




CROSSON & RICHETTI

LEHIGH VALLEY FAMILY LAWYERS

CHANGING A CHILD SUPPORT ORDER

IN THE STATE OF PENNSYLVANIA

 The federal Office of Child Support Enforcement prepared this guide; however, your local child support agency can provide the most current information. This guide does not have any binding legal authority and does not constitute legal advice. You may wish to consult a lawyer before using the forms or information provided

Changing a Child Support Order in Your State

 The information below applies only to Pennsylvania

1. How can I find out if I have a “IV-D” child support case in this state?

Call the Pennsylvania Child Support Helpline at 1-800-932-0211, or contact your county Domestic Relations Section (DRS). Contact information for Pennsylvania’s 67 county DRSs can be found on Pennsylvania’s child support website at www.childsupport.state.pa.us under “Contact My Closest DRS.”

2. How can I contact my child support agency?

See above. Contact Pennsylvania’s Child Support Helpline at 1-800-932-0211. County office addresses are included in this packet.

3. If I am incarcerated, are there any barriers to having my order changed?

No.

4. Do you provide any materials online that I can use to ask for a change to my child support order?

Yes. Either party to a child support case may register respectively as a payor or payee on Pennsylvania’s child support website at www.childsupport.state.pa.us. Registering on the website allows individuals to provide new information about their case. The website also allows individuals to begin the process to open a new support case by completing an online questionnaire.

5. Do you have any printed materials I could read to learn more about child support for parents who are incarcerated?

No, but inmates in Pennsylvania’s correctional institutions have access to the Pennsylvania’s Child Support Enforcement Incarceration Packet, available at the institutions’ libraries, and included here.

6. When can I ask to have my order changed?

Either party to a child support order may request an order modification any time they experience a material change in circumstances such as a change in income (new job, job loss, promotion, reduced hours, etc.); child care expenses; medical coverage; custody; age of the child; incarceration; relocation; disability; death; or, special needs of the child.

7. How do I request the change?

To request an order modification, write, call or visit the (DRS) that handles your support case. Ask the DRS for a Petition for Modification form, or register on Pennsylvania’s child support website at www.childsupport.state.pa.us as a payor or payee, and download a copy of the Petition for Modification form. Complete, sign and return the Petition for Modification form to the DRS. That form is included here.

8. What is the process after I’ve asked to have my order changed, and how long does it take?

Upon receipt of a completed Petition for Modification form, the DRS will schedule a conference and send a notice indicating the date, time and location to attend to review the facts of the case and discuss the modification request. The notice will indicate what information is necessary to bring to the conference. Parents must attend the conference at the scheduled date, time and location. Incarcerated parents may appear by telephone.

Changing a Child Support Order in Your State

9. Is this process different if the other parent agrees to the change in advance?

Yes. Agreement between both parties may expedite the modification process. Both parties to an order may voluntarily agree to modify the order in writing before a conference officer at the county DRS.

10. Does it cost anything to try to have my order changed?

Some counties charge fees for providing certain services. Contact the county DRS that is handling the case to determine if there are any fees for requesting services.

11. If I am incarcerated, do I need to do anything else to have my order changed?

Incarcerated parents may appear at the DRS by telephone for the modification conference.

12. If I am incarcerated, does my state have any programs to help me with child support?

Yes. Some county DRSs conduct outreach to inmates within correctional institutions. The DRS may modify an existing order to a non-financial obligation or close the support case if the obligor does not have the ability to pay. Modifying an existing order to a non-financial obligation will keep the case open, but will prevent the accrual of arrears. In cases where a parent is to be incarcerated for an extended period of time and the youngest child on an existing order will turn 18 or graduate from high school before the obligor's release, the DRS may choose to close the case.

13. Can I get help with child support questions from other sources?

Pennsylvania Legal Aid Network offers access to a variety of third-party resources online at www.palegalaid.com. The Pennsylvania Institutional Law Project is a non-profit organization that provides assistance to incarcerated or institutionalized low-income inmates. Additional information can be found online at www.pailp.org.

14. Is there anything else I should know about trying to change my order?

Parents who are or will be incarcerated should contact their DRS as soon as possible so the DRS can determine whether the support case should be modified or closed during imprisonment. The Pennsylvania Child Support Handbook and Frequently Asked Questions are available at www.childsupport.state.pa.us and provide information on the modification process.



The federal Office of Child Support Enforcement prepared this guide; however, your local child support agency can provide the most current information. This guide does not have any binding legal authority and does not constitute legal advice. You may wish to consult a lawyer before using the forms or information provided.





COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF INCOME MAINTENANCE

Bureau of Child Support Enforcement
P.O. Box 8018
Harrisburg, Pennsylvania 17105-8018

TELEPHONE
(717) 783-9659

FAX
(717) 772-4936

Dear Parent:

The Bureau of Child Support Enforcement (BCSE) has created the enclosed ***Pennsylvania Child Support Enforcement Incarceration Packet*** that provides valuable information about your rights and responsibilities regarding your child support case.

The packet contains the following resources:

- ***Pennsylvania Child Support Handbook***, which contains information about establishing paternity, receiving and paying child support, medical support, other legal and child support resources, domestic violence and welfare benefits;
- ***Establishing Paternity*** brochure, which answers questions about the various ways to establish paternity, locating a parent, and genetic testing;
- ***Child Support Information for Incarcerated Parents*** brochure, which addresses child support services and options available to incarcerated parents and how to stay active in your child support case;
- ***Support Order Modification*** brochure, which explains how to ask your county Domestic Relations Section (DRS) to modify your child support order during the time of your sentence;
- ***Petition for Modification of an Existing Order*** (OM-501) form that you can use to begin the modification process;
- Information about Pennsylvania's Institutional Law Project; and,
- Contact information for all the DRSs across the Commonwealth.

