STATE OF NORTH CAROLINA CUMBERLAND COUNTY FAMILY COURT

ACCESS AND VISITATION PROGRAM



Working Together for Your Children

Modification of Custody/Visitation Packet

Child Custody/Visitation Instructions – Motion to Modify Child Custody Pages 1 of 3 (Rev. 7/2023)

INSTRUCTIONS FOR PREPARING AND FILING YOUR MOTION TO MODIFY CHILD CUSTODY

STEP 1 THE DOCUMENTS YOU NEED TO COMPLETE FOR INITIAL FILING

- Petition To Proceed As An Indigent (AOC-G-106)
- Family Court Notice (Form A&V-FC-001) *Note: Your county may not have a Family Court
- Domestic Civil Action Cover Sheet (AOC-CV-750)
- Custody Mediation Information Form
- Motion To Modify Child Custody
- Affidavit as to Status of Minor Child (AOC-CV-609)
- Affidavit Re: Servicemembers' Civil Relief Act (See Step 5 below)

STEP 2 COMPLETING & FILING YOUR DOCUMENTS

- 1. You may handwrite or type the information required in these forms. It is preferred that you TYPE the information.
- 2. Please note that the *Motion to* and *Affidavit as to Status of Minor Child* (AOC-CV-609) contain "Verification" sections which must be signed in the presence of a Notary Public. (Check your bank, library, personal services near you on Google). There are NO notaries in the Family Court Office.
- 3. There may be a filing fee associated with these documents. To determine the amount of the fee, please refer to www.nccourts.org/Courts/Trial/Costs or you may contact the Clerk's Office in your county. Payment must be made in **cash**, **money order or credit card**. **No personal checks will be accepted**. If you are indigent, you may file a Petition to Sue as Indigent (AOC-G-106) with the Clerk's Office in your county courthouse.
- 4. Bring the original plus 2 copies (original for the clerk, one copy to be retained by you, other copies for service) of all the documents you have now completed to the Clerk's Office of your County Courthouse for filing. Please note that the Family Court Office cannot make photocopies for you. If you do not bring the appropriate number of copies at the time of filing, the clerk's office will make your copies at a cost of for the first page and each additional page.

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5. The Motion coversheet (AOC-CV-752) and the custody mediation coversheet MUST be submitted to the Family Court or District Court Judges' Office on the time of filing.

SERVING THE DEFENDANT

In order for your case to be binding against the Defendant, the Defendant must be served in a manner that is recognized by North Carolina law. Please see Rule 4 of the North Carolina Rules of Civil Procedure regarding process available on this website under Domestic Rules & Form; some basic information is also included in this packet. If you are unclear as to how to serve the Defendant, you should speak to an attorney. If you serve by certified mail, you'll need to complete and file the Affidavit of Service of Process (AOC-CV-105), which form is in this packet.

<u>PLEASE NOTE</u>: You must file this packet with the Clerk's Office **BEFORE** you serve the other party with the Summons and Complaint!

STEP 4 CUSTODY MEDIATION

If you have any questions about Custody Mediation, you may contact the Custody Mediation Office serving your county. Please contact the District Court Judges' Office in your county for that number.

- Within an estimated 2 weeks after your case has been filed, you will receive a letter from the Custody Mediation Office scheduling your case for Mediation Orientation/Parent Education class. Mediation Orientation and Parent Education is mandatory. You will not be able to proceed with your visitation action unless you attend this class.
- On the day of your Mediation Orientation session, you will be allowed to schedule a Mediation Session between yourself and the other party to discuss the visitation of your child(ren). You will be given the opportunity to try and work out an agreement without going to court.
- If you cannot reach an agreement regarding visitation with, the other party, the court will schedule your case for trial. You will receive a notice to appear in court, at the address you provided when you filed your complaint. (If you move, it is your responsibility to contact the Access and Visitation Office to notify them of your new address).

