

Instructions for:

Complaint For Custody

FOR PARENTS

Form 1

Complaint For Custody

The numbers on these instructions correspond with the numbers in the Arrowboxes on the complaint form.

- Box 1: Print the name of the county in which you are filing your custody action. See "*Where do I File?*" in the Introduction for more information about what county you should file in.
- Box 2: Print your name exactly as you wrote it on the other forms.
- Box 3: Leave blank. The prothonotary / clerk of court will assign a number to your case and will write your case number on your complaint.
- Box 4: Print the name of the opposing party (that is, the father or mother of child(ren) against whom you are filing). Print the opposing party's name exactly as you wrote it on all other forms.

Complete the form by filling in all the information that applies to you on pages 1 through 4. Answer each question completely.

- Box 5: Print your name
- Box 6: Print your current address.
- Box 7: Print the name of the opposing party (the defendant)
- Box 8: Print the opposing party's current address.
- Box 9: Check what kind of legal custody you are seeking
- Box 10: Check what kind of physical custody you are seeking
- Box 11: Print the name(s) of the child(ren) for whom you seek custody.
- Box 12: Print the current address of the child(ren) for whom you seek custody.
- Box 13: Print the date(s) of birth and age(s) of the child(ren) for whom you seek custody.
- Box 14: Circle either "was" or "was not" to indicate whether the child(ren) were or were not born out of wedlock (that is, born during the marriage).
- Box 15: Print the name(s) of the person(s) with whom the child(ren) currently lives.
- Box 16: Print the address of the person(s) with whom the child(ren) currently lives.
- Box 17: Print the names of the person(s) with whom the child(ren) lived for the last five years.

- Box 18: Print the addresses where the children have lived for the last five years.
- Box 19: Print the dates the child(ren) lived with each person(s) for the last five years.
- Box 20: Print the name of the child(ren)'s mother.
- Box 21: Print the mother's current address.
- Box 22: Indicate mother's marital status by circling married, divorced or single.
- Box 23: Print the name of the child(ren)'s father.
- Box 24: Print the father's current address.
- Box 25: Indicate father's marital status by circling married, divorced or single.
- Box 26: How is plaintiff related to the child(ren) (for example, mother, father, etc.)
- Box 27: Print the name(s) of anyone with whom the plaintiff current lives.
- Box 28: Print the relationship that person has with the plaintiff (for example, husband, wife, fiancé, brother, sister, child etc.).
- Box 29: How is defendant related to the child(ren) (for example, mother, father, etc.).
- Box 30: Print the name(s) of anyone with whom the defendant currently lives.
- Box 31: Print the relationship that person has with the defendant (for example, husband, wife, fiancé, brother, sister, child etc.).
- Box 32: Have you been a party or witness in another case involving custody of the child(ren)? If you have, circle "has;" if not, circle "has not".
- Box 33: If you circled "has," complete Box 33 with the court (county), term (year), case number and its relation to this action; if you circled "has not" leave blank.
- Box 34: Do you know of another case involving the same parties (PFA, dependency custody). If you do circle "has;" if not, circle "has no."
- Box 35: If you circled "has", complete Box 35 with the court (county), term (year), case number and its relation to your action. If you circled "has no" leave blank.
- Box 36: Do you know of any person who is not plaintiff or defendant in your case who has the child living with him or her, or who claims to have custody rights to the child(ren)? If you do, circle "knows;" if not, circle "does not know."
- Box 37: If you circled "knows", print the name and address of the person. If you circled "does not know" leave blank.

- Box 38: State the reasons you believe the best interest and permanent welfare of the child(ren) will be served by the Court's granting your request for custody.
- Box 39: If there is anyone else who may have a right to custody of the child(ren) print their name here.
- Box 40: If you provided a name for Box 39, print the address here.
- Box 41: If you provided a name for Box 39, state the reasons for their claim for custody.
- Box 42: Check what kind of legal custody you are seeking.
- Box 43: Check what kind of physical custody you are seeking.
- Box 44: Sign your name
- Box 45: Print your name, address and telephone number.
- Box 46: Print the date you completed this form.
- Box 47: After reviewing your complaint, making sure everything you stated is true and correct, sign your name to the verification.