

IN THE COURT OF COMMON PLEAS, CLEARFIELD COUNTY, PENNSYLVANIA  
CIVIL DIVISION

**INSTRUCTIONS: NOTICE OF RELOCATION**

DISCLAIMER

***IT IS STRONGLY RECOMMENDED THAT YOU CONSULT AN ATTORNEY***

THE CLEARFIELD COUNTY COURTHOUSE STAFF ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE OR HELP IN FILLING OUT OR COMPLETING ANY LEGAL FORMS THAT MAY BE AVAILABLE. THE INFORMATION PROVIDED IN THE FOLLOWING FORM IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THIS DOCUMENT, INCLUDING RELIANCE ON ITS' CONTENTS.

**If you are considering relocation with minor children, you MUST do the following:**

1. Complete the NOTICE OF PROPOSED RELOCATION and properly serve the other party(s) with a copy of this notice **AND** a blank copy of the COUNTER AFFIDAVIT REGARDING RELOCATION. **YOU MUST ALSO FILE THE ORIGINAL OF THIS NOTICE OF PROPOSED RELOCATION WITH THE PROTHONOTARY'S OFFICE.**
2. When you have done this, the CERTIFICATE OF SERVICE **MUST** then be filed with the Prothonotary along with proof that the documents have been served.

**BE AWARE THAT:**

- **IF YOU DO NOT PROPERLY SERVE THE OPPOSING PARTY AND FILE THE CERTIFICATE OF SERVICE, NO LATER THAN SEVEN (7) DAYS BEFORE THE SCHEDULED HEARING, THE HEARING WILL BE CANCELLED.**
  - **IF YOU HAVE ATTEMPTED TO SERVE THE OTHER PARTY BUT HAVE BEEN UNABLE TO DO SO, YOU MUST ADVISE THE COURT NO LATER THAN SEVEN (7) DAYS PRIOR TO THE SCHEDULED HEARING DATE.**
3. In the event that the other party **does not** file the Counter Affidavit Regarding Relocation within thirty (30) days of you properly serving these documents, then the request for Relocation will be granted by the Court. **You, as the requesting party, MUST then submit a written request for Relocation to the Court. You may submit to the Prothonotary a hand written letter that includes the correct caption (plaintiff, defendant, and docket number of the case) requesting that the Court grant this Petition.**
  4. If the other party **does** file with the Clearfield County Prothonotary the COUNTER AFFIDAVIT REGARDING RELOCATION, indicating their objection to this request, the Court will schedule a hearing on the proposed relocation.

**NOTICE OF PROPOSED RELOCATION**

*23 Pa.C.S. §5337 and Pa.R.C.R. Rule 1915.17*

You, \_\_\_\_\_, are hereby notified that  
(name of opposing party)

\_\_\_\_\_ intends to relocate with the following minor child(ren):<sup>1</sup>  
(name of relocating individual)

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**WARNING:** To object to the proposed relocation, you must complete the attached counter-affidavit, file it with the court and serve a **certified copy** upon the party seeking to relocate by certified mail, return receipt requested, within 30 days. If the court does not receive your objection to the proposed relocation within 30 days, the relocating individual has the right to petition the court to approve the proposed relocation and to modify any **existing** custody orders. **FAILURE TO OBJECT WITHIN 30 DAYS WILL PREVENT YOU FROM OBJECTING TO THE RELOCATION.**

Address of the proposed new residence: \_\_\_\_\_

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Mailing address of intended new residence (if not the same as above): \_\_\_\_\_

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Names and ages of the individuals who intend to reside at the new residence:

Name

Age

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Home telephone number of the new residence: \_\_\_\_\_

Name of the new school district and school the child(ren) will attend after relocation:

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Date of the proposed relocation: \_\_\_\_\_

<sup>1</sup> VICTIMS OF ABUSE MAY NOT BE REQUIRED TO DISCLOSE CONTACT INFORMATION. YOU SHOULD CONSULT WITH AN ATTORNEY IF YOU DO NOT WANT TO DISCLOSE INFORMATION.

Reasons for the proposed relocation:

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Proposed modification of custody schedule following relocation: \_\_\_\_\_

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Other information: \_\_\_\_\_

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YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT **HIRING A LAWYER**. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE **MAY** BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

***CLEARFIELD COUNTY COURT ADMINISTRATOR  
230 EAST MARKET ST, SUITE 228  
CLEARFIELD, PA 16830  
814/765-2641 x 5010***

IN THE COURT OF COMMON PLEAS, CLEARFIELD COUNTY, PENNSYLVANIA  
CIVIL DIVISION

\_\_\_\_\_  
Plaintiff(s)  
vs. \_\_\_\_\_  
Defendant(s)

NO. \_\_\_\_-\_\_\_\_-CD

CERTIFICATE OF SERVICE\*

AND NOW, on the date stated below, I, \_\_\_\_\_,  
hereby certify that I this day served the foregoing ***‘NOTICE OF RELOCATION’ and a  
blank ‘COUNTER-AFFIDAVIT REGARDING RELOCATION’***  
by:

\_\_\_\_ Personally hand delivering to the (opposing party) (opposing attorney) at this  
address: \_\_\_\_\_

\_\_\_\_ Depositing a copy of the same via United States mail, first class, postage prepaid,  
at \_\_\_\_\_  
(name of post office) ,

\_\_\_\_ Hiring Constable \_\_\_\_\_, who has provided me with  
proof of service (see attached)

The document(s) were addressed to the following:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street / PO Box)  
\_\_\_\_\_  
(City / State)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

- \* ***Document must be signed, dated, and filed with the Prothonotary.***
- \*\* ***Green ‘Return Receipt’ card, with recipient’s signature, must be attached to this document.***