STEP 5 APPEARING AT COURT ON THE DAY OF YOUR CUSTODY TRIAL

1. If applicable, please check with your county Family Court office to determine when calendar call is scheduled. Please arrive at the assigned courtroom no later than 8:45 a.m. Make sure you allow yourself ample time to find parking (either on-street or in one of the public garages), go through

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- courthouse security, and take the busy elevators up to the courtroom. It is recommended that you arrive no later than 8:15 a.m. on the date of your trial.
- 2. At calendar call, your assigned Judge will tell you on what date and/or time you need to return for your trial.
- 3. On that return date/time, your trial will be conducted. At the conclusion of the trial, your assigned judge will render his/her ruling at a later date.

STEP 6 CUSTODY ORDER

1. A final Order will then be prepared. If the Defendant is represented by an attorney, the Judge may request that the attorney draft a proposed order for the Judge's signature. Make sure that the Defendant's attorney, District Court Judges' Office or Family Court Office has your address, telephone number, email address and any other pertinent contact information so that the opposing party can share with you a proposed draft order prior to submission to your Judge. Please Note: The Judge may order you to prepare the court order. If so, once you have prepared the order, you must submit the original and 2 copies of the order to the District Court Judges' office or Family Court office for the judge to review and sign. The judge may not be available when you submit your order so you might have to leave it at the office. Once the order is signed, you will need to pick up the order from the District Court Judges' office or Family Court office, take the order to the Clerk's office in your county to be filed, and send the opposing party a copy of said filed order.

QUESTIONS

After reading these instructions and reviewing the forms and all relevant statutory laws and procedural rules, if you feel that you are unable to represent yourself or complete the paperwork **ON YOUR OWN**, (note: Access and Visitation Coordinator or Family Court staff **CANNOT** assist you in preparing your paperwork), or if any of the instructions are unclear to you, you should speak with an attorney. If at any point during the process you should wish to proceed with the help of any attorney, some resource information is available in your packet.

STATE OF I	File No.						
County				In The General Court Of Justice ☐ District ☐ Superior Court Division			
Name Of Plaintiff							
	VERSUS			Р	ETITION TO P	_	
Name Of Defendant	VERSOS				AS AN INDI	GENI	
						G.S. 1-110; 7A-228	
		AFFI	DAVIT				
prosecution of the	ert Claims - As a party in the above er e claims I have asserted. Therefore, I r	now petition th	ne Court for a	an order	allowing me to asse		
	ate in the custody of the Division of P _ERK: If this block is checked, this Petitio					tion provided on the reverse)	
☐ Petition To File	Motions - As a party in the above e earing on a motion. Therefore, I now	ntitled action	, I affirm that	I am fii	nancially unable to a	advance the required costs to	
the cost for the a	peal - As the individual appellant in that appeal of this action from small claim on to district court as an indigent.						
☐ Petition To File	Expunction Petition - As the petition to file an expunction petition. There						
☐ I am presently a ☐ Supplementa	f the boxes below as applicable) recipient of al Nutrition Assistance Program (SNA al Security Income (SSI).	AP/food stam	ıps). 🗌 Te	emporai	ry Assistance for Ne	eedy Families (TANF).	
I am represented	d by a legal services organization that by private counsel working on behalf ney sign the certificate below.)						
	ot a recipient of SNAP/food stamps, T sts of filing this action or appeal.	ΓANF, or SSI	, nor am I rep	oresente	ed by legal services	, I am financially unable to	
SWORN/AFFIRM	MED AND SUBSCRIBED TO BE	FORE ME	Date				
Date	Signature		Signature Of Petitioner				
Title Of Person Authorized	Name And Add	lress Of P	Petitioner (type or print)				
SEAL	ate Commission Expires						
	CERTIFICATE OF LEGA	L SERVIC	ES/PRO B	ONO F	REPRESENTATI	ON	
	ove named petitioner is represented l digent persons or is represented by p						
Date	Signature						
Name And Address (type	or print)						
		ORI	DER				
Based on the Affida	avit appearing above, it is ORDERED						
	authorized to assert claims, to appea		es of hearin	g or pet	itions in this action	as an indigent.	
Date Signature					Assistant CSC Judge	Clerk Of Superior Court Magistrate (for appeal only)	
NOTE TO CLERK: If	the petitioner is NOT a recipient of SNAP	P/food stamps	TANE SSLOT	is NOT	represented by legal s	Services or a private attorney on	

NOTE TO CLERK: If the petitioner is NOT a recipient of SNAP/food stamps, TANF, SSI or is NOT represented by legal services or a private attorney on behalf of legal services, you may ask for additional financial information to determine whether the petitioner is unable to pay the costs.

