



Judicial District 1

MODIFICATION OF CUSTODY OR VISITATION

DUE TO THE CHANGING NATURE OF THE LAW, the forms and instructions contained in this packet may become outdated. You should review and research statutes and rules of procedure referenced in the instructions to ensure that the forms are accurate and current.

IN NO EVENT will the Clerk of Court or anyone contributing to the production of these forms, instructions or guidelines be liable for any indirect or consequential damages resulting from use of the forms or information provided to you.

IF THERE ARE ANY QUESTIONS in your mind concerning these forms, or your legal rights, it is strongly recommended that you consult with an attorney.

USE THESE FORMS AT YOUR OWN RISK. THESE FORMS MAY OR MAY NOT BE APPROPRIATE IN YOUR PARTICULAR CASE. ANY DESIRED OUTCOME FROM THE USE OF THESE FORMS CANNOT BE PREDICTED OR GUARANTEED. IT IS STRONGLY RECOMMENDED THAT YOU SEEK LEGAL ADVICE! NO ONE AT THE JUDICIAL CENTER, CLERK OF COURT'S OFFICE OR JUDGE'S OFFICE, MAY GIVE LEGAL ADVICE OR TELL YOU HOW TO FILL OUT FORMS!

PLEASE CAREFULLY READ THE FORMS AND INSTRUCTIONS CONTAINED IN THIS PACKET. IF YOU HAVE ANY QUESTIONS, PLEASE CONSULT WITH AN ATTORNEY.



THESE ARE EDUCATIONAL FORMS AND
INSTRUCTIONS DESIGNED TO ASSIST YOU, BUT YOU
ARE REPRESENTING YOURSELF. PLEASE REVIEW
AND FOLLOW THE DIRECTIONS TO IMPROVE YOUR
PERFORMANCE IN YOUR CASE. FAILURE TO READ
AND FOLLOW THE INSTRUCTIONS MAY ADVERSELY
IMPACT YOUR CLAIM.

**NO ONE AT THE CLERK OF COURT'S OFFICE OR JUDGE'S
OFFICE MAY GIVE LEGAL ADVICE OR TELL YOU HOW TO
FILL OUT FORMS!**

Steps for Filing a Motion for Modification of Custody/Visitation

STEP 1

Filling Out the Documents

You must complete the following documents:

- **Motion for Modification of Custody or Visitation Order**. The plaintiff and defendant stay the same throughout the entire case. Look on the previous order to see who the plaintiff and defendant are. Note you must sign this motion in the presence of a **Notary Public**.
- **Domestic Civil Action Cover Sheet (AOC-CV-750)**. Forms may be accessed and filled out online at www.nccourts.gov
- **Certificate of Service of Process**.
- **Affidavit of Status of Minor Child (AOC-CV-609)**. Forms may be accessed and filled out online at www.nccourts.gov Please complete one form for each child.
- **Custody Mediation Cover Sheet and Notice for Custody Mediation Orientation**. All parties in custody/visitation cases are required to attend Custody Mediation. If you have previously attended mediation, you do not have to attend orientation again. However, you must call the Custody Mediator, 252-331-4508, to schedule a mediation appointment.

STEP 2

Filing the Documents

You have two options on how to file your documents:

1. Take the COMPLETED documents to the Civil Division of the Clerk of Superior Court's office in the Courthouse in the County in which you live. There may be a \$20.00 fee to file the Motion. Take the completed Domestic Civil Action Cover Sheet (AOC-CV-750), the Motion to Modify, and the completed Affidavit of Status of Minor Child (AOC-CV-609) to the Civil Division of the Clerk of Superior Court's office in the county where your case is filed. The Clerk will scan the papers into ICMS (Integrated Court Management System) and assign it a file number. The Clerk will print the filed documents (a copy fee is assessed for this) and provide you with as many copies as you may need, depending on how you wish to serve the documents on the other party.

