

## EXCEPTIONS TO RECOMMENDATION OF CUSTODY MASTER

### INSTRUCTION SHEET

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

Custody Exceptions can be filed when you disagree with the Custody Master's Proposed Order or you think that the Custody Master made an error. Exceptions **MUST** be filed by the date given on the Proposed Order.

1. Complete the Domestic Relations Information Sheet with as much information as you have.
2. Complete and sign the Custody Exceptions form. Be sure to fill in all the blanks. In the last paragraph, explain why you do not agree with the Proposed Order. You should be specific.
3. There is no filing fee for Exceptions.
4. File the completed Exceptions form and Information Sheet by mailing or hand-delivering them in person to:

Clerk of Court  
1501 Arch Street – 11<sup>th</sup> Floor  
Philadelphia PA 19107

**Exceptions must reach the Clerk of Court's office by the date on the Proposed Order.**

5. Whether you file the Exceptions by mail or hand-deliver them to the office of the Clerk of Family Court, you must file the original **AND** four (4) copies. A copy machine is available at the Clerk's office at a cost of \$.25 per page.
6. Once the Exceptions are filed, the court will send you a Notice to Appear for a hearing in the mail. At the exceptions hearing, you have to fully explain to the Judge why you disagree with the Master's Proposed Order. You can bring the Notes of Testimony from the Master's Hearing. If you want to bring this, ask the Clerk how to order it. The cost for the Notes of Testimony cannot be waived.
7. If the Master's Proposed Order becomes a Final Order, you may have other options to modify the Order. See: Petition for Reconsideration; Petition for Modification.

#### TERMS THAT ARE USED IN THE EXCEPTIONS:

PLAINTIFF            Person who filed the custody complaint

DEFENDANT        Person against whom the custody complaint is filed

## HOW TO FILL IN THE EXCEPTIONS:

### HEADING (CAPTION).

Fill in the names of the plaintiff and defendant in the heading of the petition exactly as they appear in the custody complaint. The plaintiff is the person who filed the custody complaint. The defendant is the person against whom the custody action was filed. The plaintiff and defendant keep those titles throughout the case. The Domestic Relations Number (D.R. No.) is the number assigned your case by the Court. You can find this number in the caption of your Complaint for Custody.

### LINE 1.

Fill in your name as the person filing the exceptions. Indicate whether you are the plaintiff or defendant in the custody complaint by circling the appropriate term.

### LINE 2.

Identify the name of the Master who issued the proposed custody order.

### LINE 3.

Fill in the date on which the proposed order was entered.

### LINE 4.

Fill in the last date on which exceptions may be filed. This date is on the proposed order.

### LINE 5.

List the reasons why you disagree with the proposed order.

**IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY**

\_\_\_\_\_  
PLAINTIFF

vs.

\_\_\_\_\_  
DEFENDANT

:  
:  
: FAMILY COURT DIVISION  
:  
: CIVIL ACTION  
:  
:  
: D.R. NO.  
:  
:

**CUSTODY EXCEPTIONS**

I, \_\_\_\_\_, am the Plaintiff/Defendant in this case. I  
(your name) (circle one)

hereby disagree with the Proposed Order of Custody of \_\_\_\_\_, Esq.,  
(name of Master who signed Order)

Permanent Hearing Officer, which was entered on the \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_.  
(month) (day) (year)

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Print your name: \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_