		ORDER -	DIVISION OF PRIS	ONS I	NMATES		
The undersigned supe Department of Adult C			nds that the petitioner is	s an inm	ate in the custo	dy of the Div	rision of Prisons of the
is not frivolous.							
is frivolous.							
It is ORDERED that							
the petitioner is au	thorized to sue	in this action as	an indigent.				
the petitioner is no	t authorized to	sue as an indige	nt.				
the action is dismis	ssed.						
Date	Name Of Superio	or Court Judge (type or print) Signature Of Superior Court Judge					
			CERTIFICATIO	N			
I certify that this Petitic office or official deposit							ssed envelope in a post
Date	Signature			Dep	outy CSC A	ssistant CSC	Clerk Of Superior Court
NOTE: G.S. 1-110(b) pro	vides: "The cleri	k of superior court s	hall serve a copy of the o	rder of di	smissal upon the	prison inmate.	n

IN THE GENERAL COURT OF JUSTICE FAMILY COURT DIVISION



FAMILY COURT NOTICE

YOU HAVE BEEN SERVED WITH A COMPLAINT FILED IN CUMBERLAND COUNTY, NORTH CAROLINA FAMILY COURT

This action may affect your rights to child custody and/or visitation.

You may want to consult with an attorney about your rights and responsibilities in this action. Time is of the essence therefore your rights may be limited if you do not act within (30) days of receiving this complaint.

You are required to keep the court advised of your current address and any address changes. Failure to do so may result in hearings being held and orders entered without your participation.

To ensure that you receive all hearings that may affect your rights, you should immediately contact the following:

Access and Visitation Program Coordinator
P.O. Box 363
Fayetteville, North Carolina 28302
Telephone: 910-475-3245

All inquired should include your file number	r:
()	

THE FAMILY COURT STAFF CANNOT GIVE YOU LEGAL ADVICE.

They will assist you with information concerning court procedures and inquiries about court dates.

STATE OF NORTH CAROLINA	File No.				
County	In The General Court Of Justice District Court Division				
Name And Address Of Plaintiff 1 Name And Address Of Plaintiff 2	DOMESTIC CIVIL ACTION COVER SHEET INITIAL FILING SUBSEQUENT FILING Rule 5(b), Rules of Practice For Superior and District Courts				
VERSUS	Jury Demanded In Pleading? ☐ No ☐ Yes				
Name Of Defendant 1 Summons Submitted Yes No Name Of Defendant 2	Name And Address Of Attorney Or Party, If Not Represented (complete for initial appearance or change of address) Telephone No. Cell Telephone No. NC Attorney Bar No. Attorney E-Mail Address				
Summons Submitted Yes No	☐ Initial Appearance in Case ☐ Change of Address				
Counsel for All Plaintiffs All Defendants Only (List party(ies) represented)	FAX No.				
TYPE OF PLEADING	CLAIMS FOR RELIEF FOR:				
(check all that apply) Amended Answer/Reply (AMND-Response) Amended Complaint (AMND) Answer/Reply (ANSW-Response) Complaint (COMP) Confession Of Judgment (CNFJ) Contemp (CNTP) Assess Motions Fee Continue (CNTN) Assess Motions Fee Compel (CMPL) Assess Motions Fee Counterclaim vs. (CTCL) Assess Counterclaim Costs Extend Time For An Answer (MEOT-Response) Assess Motion Fee Modification Of Alimony (MALI) Assess Motions Fee Modification Of Custody (MCUS) Assess Motions Fee Modification Of Support in non-IV-D cases (MSUP) Assess Motions Fee Modification Of Visitation (MVIS) Assess Motions Fee Rule 12 Motion In Lieu Of Answer (MDLA) Assess Motions Fee Santions (SANC) Assess Motions Fee Show Cause (SHOW) Assess Motions Fee Transfer (TRFR) Assess Motion Fee Vacate/Modify Judgment or Order (VCMD) Assess Motions Fee Other (OTHR): (Use codes from Motions Coversheet AOC-CV-752 or specify)	(check all that apply) Alimony (ALIM) Annulment (ANUL) Child Support (CSUP) Custody (CUST) Divorce (DIVR) Divorce From Bed And Board (DIVB) Domestic Violence (DOME) Equitable Distribution (EQUD) Medical Coverage (MEDC) Paternity (PATR) Possession Of Personal Property (POPP) Post Separation Support (PSSU) Reimbursement For Public Assistance (RPPA) Visitation (VIST) Other: (specify and list separately)				
Date	Signature Of Attorney/Party				