We hope you find that this information is useful, encourages you to stay active in your child support case, stay connected to your child, and continue to pay child support.

If you have any questions or concerns not addressed by these resources, or you need help accessing these materials, you may contact the DRS that handles your case directly or seek help from your counselor.



What will establishing paternity do for my child?

When you establish paternity, your child may be eligible for the following:

- **Birth Certificate** - Your child's birth certificate will show the name of the father.
- **Health Care Benefits** - If the father's employer provides health care benefits, the father may be able to include the child under his health care plan.
- **Social Security** - The child may be eligible to receive Social Security benefits if the father becomes disabled or dies.
- **Inheritance** - Upon the death of the father, a child may have the right to inherit from his estate.
- **U.S. Military Benefits** - The child may be entitled to benefits as a result of the father's service in the military.
- **Child Support** - The court will order the father to pay child support until the child turns 18 or graduates from high school, whichever occurs later, unless otherwise ordered by the court. Fathers who pay child support tend to be more involved in their children's lives and children who receive child support appear to perform better in school and are less likely to become teen parents.

Important information about establishing paternity in Pennsylvania. If you need help reading this, please call 1-800-932- 0211. Language assistance is provided free of charge.

Información importante acerca de la determinación de paternidad en Pensilvania. Si necesita ayuda para leer esto, llame al 1-800-932-0211. La asistencia relacionada con el idioma se proporciona sin costo alguno.

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关于在宾州确立父亲身份的重要通知。您阅读此通知时如果需要获得协助，请致电1-800-932-0211。
此处免费提供语言协助。

Важная информация по поводу установления отцовства в штате Пенсильвания. Если вам нужна помощь при чтении данного материала, звоните по телефону 1-800-932-0211. Помощь переводчика предоставляется бесплатно.

Thông tin quan trọng về việc thiết lập quan hệ phụ huynh trong Tiểu Bang Pennsylvania. Nếu quý vị cần đọc thông tin này, xin gọi số 1-800-932-0211. Trợ giúp về ngôn ngữ được cung cấp miễn phí.



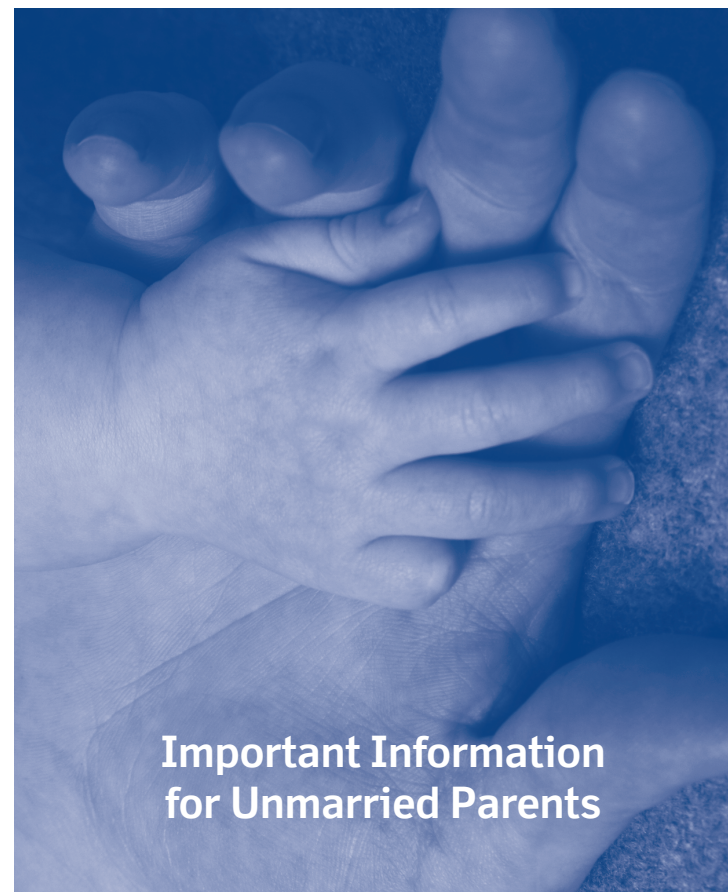
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Bureau of Child Support Enforcement
www.childsupport.state.pa.us



Establishing Paternity for your child is in your hands



**Important Information
for Unmarried Parents**

What is paternity?

In Pennsylvania, when a child is born to a woman who is unmarried, there is no legal relationship between the father and the child unless:

- Both parents have signed a voluntary Acknowledgement of Paternity, or AOP, form;
- The father signs an Acknowledgement of Paternity/Waiver of Trial form at the county Domestic Relations Section, or DRS; or
- A county DRS or court has entered an order that establishes the legal father of the child.

Note: Under current Pennsylvania law, when a child is born to a married woman, the husband is the presumed legal father of the child.

What is an Acknowledgement of Paternity, or AOP, form?

An AOP form is a free and voluntary way to establish the legal father of the child and does not require approval by the court.

How can I get an AOP form?

- When the child is born, an unmarried mother and the father may sign an AOP form at the hospital.
- After the child is born, you can request the AOP form by contacting:
 - ◆ Your county assistance office (CAO);
 - ◆ Your county DRS; or
 - ◆ The Department of Public Welfare, Bureau of Child Support Enforcement Helpline toll-free at **1-800-932-0211**.
- If you have Internet access, visit www.childsupport.state.pa.us and click on Establishing Paternity to:
 - ◆ request an AOP form; and
 - ◆ view a sample AOP form.



