

# EXCEPTIONS TO RECOMMENDATION OF SUPPORT HEARING OFFICER

## INSTRUCTION SHEET

### USE THIS FORM IF YOU DISAGREE WITH THE HEARING OFFICER'S RECOMMENDED SUPPORT ORDER

**These instructions are meant to give you  
general information and not legal advice.**

1. If you do not agree with the Recommendation of the Support Hearing Officer, you can file Exceptions.

THE PROPOSED ORDER WILL BE IN EFFECT UNTIL YOUR EXCEPTIONS ARE DECIDED. Exceptions MUST be filed by the date given on the Proposed Order. If you do not object by filing Exceptions, the Master's Recommendation will become a final court order.

2. Fill in the Domestic Relations Information Sheet (located separately on the Domestic Relations Division's website) with as much information as you have.

3. Complete, date, and sign the Support Exceptions (detailed instructions included).

4. There is no cost to file the Exceptions.

5. Make nine copies of the completed Support Exceptions. A copy machine is available at the Clerk's office at a cost of \$.25 per page.

6. File the original **AND** four (4) copies of the completed Support Exceptions and one copy of the Domestic Relations Information Sheet within 10 days of the proposed order by mailing or hand-delivering them in person to:

Clerk of Family Court  
11<sup>th</sup> Floor  
1501 Arch Street  
Philadelphia PA 19102

7. Mail one copy of the Support Exceptions to the Hearing Officer and one copy to the opposing party. Keep the last copy for yourself.

8. After you file the Support Exceptions, you will receive a notice of an Exceptions hearing in the mail.



LINE 4.

In the last paragraph, explain why you do not agree with the Proposed Order. You should be specific. For example, you may disagree with the Hearing Officer because you believe that the Hearing Officer did not:

- Properly calculate income and expenses;
- Consider special circumstances of the child;
- Correctly determine the earning capacity;
- Consider the other party's available additional income.

Your exceptions will be granted only if there is a mistake in calculating income or in considering all relevant and necessary expenses. The Support Guidelines are assumed to be correct, so it is not appropriate to file exceptions based on your disagreement with the Support Guidelines.

SIGN AND DATE THE SUPPORT EXCEPTIONS.

SIGN AND DATE THE VERIFICATION THAT THE STATEMENTS ARE TRUE.

COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY

Plaintiff : FAMILY COURT DIVISION
v. : PACSES NO.
Defendant :

SUPPORT EXCEPTIONS

- 1. I, \_\_\_\_\_, am the Plaintiff/Defendant in this case. (circle one)
2. I \_\_\_\_\_, hereby disagree with the Proposed Order of Support of (you name)

\_\_\_\_\_, Esq., Support Hearing Officer, which was entered on (name of Hearing Officer who signed Order)

\_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_. (month) (date) (year)

3. The last day I am allowed to file Exceptions is \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_. (month) (day) (year)

4. My Exceptions to the Proposed Order are as follows: \_\_\_\_\_

Multiple horizontal lines for writing exceptions.

WHEREFORE, I request that my Exceptions be granted.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, verify that the statements made in the foregoing Support Exceptions are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_