NOTE: All fillings in civil actions shall include as the first page of the filling a cover sheet summarizing the critical elements of the filling in a format prescribed by the Administrative Office of the Courts, and the Clerk of Superior Court shall require a party to refile a filling which does not include the required cover sheet. For subsequent fillings in civil actions, the filling party must include a Domestic (AOC-CV-750) Motions (AOC-CV-752) or Court Action (AOC-CV-753) cover sheet.

CUSTODY MEDIATION: CASE INFORMATION FORM ****DO NOT FILE: PLACE IN CUSTODY MEDIATION BOX****

STATE OF NORTH CAROLINA	IN THE GENERAL COURT OF JUSTICE				
COUNTY OF CUMBERLAND	DISTRICT COURT DIVISION FILE NO.:CVD				
JUDICIAL DISTRICT 12					
Plaintiffvs. Defendant	Assigned Judge:				
PLAINTIFF(S):	Day Phone:				
Mailing Address:	Night Phone:				
Date of Birth:	Email:				
Plaintiff's Attorney:	Phone:				
Address:	Fax: Email:				
DEFENDANT(S):	Day Phone:				
Mailing Address:	Night Phone:				
Date of Birth:	Email:				
Defendant's Attorney:	Phone:				
Address:	Fax:				
	Email:				
1. Is there a pending or resolved military, civil or crimin	al domestic violence case involving the same parties in				
North Carolina or any other state? YES NO Lis	st type: Expiration date:				
If yes, you must attach a copy of all military, civil or crit					
2. Is DSS/CPS currently involved? YES NO Prior					
List date opened: and reason case					
DSS Social Worker's name					
If yes, what language(s) does the party speak? Spanish					
4. Have the parties attended orientation in the past 5 years?					
5. Have the parties ever attended mediation? YES NO If yes, case/file number:CVD					
6. Online/WebEx Orientation or Mediation Requested					
Reason for Request (check one or more): Out-of-state					
DVPO; Medical; Other? List reason:					
CHILDREN INVOLVED IN CASE: (use back of form if					
NAME AGE M/F DOB	CHILD RESIDES WITH RELATIONSHIP				
Marriage Date: Separation Date:					
Signature:	Date:				
Plaintiff Plaintiff's Attorney Defendant Defendant	's Attorney Intervenor Intervenor's Attorney				

IN THE GENERAL COURT OF JUSTICE DISTRICT COURT DIVISION FILE NUMBER:
MOTION TO MODIFY CHILD CUSTODY OR VISITATION (MCUS)
and resident of County, North re than six (6) months preceding the institution of this ent of County, e of State). t regarding child custody and/or visitation in this action was (attach a copy of the custody/visitation order to this erporated herein is a completed Affidavit as to Status of for each child where a modification of the custody Custody and/or Visitation was entered, a substantial change the minor child (ren) as follows:
f

