

CHECKLIST FOR MODIFICATION OF A CUSTODY ORDER

This checklist is provided for you to chart your progress. The checklist is arranged in chronological order. Please refer to the checklist as you complete the materials in this packet.

- _____ Read through the packet. Read instructions several times before starting.

- _____ CONFIDENTIAL INFORMATION FORM completed as per instructions
- _____ ENTRY OF APPEARANCE completed as per instructions.
- _____ ORDER OF COURT completed as per instructions.
- _____ PETITION completed in its entirety.
- _____ PETITIONER'S CRIM RECORD / ABUSE HISTORY VERIFICATION completed.
- _____ Caption only on RESPONDENT'S VERIFICATION completed, leave the rest blank.

- _____ Copies of ENTRY OF APPEARANCE, ORDER OF COURT, PETITION and PETITIONER'S VERIFICATION made.
- _____ Self Addressed Stamped Envelopes made.

- _____ Contacted Prothonotary for filing fee. Fee is: _____.
- _____ File CONFIDENTIAL INFORMATION FORM, ENTRY OF APPEARANCE, ORDER OF COURT, PETITION and PETITIONER'S VERIFICATION (and all copies of the documents) with Prothonotary.
- _____ File Envelopes with Prothonotary.

- _____ Receive ENTRY OF APPEARANCE, PETITION, and PETITIONER'S VERIFICATION copies back from Prothonotary.
- _____ Receive signed ORDER OF COURT copies from Prothonotary.

- _____ Serve copies of the ENTRY OF APPEARANCE, ORDER OF COURT, PETITION, PETITIONER'S VERIFICATION, and blank RESPONDENT'S VERIFICATION on all other parties.
- _____ File service documentation with Prothonotary (Form #7, 8, or 9).

- _____ Complete CONCILIATION CONFERENCE MEMORANDUM
- _____ Copies of MEMORANDUM made.
- _____ File MEMORANDUM and all copies with the Prothonotary.
- _____ Receive MEMORANDUM copies back from Prothonotary.
- _____ Bring all filed copies with you to the Conciliation Conference.
- _____ Provide a copy to the other party, keep one copy for yourself.