What if the mother won't sign the AOP form?

A man believing he is the father of a child may make a claim of paternity by completing the child's information section, the child's birthplace information section, the mother's name, and the father's information section on the AOP form. This allows the man to be notified of certain legal proceedings concerning the child, but does not give him any parental rights. If the man feels he is the father of the child and wants parental rights, he may contact the county DRS and request genetic testing of the child.

What is genetic testing?

Genetic testing is a procedure that identifies whether there is a biological relationship or genetic match between two people by comparing their DNA. The DNA is collected painlessly by swabbing the inside of a person's cheek. Contact your DRS for more information on scheduling a genetic test.

What if I'm unsure that I'm the father?

Do not sign the AOP form if you're unsure that you are the father. Instead, contact your county DRS and request information about how to establish paternity.

If I am separated from my child, does the AOP form give me custody or visitation rights?

No. Custody and visitation are separate decisions made by the courts.

If I do not know the identity of my child's father, what should I do?

Do not sign the AOP form if you are unsure of the identity of your child's father. Instead, contact your county DRS and request information about how to establish paternity.

I don't know where to find my child's father, what can I do?

The DRS can help you locate the father if you want to establish paternity for your child.

What must I do if I am receiving cash assistance for my child?

If you receive cash assistance, the law states that you must cooperate in establishing paternity and obtaining a child support order, unless there is Good Cause to excuse you from doing so. Talk to your caseworker at the CAO if you have domestic violence or Good Cause concerns.

Who do I call if I have questions?

If you have more questions or would like more information about establishing paternity, contact the Department of Public Welfare, Bureau of Child Support Enforcement at: **1-800-932-0211** or visit www.childsupport.state.pa.us and click on Frequently Asked Questions - Paternity.



Be Involved

- Contact the local DRS that handles your support case with child support-related questions.
- Know what options are available to you so that you can stay actively involved in your child support case.
- Ask to modify your child support order if you are unable to pay.

Start Now

- Paying child support leads to more involvement in your child's life.
- Family ties help to improve your ability to stay in contact with your child.
- Children who receive child support do better in school and are less likely to become teen parents or abuse drugs and alcohol.

Important information about Pennsylvania's Child Support Enforcement Program for parents who are in prison. If you need help reading this, please call 1-800-932-0211. Language assistance is provided free of charge.

Información importante acerca del Programa para Hacer Cumplir la Manutención de los Hijos en Pensilvania para los padres que están en la cárcel. Si necesita ayuda para leer esto, llame al 1-800-932-0211. La asistencia relacionada con el idioma se proporciona sin costo alguno.

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ត្រូវផ្តោតឥតគិតថ្លៃ។

关于针对父母被监禁的儿童制定的宾州儿童援助实施方案的重要通知。您阅读此通知时如果需要获得协助，请致电1-800-932-0211。
此处免费提供语言协助。

Важная информация по поводу взимания алиментов на ребенка в штате Пенсильвания в случае родителей, находящихся в тюрьме. Если вам нужна помощь при чтении данного материала, звоните по телефону 1-800-932-0211. Помощь переводчика предоставляется бесплатно.

Thông tin quan trọng của Tiểu Bang Pennsylvania về việc Bắt Buộc Phải Cấp Dưỡng Cho Trẻ Em khi phụ huynh bị giam giữ trong nhà tù. Nếu quý vị cần đọc thông tin này, xin gọi số 1-800-932-0211. Trợ giúp về ngôn ngữ được cung cấp miễn phí.



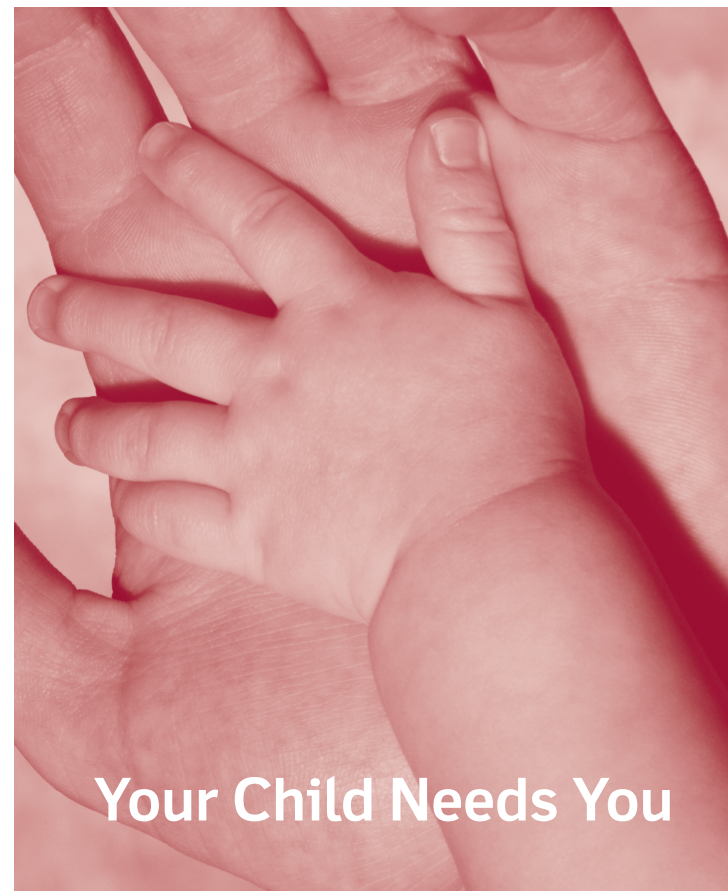
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Bureau of Child Support Enforcement
www.childsupport.state.pa.us



Child Support Information for Incarcerated Parents



Your Child Needs You



You Can Make A Difference

Being A Parent While Incarcerated

Being separated from your children limits your ability to parent your children. Even though you may not be involved in the day-to-day care of your children, you can still give them support and guidance that is very important to their well-being.