PRAYER FOR RELIEF

WHEREFORE, the undersigned hereby requests that the order for Custody and/or Visitation be modified as follows: Plaintiff Defendant Date (your)street/mailing address (your) City, State, Zip Code (your) Telephone Number **VERIFICATION** (Must be signed before a Notary Public) STATE OF _____ (print your name), being first duly sworn, depose and say that I am the Plaintiff herein, that I have read the foregoing Complaint for Child Custody/Visitation and know the statements therein to be true of my own personal knowledge, except as to those matters alleged upon information and belief, and as to those matters, I believe them to be true. Plaintiff's Signature Date Subscribed and affirmed before me this _____ day of _____, 20 ____. Notary Public My Commission Expires:

CERTIFICATE OF SERVICE

I hereby certify that a copy of this Motion for Motion to Modify Child Custody or Visitation (MCUS) has

STATE	OF NO	RTH	CAROLINA		Court File No.		
County				In The General Court Of Justice District Court Division			
Name And Address Of Plaintiff			AFFIDAVIT AS TO STATUS OF MINOR CHILD				
		VFI	RSUS	_			
Name And Addre	ess Of Defend		1000	Name Of Minor Child		G.S. 50A-209	
				Tvarrie Or Willion Child			
				Date Of Birth	Birthplace		
I, the unders	signed affia	ınt, being	first duly sworn, say that during the	past five (5) years th	ne above nan	ned minor child has lived as follows:	
Period Of From	Residence To		Address			Present Address Of Person	
FIOIII	Presen	t		Liveu with		311 613611	
I further say							
L I have p		ın litigatio	n concerning the custody of the abo	ove named child. Name And Address Of C	Court		
supuony mon un							
Date Of Child Custody Determination Case No.				-			
Details							
violence	, a protecti	ve order,	ustody proceeding. Examples of custermination of parental rights or add				
affect this proceeding. Name And Address Of Court				Details (include case nu	mber and describ	pe nature of the proceeding)	
named ch	nild.	is listed b	elow, who has physical custody or c	claims to have custoo	dy or visitation	n rights with respect to the above	
Name And Addre	ess Of Person					Physical Custody	
						Claimed Custody	
						Visitation Rights	
SWORN/A	FFIRMED	AND S	UBSCRIBED TO BEFORE ME	Date		1	
Date		Signature C	f Person Authorized To Administer Oaths	Signature Of Affiant			
Deputy CSC	CAssist	ant CSC	Clerk Of Superior Court Magistrate	Name Of Affiant (type or print)			
Notary		Date My Co	mmission Expires	Relationship To Above N	lamed Child		
SEA	\L	County Whe	ere Notarized				

STATE OF NORTH CAROLINA	File No.			
County	In The General Court Of Justice			
Name And Address Of Plaintiff VERSUS Name And Address Of Defendant	SERVICEMEMBERS CIVIL RELIEF ACT DECLARATION			
	G.S. Ch. 127B, Art. 4; 50 U.S.C. 3901 to 4043			
	t is not a substitute for the certification that may be required by G.S. 45-21.12A.			
DECLA	RATION			
to State active duty as a member of the North Carolina National National Guard of another state. See G.S. 127B-27 and G.S. 1 3. I used did not use the Servicemembers Civil Relidendant's federal military service. The results from my use of that website are attached. (NOTE: The Servicemembers Civil Relief Act Website is a website mare not installed on your computer, you may experience security alerts.	above is not in military service.* above is in military service.* a copy of a military order from the defendant named above relating all Guard or service similar to State active duty as a member of the 27B-28(b). ef Act Website (https://scra.dmdc.osd.mil/) to determine the aintained by the Department of Defense (DoD). If DoD security certificates a from your internet browser when you attempt to access the website. Governor of this State and members of the National Guard of another state the Website database.)			
for a period of more than 30 consecutive days for purposes of resp of the Public Health Service or of the National Oceanic and Atmosp is absent from duty on account of sickness, wounds, leave, or othe the following: State active duty as a member of the North Carolina the General Statutes, for a period of more than 30 consecutive day	ce as a member of the United States Army, Navy, Air Force, Marine Corps, or call to active service authorized by the President or the Secretary of Defense conding to a national emergency; active service as a commissioned officer otheric Administration; any period of service during which a servicemember or lawful cause. 50 U.S.C. 3911(2). The term "military service" also includes National Guard under an order of the Governor pursuant to Chapter 127A of the visit of the National Guard of another state who resides that is similar to State active duty, for a period of more than 30 consecutive			
I declare (or certify, verify, or state) under penalty of perjury that	t the foregoing is true and correct.			
Date Signature Of Declarant	Name Of Declarant (type or print)			
NOTE TO COURT: Do not proceed to enter judgment in a non-crimina	I case in which the defendant has not made an appearance until a			

