

LYCOMING COUNTY COURT OF COMMON PLEAS 29TH JUDICIAL DISTRICT

Lycoming County Pro-Se (self-represented) Family Law Information

Where to go to start Custody, Divorce and/or Support Claims:

Issues of Custody, Divorce and Support shall be filed by complaint at the Lycoming County Prothonotary's office which is on the 1st floor of Lycoming County Court House (48 west Fourth Street, Williamsport), located at the back right hand corner of the first floor, as you enter through the front door.

Hours of Operation:

The Prothonotary's office is open from 8:30 am to 5:00pm Monday through Friday. You need to file in person, and provide two (2) more copies than the number of parties in your suit.

Filing Costs:

There are costs attached to each filing (to be discussed later) the costs are as follows:

- A) Custody – 125.50
- B) Divorce – 130.00
- C) Support
 - a. Support can be filed as part of a Divorce Complaint or through the Domestic Relations Department, located in the Lycoming County Courthouse, 3rd floor.
 - i. (if filed as part of a divorce) 23.50
 - ii. (If filed on its own) – 52.00

Preparing to file a custody case:

Linked below are the self-help kits for the following areas (click on the [text](#) for the kit to display):

- A) [Custody](#)
- B) [Modification of Existing Custody Order](#)
- C) [Emergency or Special Custody Relief](#)
- D) [Contempt of Custody Order](#)

These self-help kits have been designed by the local legal services and the Court of Common Pleas to assist the pro-se filer. Please review the self-help kits which provide a step by step procedure for the filing of each type of action. Each kit includes approved pleading forms for pro-se litigants to use. Each case is filed at the Prothonotary's Office with the appropriate forms; you should also provide the following:

- a) Motion Cover Sheet
- b) Entry of Appearance as a Self-Represented Party
- c) Petition to Proceed Without Payment of Fees and Costs
- d) Criminal Record/Abuse History Verification

All four of these documents must be present at the time of filing and are found in the self-help kits.

Once the case is filed with the Court of Common Pleas you will receive notification of the next hearing. In general custody cases will have 3 parts:

1. The initial custody conference, that will be held before the Court Master, shortly after the filing
2. A Pre-Trial will be scheduled if your case is not settled at the conference
3. A trial, if necessary before one of the Judges of the Court of Common Pleas

That procedure will also be followed for Petitions for Modification of Custody, which should only be filed if there is already an existing Custody Order.

Emergency Custody Packets and the Contempt of Custody Packet are self-explanatory and should be used in cases where the opposing side is not fulfilling their obligations under the original Custody Order.

Preparing to file a No-Fault Divorce case:

(this section will be supplemented when State forms are available)