

**Instructions for:**

# **Complaint For Custody**

**FOR GRANDPARENTS AND THIRD PARTIES**

**Form 2**

**Complaint For Custody**  
**For Grandparents and Third Parties**

*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 father against whom you are filing. Print his name exactly as you wrote it on all other forms.
- Box 5: Print the name of mother against whom you are filing. Print her 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 6: Print your name
- Box 7: Print your current address.
- Box 8: Print the name of the child's father (defendant)
- Box 9: Print the address of the father, including street, city, state, zip code, and county.
- Box 10: Print the name of the child's mother (defendant)
- Box 11: Print the address of the mother, including street, city, state, zip code, and county.
- Box 12: Check what kind of legal custody you are seeking
- Box 13: Check what kind of physical custody you are seeking
- Box 14: Print the name(s) of the child(ren) for whom you seek custody.
- Box 15: Print the current address of the child(ren) for whom you seek custody.
- Box 16: Print the date(s) of birth and age(s) of the child(ren) for whom you seek custody.
- Box 17: 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 18: Print the name(s) of the person(s) with whom the child(ren) currently lives.
- Box 19: Print the address of the person(s) with whom the child(ren) currently lives.
- Box 20: Print the names of the person(s) with whom the child(ren) lived for the last five years.
- Box 21: Print the addresses where the children have lived for the last five years.
- Box 22: Print the dates the child(ren) lived with each person(s) for the last five years.
- Box 23: Print the name of the child(ren)'s mother.
- Box 24: Print the mother's current address.
- Box 25: Indicate mother's marital status by circling married, divorced or single.
- Box 26: Print the name of the child(ren)'s father.
- Box 27: Print the father's current address.
- Box 28: Indicate father's marital status by circling married, divorced or single.
- Box 29: How is plaintiff related to the child(ren) (for example, mother, father, etc.)
- Box 30: Print the name(s) of anyone with whom the plaintiff current lives.
- Box 31: Print the relationship that person has with the plaintiff (for example, husband, wife, fiancé, brother, sister, child etc.).
- Box 32: How is defendant related to the child(ren) (for example, mother, father, etc.).
- Box 33: Print the name(s) of anyone with whom the defendant currently lives.
- Box 34: Print the relationship that person has with the defendant (for example, husband, wife, fiancé, brother, sister, child etc.).
- Box 35: 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 36: If you circled "has," complete Box 36 with the court (county), term (year), case number and its relation to this action; if you circled "has not" leave blank.
- Box 37: Do you know of another case involving the same parties (PFA, dependency custody). If you do circle "has;" if not, circle "has no."
- Box 38: If you circled "has", complete Box 38 with the court (county), term (year), case number and its relation to your action. If you circled "has no" leave blank.

- Box 39: 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 40: If you circled "knows", print the name and address of the person. If you circled "does not know" leave blank.
- Box 41: 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 42: If there is anyone else who may have a right to custody of the child(ren) print their name here.
- Box 43: If you provided a name for Box 42, print the address here.
- Box 44: If you provided a name for Box 42, state the reasons for their claim for custody.
- Box 45: If you are a grandparent or other third party, you must read the Custody Act and state why you are entitled to request physical or legal custody.
- Box 46: If you are a grandparent or other third party, you must read the Custody Act and state why you are entitled to request for partial physical custody.
- Box 47: You must attach a completed Criminal Record Verification form.
- Box 48: Check what kind of legal custody you are seeking.
- Box 49: Check what kind of physical custody you are seeking.
- Box 50: Sign your name; print your name, address and telephone number.
- Box 51: After reviewing your complaint, making sure everything you stated is true and correct, sign your name to the verification, and complete the date.