NOTE TO COURT: Do not proceed to enter judgment in a non-criminal case in which the defendant has not made an appearance until a Servicemembers Civil Relief Act affidavit or declaration (whether on this form or not) has been filed, and if it appears that the defendant is in military service, do not proceed to enter judgment until such time that you have appointed an attorney to represent him or her.

Information About Servicemembers Civil Relief Act Affidavits And Declarations

1. Plaintiff to file affidavit/declaration

In any civil action or proceeding, including any child custody proceeding, in which the defendant does not make an appearance, the court, before entering judgment for the plaintiff, shall require the plaintiff to file with the court an affidavit—

- (A) stating whether or not the defendant is in military service and showing necessary facts to support the affidavit; or
- (B) if the plaintiff is unable to determine whether or not the defendant is in military service, stating that the plaintiff is unable to determine whether or not the defendant is in military service.

50 U.S.C. 3931(b)(1).

2. Appointment of attorney to represent defendant in military service

If in a civil action or proceeding in which the defendant does not make an appearance it appears that the defendant is in military service, the court may not enter a judgment until after the court appoints an attorney to represent the defendant. If an attorney appointed to represent a service member cannot locate the service member, actions by the attorney in the case shall not waive any defense of the service member or otherwise bind the service member. 50 U.S.C. 3931(b)(2). State funds are not available to pay attorneys appointed pursuant to the Servicemembers Civil Relief Act. To comply with the federal Violence Against Women Act and in consideration of G.S. 50B-2(a), 50C-2(b), and 50D-2(b), plaintiffs in Chapter 50B, Chapter 50C, and Chapter 50D proceedings should not be required to pay the costs of attorneys appointed pursuant to the Servicemembers Civil Relief Act. Plaintiffs in other types of actions and proceedings may be required to pay the costs of attorneys appointed pursuant to the Servicemembers Civil Relief Act. The allowance or disallowance of the ordering of costs will require a case-specific analysis.

3. Defendant's military status not ascertained by affidavit/declaration

If based upon the affidavits filed in such an action, the court is unable to determine whether the defendant is in military service, the court, before entering judgment, may require the plaintiff to file a bond in an amount approved by the court. If the defendant is later found to be in military service, the bond shall be available to indemnify the defendant against any loss or damage the defendant may suffer by reason of any judgment for the plaintiff against the defendant, should the judgment be set aside in whole or in part. The bond shall remain in effect until expiration of the time for appeal and setting aside of a judgment under applicable Federal or State law or regulation or under any applicable ordinance of a political subdivision of a State. The court may issue such orders or enter such judgments as the court determines necessary to protect the rights of the defendant under this Act. 50 U.S.C. 3931(b)(3).

4. Satisfaction of requirement for affidavit/declaration

The requirement for an affidavit above may be satisfied by a statement, declaration, verification, or certificate, in writing, subscribed and certified or declared to be true under penalty of perjury. 50 U.S.C. 3931(b)(4). The presiding judicial official will determine whether the submitted affidavit is sufficient.

5. Penalty for making or using false affidavit/declaration

A person who makes or uses an affidavit permitted under 50 U.S.C. 3931(b) (or a statement, declaration, verification, or certificate as authorized under 50 U.S.C. 3931(b)(4)) knowing it to be false, shall be fined as provided in title 18, United States Code, or imprisoned for not more than one year, or both. 50 U.S.C. 3931(c).