



## **Citizens' Guide to Court Procedure** **Court of Common Pleas Family Division** **Child Support**

**Disclaimer: Court staff is not permitted to provide legal advice. To receive legal advice, you should contact a licensed attorney. The phone number for the Philadelphia Bar Association Legal Referral and Information Service is 215-238-6333. Nothing in this publication is meant to be construed as legal advice.**

1. The Domestic Relations Section of the Family Division handles all child support matters for Philadelphia cases.
2. All documents are filed at Domestic Relations, 1501 Arch Street, Philadelphia, PA 19102. The hours of operation are Monday to Friday, 8:00am to 5:00pm.
3. After a complaint is filed, a pretrial conference is scheduled. At the conference, a hearing officer will review the support guidelines with the parties and see if an agreement can be reached. If an agreement cannot be reached, the case is listed for a hearing before a support master.
4. Requests for continuances must be made in writing no later than ten calendar days before the date of the conference or hearing. For conferences, the request must be submitted to the hearing officer. For hearings, the request must be submitted to the judge or master. When a final support order is entered through either a decision by the presiding official or agreement, the payer is required to make timely payments to the court pursuant to the support order. Failure to make timely payments may result in a bench warrant issued for your arrest.
5. If a bench warrant is issued for your arrest for failure to comply with a court order, you may surrender voluntarily to the Bench Warrant Unit of Domestic Relations which is located at 1501 Arch Street, 2<sup>nd</sup> Floor, Philadelphia, PA 19102. The phone number for the Bench Warrant Unit is 215-686-2926. You must be prepared to bring your arrearages up to date when surrendering.
6. Modifications to a support order may be filed at any time after the final order as circumstances change. As with any other filing, a petition to modify a support order is filed at Domestic Relations, 1501 Arch Street, Philadelphia, PA 19102.

7. A parent locator service is provided by the court. This unit is located at 1501 Arch Street, 15<sup>th</sup> Floor, Philadelphia, PA 19102, phone number, 215-686-7763. This unit will attempt to help you locate a parent if you are unable to do so yourself.
8. Certified or exemplified (officially authenticated) copies of documents are obtained from the Clerk of the Family Court, 1501 Arch Street, 11<sup>th</sup> Floor, Philadelphia, PA 19102.

**Contact Information:**

By Phone: (215) 686-7466 (Local number)  
 (800) 877-727-7238 (Harrisburg number) (PA SCDU)

By E-mail: [PhilaCSC@pacses.com](mailto:PhilaCSC@pacses.com)

Website: [www.childsupport.state.pa.us](http://www.childsupport.state.pa.us)

In Person or Mail: 1501 Arch Street, Philadelphia, PA 19102

Legal Services: Temple Legal Aid (215)204-1800  
 Penn Legal Assistance (215) 898-8427  
 Philadelphia Legal Assistance (215)981-3800

**Fees and Miscellaneous Costs:**

Modification of Support.....	0
Custody (New).....	\$102.38
Custody (Modification).....	\$ 42.68
Lien Certification or Report of Overdue Support Obligation.....	\$ 20.00