, PENNSYLVANIA
VS.	:	FAMILY DIVISION - CUSTODY
	:	
Defendant	:	DOCKET NO. _____

REQUEST FOR ADVERSARIAL HEARING

At a recent Custody Conciliation conference, an acceptable custody / visitation agreement could not be reached. I have reviewed the Recommended Order and request an Adversarial Hearing before the Family Court Judge.

The issues to be considered at the hearing are as follows: (Place a check mark before the issues to be considered).

- _____ Relocation
- _____ Time / Length / Number of Visits
- _____ Primary Residence
- _____ Other: _____
- _____
- _____
- _____
- _____ Estimated Length of Time for Trial

I verify that the statements made in this demand for Court hearings are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. Section 4904 relating to unsworn falsification to authorities.

Date	Petitioner or Petitioner's Attorney
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A request for an Adversarial Hearing can be made in Court Administration (Room 204) between the hours of 9:00 a.m. and 12:00 p.m. and 1:30 p.m. and 4:00 p.m., Monday through Friday, within twenty (20) days from the date the Order was mailed or within twenty (20) days from the date the Order was received by you, whichever occurs first. Please attach a copy of the Order of Court that you are appealing.

NOTE: Upon notification of the date and time of your Custody Trial by the Family Court Administrator, a Pre-Trial Status Conference may be requested by either party by contacting the assigned Judge.

TEMPORARY CUSTODY AND SPECIAL RELIEF

Before a party can request temporary custody or special relief, a petition for custody must have been filed **OR** a Court Order must be in effect.

A request for temporary custody is **rarely** granted. The petitioner must establish that the child is in immediate danger of physical injury or serious emotional harm.

A party seeking temporary custody or special relief shall present a petition (see pages 7-9 for instructions on filing a custody petition) to the Family Motion Court Judge. Such requests shall normally only be decided following a hearing in Motion Court with **both** parties present. Therefore, a copy of that petition, as noted above, may be served either by personal service or by mail. If the petition is served through "personal" service, it must give the opposing party two (2) full business days' notice. If service is completed by mail, it must give the opposing party five (5) full business days' notice from the date that it was deposited in the U.S. mail. For example, if a party wishes to present a petition on Thursday at 9:00 a.m., the notice and petition must either: (1) be personally delivered to the opposing party before 9:00 a.m. on the preceding Tuesday; or (2) be postmarked no later than the Wednesday of the preceding week. Again, you must give written notice to the opposing party of the date and time you plan to appear in Motion Court. The Judge presides in Motion Court Monday through Thursday at 9:00 a.m. If you are pursuing this option, you should consult an attorney and/or research custody procedure.

FAILURE TO COMPLY WITH THE CUSTODY ORDER

In the best of relationships there are disagreements. It is very common that from time to time you will experience differences of opinion, or a conflict in scheduling or unexpected circumstances that may interfere with the specifics of the Custody Order.

When the Custody Order was developed, it was meant to serve as a guideline and a minimum that may be modified by mutual agreement. It is impossible to anticipate and predict the future and include it in the Custody Order. We suggest and encourage flexibility and compromise when necessary. The responsibility and success of your Custody Order depends on the parents and their ability to cooperate.

Communication is the key to the solution and prevention of problems. If it is difficult to verbally communicate, then we would suggest that you communicate in writing. This letter should be **tactful** and one that you would not mind receiving. In the letter, focus on the problem in an effective way, offering suggestions and alternatives, not criticism or blame.

If this does not prove effective, you may file a petition for Modification (see page 16 for instructions on filing). The conciliation fee is \$50.00 per 1-1/2 hour session. If you do not want to file your own petition, your attorney may prepare and file one for you.

If you have tried and exhausted every possible way to resolve your dilemma, then you **may** be justified in filing a **PETITION TO HAVE THE RESPONDENT HELD IN CONTEMPT FOR FAILURE TO COMPLY WITH A CUSTODY ORDER**. Contempt proceedings **ARE NOT** held in the Custody Conciliation Office and the Custody Conciliation Office cannot assist in preparing these petitions. Contempt proceedings are held in front of a Judge after obtaining a Rule to Show Cause from **Court Administration/Family Division, Room 205**. For additional information please see link to Custody Contempt Packet. You may want to consult an attorney about these proceedings since the Custody Conciliation Office will not be able to address any of your questions or concerns. **BY LAW, THE CUSTODY CONCILIATION OFFICE IS NOT PERMITTED TO GIVE LEGAL ADVICE.**

INSTRUCTIONS FOR FILING A MODIFICATION PETITION

MODIFICATION FEE IS DUE WHEN SUBMITTING YOUR PETITIONS

1. If you are filing your own petition, type or neatly and legibly handwrite **each** question **and** answer on letter size paper (8-1/2 x 11) as shown on sample petition on pages 8-9 or you may obtain the petition as a form from the website listed on the back cover of this booklet. **(DO NOT FILL IN THE BLANKS, PHOTO COPY OR SCAN AND SUBMIT THE SAMPLE PETITION AS YOUR PETITION)**. Then follow these instructions on filing and serving the defendant.
2. Make four (4) copies of each page of your petition.
3. **Bring your completed petition and your four (4) copies (for a total of five (5) petitions) to the Office of Custody Conciliation, Erie County Courthouse, 140 West Sixth Street, Room 02, Erie, PA, 16501. The office is open from 8:00 a.m. until 12:00 noon and from 1:00 p.m. until 4:30 p.m. PETITIONS WILL BE ACCEPTED BETWEEN 8:00 A.M. AND 11:30 A.M AND BETWEEN 1:00 P.M. AND 4:00 P.M.**
4. At the Custody Office, you will be asked to fill out a **Request for Conciliation** form that defines the issues. The conciliation fee of \$50.00 (non-refundable) per 1-1/2 hour session must be paid before a conciliation conference can be scheduled.
5. Take the Request for Conciliation form to the Clerk of Courts on the first floor of the Courthouse, Room 103A. After you pay the required fee, they will give you a receipt.
6. Bring the receipt and the Request for Conciliation form back to the Custody Office and we will then schedule the conference.
7. Take the original and your copies of your modification petition to the Prothonotary's Office on the first floor of the Courthouse, Room 120. They will keep the original petition and certify your copies.
8. Two of the certified copies are to be served on the defendant **on the same day as they are filed**. One is to be sent to the defendant by **certified mail, restricted delivery**, and one by regular mail. **YOU MUST HAVE PROOF THAT THE DEFENDANT WAS SERVED. THE SIGNED GREEN CARD RETURNED TO YOU BY THE POST OFFICE WILL SERVE THIS PURPOSE.** The third copy is for the Custody Conciliation Office and the fourth copy is yours.
9. You must appear on time for your conciliation conference and bring photo I.D.

THE OFFICE OF CUSTODY CONCILIATION

ERIE COUNTY COURTHOUSE
140 WEST SIXTH STREET, ROOM 02
ERIE, PENNSYLVANIA, 16501

OFFICE HOURS

8:00 A.M. TO 12:00 P.M. & 1:00 P.M. TO 4:30 P.M.
MONDAY THROUGH FRIDAY
(EXCEPT LEGAL HOLIDAYS)
(814) 451-6234

Family Motion Court:
Monday through Thursday at 9:00 a.m.

Current Family Motion Court Judge _____

Courtroom _____ Second Floor

The Custody Instruction Booklet and petition
are available at:

www.eriecountygov.org/custody