

# INSTRUCTIONS ON MODIFYING SUPPORT

If you would like to file a petition for modification for Child and/or Spousal Support, you can do so in the following ways:

1. Please visit our website <https://www.humanservices.state.pa.us/csww> for more information. If you are a new user, you must register on the website before you file.

Once you submit your online application, it will be reviewed by a Domestic Relations Officer. If your petition is accepted, the case will be scheduled for a conference/hearing. If your petition is rejected, you will be notified by both email and regular mail explaining why the petition was rejected.

\*\* Please note that once your hearing is scheduled, it will be conducted via telephone. Please be sure to provide us with a good contact phone number for us to reach you.

2. To speak with someone about your petition to modify Child and/or Spousal Support, please call **(412) 350-5600**. If you reach our voicemail, please provide us with your name, number, and a brief message. Someone from our office will return your call as quickly as possible.

3. You can also request a modification of support through the mail. Please write a letter explaining the reason you are seeking modification of support along with your case ID or docket number. Mail the letter to the Court of Common Pleas address below.

FAMILY LAW CENTER  
ATTN: CLIENT SERVICE CENTER  
440 Ross Street,  
Pittsburgh, PA 15219

You can also request a modification via email. Please write a letter explaining the reason you are seeking modification of support along with your case ID or docket number to [1stFOP@PACSES.com](mailto:1stFOP@PACSES.com).

Once we receive your request for modification, it will be reviewed by a Domestic Relations Officer. If your request for modification is granted, you will be mailed or emailed a petition for modification that you must fill out completely and mail back to the court. Once the petition for modification is received, the case will be scheduled for conference/hearing. If the request is rejected, you will receive a letter or email indicating the reason for rejection. You are able to submit another request with corrections made in order for your request to be accepted. For email, the petition may be attached and return to the court via email to [1stFOP@PACSES.com](mailto:1stFOP@PACSES.com). Please note that all hearings will be scheduled telephonically.

4. Should you have general questions regarding your support case, please don't hesitate to call our main automated support line **(412)350-5600** or our secondary emergency telephone line **(412)350-1500**. You may also call the above numbers for payment related questions.