

How to File a New Custody Case:

-The Family Court Administrator's Office is currently **closed to the public**. All petitions for custody are to be completed and heard **remotely**.

-You can find custody petitions and related forms on the Lackawanna County website at **www.lackawannacounty.org** under Government Directory, then click Judiciary, then Family Court. The forms may also be found under the tab "Document Shop."

-To open a new custody case, you must file a Custody Complaint, Parenting Plan and Criminal Record - Abuse History Verification.

-The forms must be filled out **completely**, otherwise delay in processing will occur.

-The filing fee for a new custody action is \$201.50, made payable to Lackawanna County Clerk of Judicial Records, in the form of check or money order. When your paperwork is complete, please place it in the Clerk of Judicial Records box for processing.

-If you are indigent and unable to pay the filing fee, you may complete the In Forma Pauperus Petition to ask the Court to waive the fee. This form can be found on the website under "Family Court."

For any questions, please call the Family Court Administrator's Office at **570-963-5692**.

***Please be aware that we cannot answer questions in person, as the office is closed to the public.**

***Please be aware that staff cannot provide legal advice, nor can they assist with technical issues.**