You Can Be There For Your Child...

- Pay child support for your child.
- Stay in contact with your child.
- Be involved in your child's life.

How Can I Stay In Contact With My Child While I Am In Prison?

Contact your assigned case manager or counselor at the prison to discuss your options for staying in contact with your child.

Pay Child Support

Do I Still Have To Pay Child Support?

Yes, if you owe child support, then payments are still due every month. If payments are not made each month, your debt will increase.

What Should I Do If I Cannot Pay My Child Support?

Contact the county Domestic Relations Section (DRS) that handles your support case to discuss available options. Ask for a review or modification of your child support order.

What Is A Modification?

A modification is a change in the amount of child support you are court-ordered to pay. State law allows the court to review Pennsylvania child support orders for possible modification if you are not able to pay or are in prison. This may not apply to court orders set up in another state.

How Will Modifying My Child Support Order Help?

If your child support amount is modified, you will have less debt upon your release from prison.

If I Am Able To Pay, Where Should I Send My Child Support Payment?

PA SCDU
P.O. Box 69110
Harrisburg, Pennsylvania 17106-9110

Include your Social Security number or PACSES member ID number on your payment.

Stay Informed

Upon Release, Who Can I Contact If I Have Additional Questions About Child Support?

- Call or write the county DRS that handles your support case;
- Call the Pennsylvania Child Support Helpline at **1-800-932-0211**; or
- Access the Pennsylvania Child Support Web site at: www.childsupport.state.pa.us.

Must I Read All Mail Received From The County Domestic Relations Section?

Yes. All mail and legal notices about your child support case are important. You may be required to respond within a short timeframe. Please read all mail carefully and respond right away.

How Can I Make Sure The DRS Knows That My Situation Has Changed?

You should write or visit (upon release) the DRS that handles your child support case to let them know right away of any changes in your situation. For example, as soon as you are released from prison you should report your address, if and where you have found a job, and/or your income.





What does it mean to modify my support order?

To modify is to change the amount of child support you are court-ordered to pay.

You can request to modify when you have a change in:

- Income for either party
 - ♦ New job
 - ♦ Loss of a job
- Child care expenses
- Medical coverage
- Custody
- Age of child, if your child will soon be age 18 and a high school graduate.
- Status, the person receiving support is no longer living.

If you are having trouble meeting your obligations, you can look for a job at CareerLink:

www.pacareerlink.state.pa.us

Important information about procedures to request a change in the amount of your child support order in Pennsylvania. If you need help reading this, please call 1-800-932-0211. Language assistance is provided free of charge.

Información importante acerca de los procedimientos para solicitar un cambio en la cantidad de su orden de manutención de los hijos en Pensilvania. Si necesita ayuda para leer esto, llame al 1-800-932-0211. La asistencia relacionada con el idioma se proporciona sin costo alguno.

ព័ត៌មានសំខាន់អំពីប្រព័ន្ធគ្រប់គ្រងការផ្តល់ប្រាក់ចំណូលកុមាររបស់រដ្ឋប៉េនស៊ីលវ៉ានី។ បើអ្នកត្រូវការជំនួយដើម្បីអានសំបុត្រនេះ សូមទូរស័ព្ទតាមលេខ ១-៨០០-៩៣២-០២១១។ ជំនួយបកប្រែភាសានិងអ្នកបកប្រែផ្តោតដោយឥតគិតថ្លៃ។

关于要求变更在宾州的子女抚养费数额的程序的的重要通知。您阅读此通知时如果需要获得协助，请致电 1-800-932-0211。 此处免费提供语言协助。

Важная информация о порядке подачи просьбы об изменении суммы по требованию на алименты в штате Пенсильвания. Если вам нужна помощь при чтении данного материала, звоните по телефону 1-800-932-0211. Помощь переводчика предоставляется бесплатно.

Thông tin quan trọng về những thủ tục yêu cầu sửa đổi số tiền trong lệnh cấp dưỡng con em của quý vị trong Tiểu Bang Pennsylvania. Nếu quý vị cần đọc thông tin này, xin gọi số 1-800-932-0211. Trợ giúp về ngôn ngữ được cung cấp miễn phí.



pennsylvania

DEPARTMENT OF PUBLIC WELFARE

Bureau of Child Support Enforcement
www.childsupport.state.pa.us



Support Order Modification



Why Should I Ask To Modify My Support Order?

If you are unable to pay your support and fail to modify your order, the following enforcement may occur:

- You can be incarcerated.
- The court can order financial institutions to take your assets.
- The suspension, denial, or non-renewal of the following could occur:
 - ◆ Driver's license;
 - ◆ Commercial driver's license;
 - ◆ Professional or occupational license;
 - ◆ Hunting or fishing license; or
 - ◆ Passport.
- Your Federal and State Income Tax Refunds can be taken.
- Your lottery winnings can be taken.
- Liens can be placed on property you own.
- Your Worker's Compensation and Lump Sum Personal Injury Payments can be taken.
- Your credit report can be affected.
- Your name can be placed in the newspaper.

Who do I contact to modify my support order?

Call or write the local Domestic Relations Section that handles your support case to start the modification process.

