

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

IN THE COURT OF COMMON PLEAS  
OF CLEARFIELD COUNTY, PENNSYLVANIA

**DOMESTIC RELATIONS OFFICE**

PACSES CASE NO:  
Docket NO:

**PETITION FOR MODIFICATION OF AN EXISTING SUPPORT ORDER**  
(this form must be typed or printed legibly)

1. This petition is filed by: \_\_\_\_\_.  
(Plaintiff or Defendant – circle one)
2. Plaintiff's current  
address: \_\_\_\_\_.  
Plaintiff's current  
employer: \_\_\_\_\_.  
Employer's  
address: \_\_\_\_\_.
3. Defendant's current  
address: \_\_\_\_\_.  
Defendant's current  
employer: \_\_\_\_\_.  
Employer's  
address: \_\_\_\_\_.
4. On or about \_\_\_\_\_ (date), the Court ordered the Defendant to pay \$\_\_\_\_\_ per  
week/month (circle one) for the support of the following persons:  
\_\_\_\_\_.
5. Since the entry of that order, the circumstances have changed substantially as follows  
(state specific change in circumstances):  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Wherefore, the \_\_\_\_\_ requests the Court to  
(Plaintiff or Defendant)  
\_\_\_\_\_ the present Order.  
(modify, give credit on, suspend)

I verify the statements in this petition are true and correct. I understand that false statements herein  
are subject to the penalties of 18 PA C.S. 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

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## HOW TO FILE A PETITION TO MODIFY

### Do you need to file a Petition to Modify?

If you have an active support order in the Domestic Relations Office and want to change the amount of support or other provisions, you can do so in either of two ways:

- **By agreement of the parties:** Both parties can appear in person in Domestic Relations. The Establishment Officer will draft an order for both parties to sign. The order will be signed by the Judge to become the new court order.
- **By Petition to Modify:** If you want to modify the support order without the agreement of the other party, you may file a petition by contacting your attorney or by following the instructions below.

**If you want to file your own Petition, you must complete and submit a "Petition to Modify" form, as shown below.**

### Follow these instructions when filling out the Petition to Modify form:

1. Fill out the petition to the best of your knowledge including names, addresses, case and docket number. If you pay support, you are the Defendant. If you receive support, you are the Plaintiff.
2. Be sure to explain the reason(s) why you want your order changed (in the section asking for the change in circumstances; #5 on the petition).
3. Bring or mail the completed petition form and three copies to the Office of Domestic Relations. (See address below)
4. Upon receipt, Domestic Relations will schedule your petition to be heard at a support conference. Notices for the conference will be mailed to the parties. Your conference will be held in approximately 8 to 10 weeks from the date we received the petition.

Note: If your order was not entered in Clearfield County, contact us for information about where and how to file before you submit a petition.

*Return or mail the completed Petition to Modify to:*

Domestic Relations Office  
230 East market Street  
Clearfield, PA 16830

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