

Request for Child Custody Mediation Conference

FORM 5

(Instructions and Form)

Request for Child Custody Mediation Conference Instructions

FORM 5

This request shall be used for all types of custody matters when you are requesting a Child Custody Mediation Conference.

- _____ Print the name of the Plaintiff in the caption
- _____ Print the name of the Defendant(s) in the caption
- _____ Insert the case number that was assigned to your custody case
- _____ Enter the date that you are serving the Prothonotary's Office, the Administrative Office of Fayette County Courts and opposing party
- _____ Print the current address and phone number of the Plaintiff
- _____ Print the name, address and phone number of the Plaintiff's attorney
- _____ Print the current address and phone number of the Defendant(s)
- _____ Print the current name, address and phone number of the Defendant's attorney
- _____ Circle how the Plaintiff served the Complaint for Custody FORM 1A or FORM 1B on the Defendant(s)
- _____ Circle how this request form was served on the opposing party/attorney. You are required to serve a copy of the Request for Child Custody Mediation Conference on the opposing party so they are aware that you are requesting a Child Custody Mediation Conference. If the party has an attorney, you are required to serve the attorney.
- _____ Print and sign your name of the person presenting the request.

The following completed documents are to be filed in the Prothonotary's office:

- 1) Request for Child Custody Mediation Conference
- 2) Order of Court
- 3) Criminal Record/Abuse History Verification
- 4) Complaint for Custody or Petition for Modification or Petition for Contempt
- 5) Order of Court (either FORM 3 or FORM 8)

Only the party requesting the mediation conference will pay the Prothonotary's Office the Child Custody Mediation Fee of \$100.

You will receive a receipt that the fee was paid. A copy of this receipt is to be attached to the Request for Child Custody Mediation Conference.

Copies of the following documents are to be delivered to the Administrative Office of Fayette County Courts:

- 1) The fee receipt
- 2) Request for Child Custody Mediation
- 3) Criminal Record/Abuse History Verification
- 4) Complaint for Custody or the Petition for Modification **or** Petition for Contempt
- 5) Order of Court (either FORM 3 or FORM 8)

The Administrative Office of Fayette County Courts will list these documents for Motions Court as a routine motion and then forward to Child Custody Services.

Copies of the following documents are to be served on the other party, or, if the other party has an attorney, you are required to serve the attorney, by mail, hand delivery or facsimile:

- 1) Request for Child Custody Mediation
- 2) A blank copy of the Criminal Record/Abuse History Verification
- 3) Complaint for Custody or the Petition for Modification **or** the Petition for Contempt
- 4) Order of Court (either FORM 3 or FORM 8)