Contact information is available at:

www.childsupport.state.pa.us



When can my support order be modified?

- You may ask the Domestic Relations Section (DRS) to modify your support order any time there is a change in your income.
- If you receive cash assistance, the DRS will review your support case every three years for possible modification.

How do I modify my support order?

- Step 1:** Write, call, or visit the DRS that handles your case.
- Step 2:** Ask the DRS for a 'petition for modification' form.
- Step 3:** Review, complete, sign, and return the 'petition for modification' form.
- Step 4:** Receive notice from the DRS with the date, time, and place you are scheduled to attend* the DRS office conference.
- Step 5:** Attend* the DRS office conference to see if your order can be modified.
- Step 6:** If both parties agree with the new modified amount of support, the DRS will enter a new support order.

**If you are incarcerated and cannot attend, contact your DRS or prison case manager for instructions.*

What if I do not agree with the recommended amount of support?

- If either party does not agree with the amount of support initially ordered, the DRS may issue a recommended support order, depending on its court process.
- A party who does not agree with the recommended support order has the right to request a hearing, which may be in front of a hearing officer or judge depending on the county court's process. Different timeframes apply to request the hearing depending on the county court's process.
- To request a hearing, call or write the local DRS that handles your support case.



In the Court of Common Pleas of

County, Pennsylvania

vs.

Plaintiff

Defendant

) Docket Number
)
) PACSES Case Number
)
) Other State ID Number
)

**PETITION FOR MODIFICATION
OF AN EXISTING SUPPORT ORDER**

1. The petition of _____ respectfully
represents that on _____, an Order of Court was entered for the
support of _____

A true and correct copy of the order is attached to this petition.

v.

PACSES Case Number:

2. Petitioner is entitled to ☐ increase ☐ decrease ☐ termination ☐ reinstatement

☐ other of this Order because of the following material and substantial change(s) in
circumstance:

WHEREFORE, Petitioner requests that the Court modify the existing order for support.

Petitioner

Attorney for Petitioner

I verify that the statements made in this complaint are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Date

Petitioner

Pennsylvania Institutional Law Project

The Pennsylvania Institutional Law Project (PaILP) provides assistance to incarcerated or institutionalized low-income people with child support issues.

Types of Services Provided

Direct Representation

Individual civil cases are taken based on their merit and program priorities.

Information and Referrals

PaILP provides various self-help and legal materials, as well as referral information at no cost to clients.

Class Representation

PaILP represents groups of individuals sharing common problems within institutions.

Legislative and Administrative Advocacy

PaILP tracks administrative and legislative initiatives concerning institutional issues and advocacy for the clients' perspective.

Group Representation

PaILP represents and advocates on behalf of low-income organizations concerned with institutional issues (where permitted by funding sources).

Intake Process

Send all inquiries and requests by mail to: PA Institutional Law Project
718 Arch Street, Suite 304 South
Philadelphia, PA 19106

Due to a large volume of requests for legal assistance, PA Institutional Law Project has a staff person who responds to every inquiry. An assessment of legal merit is made and if appropriate information and referrals are provided.

Client Eligibility

To be eligible for services, you must be in prison (state or federal), jail, a state hospital (due to mental illness), or a state center (due to mental retardation).

Geographic guidelines: Pennsylvania residents only

Income guidelines: 187.5% of the federal poverty level
(see below for 2014 poverty data from *Federal Register Vol. 79, No. 14*)

2014 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family	Poverty guideline
1	\$11,670
2	\$15,730
3	\$19,790
4	\$23,850
5	\$27,910
6	\$31,970
7	\$36,030
8	\$40,090

Contact Information

The PaILP has three locations covering the eastern, central and western regions. The eastern office in Philadelphia also serves as the headquarters of the entire PaILP.

Main & Eastern Office

(covering the Eastern region of the state as well as general issues for the entire state)

PA Institutional Law Project
The Cast Iron Building
718 Arch Street, Suite 304 South
Philadelphia, PA 19106

Telephone: 215-925-2966

Fax: 215-925-5337

Web address: www.pailp.org

Staff

Angus Love, Esq. - Executive Director
Su Ming Yeh, Esq. - Managing Attorney
Stephanie Thomas - Office Administrator
Benjamin R. Gamarra Lora - Paralegal/Technology Director
Michael Bailey- Legal Assistant
Lisa Hluchan - Legal Assistant

Central Office

(covering the Central region of the state as well as addressing federal prison issues)

Lewisburg Prison Project
PO Box 128
Lewisburg, PA 17837-0128

Telephone: 570-523-1104

Fax: 570-523-3944

Web address: www.lewisburgprisonproject.org

Staff

David Sprout - Paralegal
Shawna Meiser- Legal Assistant

Western Office

(covering the Western region of the state)

PA Institutional Law Project
429 Forbes Avenue, Suite 800
Pittsburgh, PA 15219

Telephone: 412-434-6175

Staff

Alexandra Morgan-Kurtz - Attorney

Directory of Pennsylvania County Domestic Relations Sections

Adams County Domestic Relations Section

123 Baltimore Street
Gettysburg, PA 17325
Telephone Number: 717-337-9804
Kelly Carothers, Director
Customer Service Email: CSAdams@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Allegheny County Domestic Relations Section

Family Division, Adult Section
440 Ross Street
Pittsburgh, PA 15219
Telephone Number: 412-350-5600
Patrick Quinn, Director
Customer Service Email: CSAllegheny@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Armstrong County Domestic Relations Section

