



**Citizens' Guide to Court Procedure**  
**Court of Common Pleas**  
**Family Division - Domestic Relations**  
**Divorce**

**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 divorce matters.
2. All documents are filed at the Clerk of Family Court's Office at 1133 Chestnut Street, Philadelphia, PA 19107. The hours of operation are Monday to Friday, 8:30am to 5:00pm.
3. After a complaint is filed and service made, a praecipe to finalizing divorce is filed after waiting the requisite number of days depending on the type of divorce.
4. For contested matters and motions, the matter will be scheduled before a judge or master.
5. Copies of divorce decrees are available from the Clerk's office for year 2001 to present. Decrees prior to 2001 are available from the Prothonotary's Office at City Hall, room 975.

Fees and Miscellaneous Costs:

Commencement of Action.....	\$ 303.48
Defendant First Filing.....	\$ 144.54
Praecipe to transmit.....	\$ 66.22
Motion for Appointment of Permanent Master.....	\$ 451.80
Name Change Petition – Petition to Amend Birth Certificate - Minor.....	\$ 37.80

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