

# PETITION TO MODIFY (CHANGE) AN EXISTING SUPPORT ORDER

## INSTRUCTION SHEET

### USE THIS FORM IF YOU WANT TO CHANGE AN EXISTING SUPPORT ORDER

**These instructions are meant to give you general information and not legal advice.**

1. You may use this form if you are party to a current support order in Philadelphia County and you want to ask for an increase, a decrease, or to stop the order altogether.
2. Fill in the Domestic Relations Information Sheet (located separately on the Domestic Relations Division's website) with as much current information as you have.
3. Complete, date and sign the Petition to Modify (detailed instructions included).
4. There is no filing fee for this petition.
5. File the original **AND** six (6) copies of the completed Petition to Modify along with one copy of the Domestic Relations Information Sheet by mailing or hand-delivering them in person to:

Clerk of Family Court  
1133 Chestnut Street  
Philadelphia, PA 19107

A copy machine is available at the Clerk's office at a cost of \$ .25 per page.

6. After the Petition to Modify is filed, the Court will mail you a copy of the petition and an order with a date to appear for a support conference. Your case will go through the same steps as applied when you first filed for support. See the brochure "Child Support in Philadelphia County" for information about the process.

### TERMS THAT ARE USED IN THE PETITION

PETITIONER            Person who is filing the petition

RESPONDENT           Person against whom you are filing

## HOW TO FILL IN THE PETITION TO MODIFY

### HEADING (CAPTION)

Fill in the names of the Plaintiff and Defendant exactly as they appear on the original court order. The person who first filed asking for support is the Plaintiff and the other person is the Defendant. Fill in the PACSES number from that original order.

### LINE 1

If you are filing the petition to modify the support order, you are the petitioner. Fill in your name and address as the petitioner. **Do not include your address if it is not safe for you and/or your children to disclose your location to the father of the child/ren.** Indicate whether you are the plaintiff or defendant in the support complaint by circling the appropriate term.

### LINE 2.

The person against whom the petition is filed is the respondent. Fill in the name and address of the respondent. Indicate whether the respondent is the plaintiff or defendant in the support complaint by circling the appropriate term.

### LINE 3.

Fill in the date of the order now in effect, and the names of all children named in the order. Fill in your name as well, if you are also receiving support under the existing order.

### LINE 4.

Circle what you are requesting — an increase, a decrease, a termination, or some other modification of the existing order — and write in your reason for this request. There must have been a real change in something, such as: the incomes of one or both of you have changed; a child has reached the age of 18 and graduated from high school; a child has moved from the custody of the person receiving support to somebody else; etc.

DATE AND SIGN THE PETITION.

DATE AND SIGN THE VERIFICATION THAT THE STATEMENTS ARE TRUE.



4. Petitioner is entitled to an increase/decrease/termination/modification (*circle one*) of this Order because of the following material change in circumstances:

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WHEREFORE, petitioner prays this court to grant the petition to modify.

Date: \_\_\_\_\_  
\_\_\_\_\_ Petitioner

**VERIFICATION**

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 PA.C.S.A. § 4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_  
\_\_\_\_\_ Petitioner