500 East Market Street, Suite 100
Kittanning, PA 16201
Telephone Number: 724-548-3249
Cheryl Morris, Director
Customer Service Email: CSArmstrong@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Beaver County Domestic Relations Division

Beaver County Courthouse
800 Third Street
Beaver, PA 15009
Telephone Number: 724-773-8500
Joseph Signore, Director
Customer Service Email: CSBeaver@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Bedford County Domestic Relations Section

200 South Juliana Street, 2nd Floor
Room 203
Bedford, PA 15522
Telephone Number: 814-623-4813
Michael Faupel, Director
Customer Service Email: CSBedford@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Berks County Domestic Relations Section

Berks County Services Center, 6th Floor
633 Court Street
Reading, PA 19601
Telephone Number: 610-478-2900
Linda Epes, Director
Customer Service Email: Support.berks@pacses.com
Business Hours: 8:00 a.m.–5:00 p.m. Monday–Friday

Blair County Domestic Relations Section

423 Allegheny Street, Suite 327
Hollidaysburg, PA 16648
Telephone Number: 814-693-3220
Diane Dry, Director
Customer Service Email: CSBlair@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Bradford County Domestic Relations Section

301 Main Street
P.O. Box 294
Towanda, PA 18848
Telephone Number: 570-265-1718
Vonda Huffman, Director
Customer Service Email: CSBradford@pacses.com
Business Hours: 8:00 a.m.–5:00 p.m. Monday–Friday

Bucks County Domestic Relations Section

30 East Court Street
Doylestown, PA 18901
Telephone Number: 215-340-8068
Laura Lobianco, Director
Customer Service Email: CSBucks@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Butler County Domestic Relations Section

124 West Diamond Street
P.O. Box 1208
Butler, PA 16003
Telephone Number: 724-284-5181
Adam Fencil, Director
Customer Service Email: CSButler@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Cambria County Domestic Relations Section

Cambria County Services Building
499 Manor Drive
P.O. Box 398
Ebensburg, PA 15931
Telephone Number: 814-472-5433
Robin Holovka, Director
Customer Service Email: CSCambria@pacses.com
Business Hours: 9:00 a.m.–4:00 p.m. Monday–Friday

Cameron County Domestic Relations Section

Cameron County Courthouse
20 East 5th Street
Emporium, PA 15834
Telephone Number: 814-486-5875
Loretta Montgomery, Director
Customer Service Email: CSCameron@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

Carbon County Domestic Relations Section

76 Susquehanna Street, 2nd Floor
P.O. Box 30
Jim Thorpe, PA 18229
Telephone Number: 570-325-2179
Mary, Kunkel, Director
Customer Service Email: CSCarbon@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Centre County Domestic Relations Section

420 Holmes Street
P.O. Box 568
Bellefonte, PA 16823
Telephone Number: 814-355-6741
AnnMarie Oldani, Director
Customer Service Email: CSCentre@pacses.com
Business Hours: 8:30 a.m.–5:00 p.m. Monday–Friday

Directory of Pennsylvania County Domestic Relations Sections

Chester County Domestic Relations Section

Chester County Justice Center
201 West Market Street, Suite 3400
P.O. Box 2746
West Chester, PA 19380
Telephone Number: 610-344-6215
Joseph Waters, Director
Customer Service Email: CSChester@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Clarion County Domestic Relations Section

17 South 4th Avenue
Clarion, PA 16214
Telephone Number: 814-226-1030
Rona Shumaker, Director
Customer Service Email: CSClarion@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Clearfield County Domestic Relations Section

230 East Market Street, Suite 300
Clearfield, PA 16830
Telephone Number: 814-765-5339
Rick Redden, Director
Customer Service Email: CSClearfield@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

Clinton County Domestic Relations Section

Garden Building, 2nd Floor
232 East Main Street
P.O. Box 725
Lock Haven, PA 17745
Telephone Number: 570-893-4055
Coleen Wise, Director
Customer Service Email: CSClinton@pacses.com
Business Hours: 8:00 a.m.–5:00 p.m. Monday–Friday

Columbia County Domestic Relations Section

11 W. Main Street
P.O. Box 380
Bloomsburg, PA 17815
Telephone Number: 570-387-8870
Gail Keller, Director
Customer Service Email: CSColumbia@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Crawford County Domestic Relations Section

898 Park Avenue
Meadville, PA 16335
Telephone Number: 814-336-2695
Carla Smith, Director
Customer Service Email: CSCrawford@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Cumberland County Domestic Relations Section

13 North Hanover Street
P.O. Box 320
Carlisle, PA 17013
Telephone Number: 717-240-6225
Richard Betts, Director
Customer Service Email: CSCumberland@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Dauphin County Domestic Relations Section

Human Service Building
25 South Front Street, 8th Floor
P.O. Box 1295
Harrisburg, PA 17108
Telephone Number: 717-255-2796
Kim Robinson, Director
Customer Service Email: CSDauphin@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Delaware County Domestic Relations Section

Curran Building
Second and Orange Streets
P.O. Box 543
Media, PA 19063
Telephone Number: 610-891-4314
Mimi Walker, Director
Customer Service Email: CSDelaware@pacses.com
Business Hours: 7:30 a.m.–5:00 p.m. Monday–Friday

Elk County Domestic Relations Section

Elk County Courthouse Annex
300 Center Street
P.O. Box 305
Ridgway, PA 15853
Telephone Number: 814-772-5155
Joshua Dean, Director
Customer Service Email: CSElk@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

Erie County Domestic Relations Section

140 West 6th Street, Rm 06
Erie, PA 16501
Telephone Number: 814-451-6151
Mark Causgrove, Director
Customer Service Email: CSErie@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Fayette County Domestic Relations Section

