

		: IN THE COURT OF COMMON PLEAS
		: OF BERKS COUNTY, PENNSYLVANIA
	Plaintiff	: DOMESTIC RELATIONS SECTION
vs.		:
		: SUPPORT
		: DOCKET:
	Defendant	: PACSES CASE ID:

**PETITION FOR MODIFICATION/SUSPENSION/TERMINATION OF AN  
EXISTING SUPPORT ORDER**

**Once filed, this petition may not be withdrawn unless both parties consent.**

Please type or legibly print.

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 the Order, the circumstances have changed substantially as follows:

(State specific change in circumstances):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wherefore, the \_\_\_\_\_ requests the Court to \_\_\_\_\_

(Plaintiff or Defendant)

(modify, give credit on, suspend, terminate)

the present Order. \*\*

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 falsifications to authorities.

\*Plaintiff's failure to appear may result in a termination of the support obligation.

\*\*Moving party's failure to appear may result in the dismissal of the petition.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

## **HOW TO FILE A PETITION TO MODIFY**

If you have an active support order in Domestic Relations and want to change the amount of support or other provisions, you can do it 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.

## **INSTRUCTIONS FOR PETITION TO MODIFY**

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 to be changed. (**#5 on the petition**). If your current order is over three years old, you may simply write in “Three year review”
3. Bring or mail in the **completed petition** form and **three copies** to the Docketing Division of Domestic Relations.
4. **A non-refundable filing fee of \$25.00 is required to file a petition to modify\***. You may pay by cash, check or money order made payable to Domestic Relations Section. Please indicate the case number on the check.
5. Upon receipt, a support conference will be scheduled for your petition to be heard. Notices will be sent by mail to both parties. Your conference will be held in about eight to ten weeks from the date we received your petition.

**NOTE:** If your order was not entered in Berks County, contact our Establishment Unit for information about where and how to file before you submit a petition.

\*If filing multiple petitions the filing fee for the first petition is \$25.00 and the filing fee for each additional petition is \$5.00. For example: If three petitions are being filed simultaneously, the first petition fee would be \$25.00 and the second and third petition fees would be \$5.00 for a total filing fee of \$35.00.

***Return or mail the completed petition, three copies and the \$25.00 filing fee to:***

**Domestic Relations Section, Docketing Division  
Berks County Services Center  
633 Court Street, 6<sup>th</sup> floor  
Reading, PA 19601-4316**