22 East Main Street, Suite 5
Uniontown, PA 15401
Telephone Number: 724-430-1260
Richard Zidek, Director
Customer Service Email: CSFayette@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Forest County Domestic Relations Section

Forest County Courthouse
526 Elm Street # 6
Tionesta, PA 16353
Telephone Number: 814-755-3840
Carla Wallin, Director
Customer Service Email: CSForest@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Franklin County Domestic Relations Section

218 North Second Street
Chambersburg, PA 17201
Telephone Number: 717-264-6144
Teresa Anthony, Director
Customer Service Email: CSFranklin@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Directory of Pennsylvania County Domestic Relations Sections

Fulton County Domestic Relations Section

116 W. Market Street, Ste 102
P.O. Box 693
McConnellsburg, PA 17233
Telephone Number: 717-485-3192
Deidre Ritz, Director
Customer Service Email: CSFulton@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Greene County Domestic Relations Section

Fort Jackson Building
19 South Washington Street
P.O. Box 1008
Waynesburg, PA 15370
Telephone Number: 724-852-5214
Michael Simms, Director
Customer Service Email: CSGreene@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Huntingdon County Domestic Relations Section

231 Washington Street
Huntingdon, PA 16652
Telephone Number: 814-643-1403
Stuart Jackson, Director
Customer Service Email: CSHuntingdon@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Indiana County Domestic Relations Section

665 Philadelphia Street, Suite 101
Indiana, PA 15701
Telephone Number: 724-465-3940
Amy Dougherty, Director
Customer Service Email: CSIndiana@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Jefferson County Domestic Relations Section

Jefferson Place
155 Main St, Room 301
P.O. Box F
Brookville, PA 15825
Telephone Number: 814-849-1632
Lisa Pozza, Director
Customer Service Email: CSJefferson@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Juniata County Domestic Relations Section

Juniata County Courthouse Annex
30 North Main Street
P.O. Box 68
Mifflintown, PA 17059
Telephone Number: 717-436-7749
Melissa Pallotto, Director
Customer Service Email: CSJuniata@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Lackawanna County Domestic Relations Section

1300 Old Plank Road
Mayfield, PA 18433
Telephone Number: 570-963-6721
Patrick Luongo, Director
Customer Service Email: CSLackawanna@pacses.com
Business Hours: 9:00 a.m.–4:00 p.m. Monday–Friday

Lancaster County Domestic Relations Section

150 North Queen Street, Suite 220
P.O. Box 83479
Lancaster, PA 17608
Telephone Number: 717-299-8141
Diane Fralich, Director
Customer Service Email: CSLancaster@pacses.com
Business Hours: 8:30 a.m.–5:00 p.m. Monday–Friday

Lawrence County Domestic Relations Section

430 Court Street
New Castle, PA 16101
Telephone Number: 724-658-5651
Tracy Hromyak, Director
Customer Service Email: CSLawrence@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Lebanon County Domestic Relations Section

Municipal Building, Room 202
400 South 8th Street
Lebanon, PA 17042
Telephone Number: 717-228-4480
Karen Hess, Director
Customer Service Email: CSLebanon@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Lehigh County Domestic Relations Section

14 North 6th Street
Allentown, PA 18101
Telephone Number: 610-782-3185
Julia Greenwood, Director
Customer Service Email: CSLehigh@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Luzerne County Domestic Relations Section

Bernard C. Brominski Building
113 West North Street
Wilkes-Barre, PA 18711
Telephone Number: 570-822-0600
James Davis, Director
Customer Service Email: CSLuzerne@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Lycoming County Domestic Relations Section

Lycoming County Courthouse
48 West 3rd Street
Williamsport, PA 17701
Telephone Number: 570-327-2395
Paulette Clementoni, Director
Customer Service Email: CSLycoming@pacses.com
Business Hours: 8:30 a.m.–5:00 p.m. Monday–Friday

McKean County Domestic Relations Section

McKean County Courthouse
500 West Main Street
Smethport, PA 16749
Telephone Number: 814-887-3377
Gary Seefeldt, Director
Customer Service Email: CSMcKean@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Directory of Pennsylvania County Domestic Relations Sections

Mercer County Domestic Relations Section

121 North Pitt Street
P.O. Box 46
Mercer, PA 16137
Telephone Number: 724-662-3800
Rand Nikoloff, Director
Customer Service Email: CSMercer@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Mifflin County Domestic Relations Section

152 East Market Street, Suite 105
P.O. Box 206
Lewistown, PA 17044
Telephone Number: 717-248-3955
Larry Wolfe, Director
Customer Service Email: CSMifflin@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Monroe County Domestic Relations Section

Monroe County Court House
7th and Monroe Streets
P.O. Box 777
Stroudsburg, PA 18360
Telephone Number: 570-517-3845
Lee Miller II, Director
Customer Service Email: CSMonroe@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Montgomery County Domestic Relations Section

One Montgomery Plaza, First Floor
P.O. Box 311
Norristown, PA 19404
Telephone Number: 610-278-3646
Gary Kline, Director
Customer Service Email: CSMontgomery@pacses.com
Business Hours: 8:30 a.m.–4:15 p.m. Monday–Friday

Montour County Domestic Relations Section

114 Woodbine Lane, Suite 103
Danville, PA 17821
Telephone Number: 570-271-3031
Christina Strouse, Director
Customer Service Email: CSMontour@pacses.com
Business Hours: 9:00 a.m.–4:00 p.m. Monday–Friday

Northampton Domestic Relations Section

126 South Union Street
Easton, PA 18042
Telephone Number: 610-253-3566
Ruth Vega-Velez, Director
Customer Service Email: CSNorthampton@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Northumberland Domestic Relations Section

320 N. Second Street, 2nd Floor
P.O. Box 369
Sunbury, PA 17801
Telephone Number: 570-988-4227
Cindy Price, Director
Customer Service Email: CSNorthumberland@pacses.com
Business Hours: 9:00 a.m.–4:30 p.m. Monday–Friday

Perry County Domestic Relations Section

Center Square
Rhinesmith Hotel Building
P.O. Box 159
New Bloomfield, PA 17068
Telephone Number: 717-582-5178
Catherine Merwin, Director
Customer Service Email: CSPerry@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Philadelphia County Domestic Relations Division

Philadelphia Family Court, Domestic Relations Branch
Family Court Building
34 South 11th Street
Philadelphia, PA 19107
Telephone Number: 215-686-7466
Mary Lou Baker, Director
Customer Service Email: CSPhiladelphia@pacses.com
Business Hours: 8:00 a.m.–5:00 p.m. Monday–Friday

Pike County Domestic Relations Section

County Administration Building
506 Broad Street
Milford, PA 18337
Telephone Number: 570-296-6511
Edward Joyce, Director
Customer Service Email: CSPike@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Potter County Domestic Relations Section

221 North Main Street
P.O. Box 27
Coudersport, PA 16915
Telephone Number: 814-274-7020
Nancy Hurt, Director
Customer Service Email: CSPotter@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Schuylkill County Domestic Relations Section

401 North 2nd Street
P.O. Box 1192
Pottsville, PA 17901
Telephone Number: 570-628-1588
Lynn Bucklar, Director
Customer Service Email: CSSchuylkill@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Snyder County Domestic Relations Section

9 West Market Street, 3rd Floor
P.O. Box 217
Middleburg, PA 17842
Telephone Number: 570-837-4229
Wendy Frederico, Director
Customer Service Email: CSSnyder@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

Somerset County Domestic Relations Section

Somerset County Office Building
300 North Center Avenue, Suite 200
Somerset, PA 15501
Telephone Number: 814-445-1440
Richard Wagner, Director
Customer Service Email: CSSomerset@pacses.com
Business Hours: 8:00 a.m.–4:00 p.m. Monday–Friday

Directory of Pennsylvania County Domestic Relations Sections

Sullivan County Domestic Relations Section

Sullivan County Courthouse
Muncy and Main Streets
P.O. Box 320
Laporte, PA 18626
Telephone Number: 570-946-5481
Karen Beinlich, Director
Customer Service Email: CSSullivan@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

Susquehanna County Domestic Relations Section

Susquehanna County Courthouse
Warner Building, 2nd Floor
105 Maple Street
P.O. Box 218
Montrose, PA 18801
Telephone Number: 570-278-4600
Raebelle Taylor, Director
Customer Service Email: CSSusquehanna@pacses.com
Business Hours: 9:00 a.m.–4:30 p.m. Monday–Friday

Tioga County Domestic Relations Section

118 Main Street
Wellsboro, PA 16901
Telephone Number: 570-724-9330
Mark Spencer, Director
Customer Service Email: CSTioga@pacses.com
Business Hours: 9:00 a.m.–4:30 p.m. Monday–Friday

Union County Domestic Relations Section

103 South Second Street, First Floor
Lewisburg, PA 17837
Telephone Number: 570-524-8661
Amy Bortz, Director
Customer Service Email: CSUnion@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Venango County Domestic Relations Section

Venango County Courthouse Annex
1174 Elk Street
P.O. Box 369
Franklin, PA 16323
Telephone Number: 814-432-9590
Timothy Johnson, Director
Customer Service Email: CSVenango@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Warren County Domestic Relations Section

333 Hickory Street
P.O. Box 217
Warren, PA 16365
Telephone Number: 814-728-3540
Judith Kuzminski, Director
Customer Service Email: CSWarren@pacses.com
Business Hours: 8:00 a.m.–4:30 p.m. Monday–Friday

Washington County Domestic Relations Section

29 West Cherry Avenue, Suite 311
Washington, PA 15301
Telephone Number: 724-228-6756
Sharon Francis, Director
Customer Service Email: CSWashington@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Wayne County Domestic Relations Section

Courthouse / Dimmick Building
925 Court Street
Honesdale, PA 18431
Telephone Number: 570-251-9827
Susan Ackley, Director
Customer Service Email: CSWayne@pacses.com
Business Hours: 8:30 a.m.–4:30 p.m. Monday–Friday

Westmoreland County Domestic Relations Section

Westmoreland County Courthouse, 3rd Floor Annex
2 North Main Street, Ste 302
P.O. Box 1165
Greensburg, PA 15601
Telephone Number: 724-830-3200
Terry O'Halloran, Director
Customer Service Email: CSWestmoreland@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

Wyoming County Domestic Relations Section

819 Hunter Highway, Ste 2
P.O. Box 328
Tunkhannock, PA 18657
Telephone Number: 570-836-8645
Ginger Cragle, Director
Customer Service Email: CSWyoming@pacses.com
Business Hours: 8:30 a.m.–4:00 p.m. Monday–Friday

York County Domestic Relations Section

York County Judicial Center
45 North George Street, Suite 2100
P.O. Box 1502
York, PA 17401
Telephone Number: 717-771-9605
Diane Chantiles, Director
Customer Service Email: CSYork@pacses.com
Business Hours: 7:30 a.m.–4:30 p.m. Monday–Friday



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