2. File and serve the documents online using File&Serve. Learn more about File&Serve here:



The banner features a blue header with the eCourts File&Serve logo. Below the logo is a red section with white text. On the left is the North Carolina seal. The text states that eFiling is required for attorneys in certain counties. It also mentions that self-represented litigants can file electronically or in paper. A QR code is on the right with the text 'SCAN TO START FILING'. At the bottom is a blue footer with the URL 'NCcourts.gov/Services'.

eCourts File&Serve

eFiling is Required for Attorneys

The Supreme Court of North Carolina requires that all filings made in those counties with Odyssey by an attorney must be filed electronically via File & Serve or Guide & File. Paper filings will not be accepted.

Self-represented litigants are permitted to file electronically or in paper. Please see Rule 5 of the North Carolina General Rules of Practice for more information.

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SCAN TO START FILING

[NCcourts.gov/Services](https://nccourts.gov/Services)

STEP 3

Mandatory Custody Mediation

All cases filed in North Carolina which involve custody must go through the **Custody Mediation Program**. If you have not yet participated in Custody Mediation with regards this particular custody case, you will be required to participate before your case can be heard before a District Court Judge. Even if you have participated in Custody Mediation, you may be required to return for another mediation session upon filing a motion to modify the current custody order.

Mediation is a process in which a professionally trained neutral third party assists parents in developing an agreement that provides for the care of their children during and after separation. The goal of the mediation process is to provide the litigant a forum to discuss parenting issues that involve both parents in the continuing care of their children. The agreement focuses on the children's needs as well as the on the rights and responsibilities of both parents. The parties are not required to reach an agreement, but they are required to attend at least one orientation session and one mediation session. Because participation is mandatory, there is no cost to you. Upon filing your Motion with the Clerk of Court, you will be given a "Custody Mediation Cover Sheet and Notice for Custody Mediation Orientation" which will notify you of the date, time and place that you must attend an orientation. It is **YOUR RESPONSIBILITY** to serve this Notice of orientation on the other party. The orientation is an information exchange between the parties and the Custody Mediator and serves to educate you about the mediation process. At the orientation, the Custody Mediator will schedule your mediation session.

If your mediation does not result in an agreement, the Custody Mediator will send an Order to Calendar to both parties. A calendaring request to have your case heard before a District Court Judge must be made within 30 days thereafter. The form for the calendar request will be provided to you with your copy of the Order to Calendar.

STEP 4

Service of Process

North Carolina General Statutes require that you give notice to the other party about the filing of your motion. This is known as “Service of Process.” The correct way to serve the other party is determined by law. If the documents are not correctly served on the other party, the court will not hear your case. All papers and documents that you file in your case must be served on the other party. If the other party has an attorney, you must send copies of all of the paperwork to the attorney.

You are now ready to serve the document.

Service through the Sheriff’s Department: You may serve the documents through the Sheriff for a service fee. You may check the status of service on the other party through the eCourts Portal: <https://portal-nc.tylertech.cloud/portal>

You may also serve your documents by using First Class Mail, personal delivery, certified or registered mail with a return receipt requested, or by fax with the confirmation receipt attached. NOTE: If you serve the documents by certified or registered mail, you MUST file an affidavit of service of process by mail, (copy attached).

Service through File&Serve: <https://www.nccourts.gov/documents/publications/efiling-file-serve-guide> - The ‘Service Options in File & Serve’ guidance was published November 3, 2023, and describes methods of serving documents through File & Serve. This guidance includes both screenshots and written descriptions of the application’s functionality.

**IT IS YOUR RESPONSIBILITY TO ENSURE
THAT ALL OF THE ABOVE STEPS HAVE BEEN DONE PROPERLY.**

**IT IS RECOMMENDED THAT YOU SEEK LEGAL ADVICE.
REMEMBER, THE CLERK OF COURT CANNOT GIVE YOU LEGAL ADVICE.**

STEP 5

Attendance

Be sure to attend all scheduled court events on time and dress appropriately (as if you were going to a job interview). This is very important.

SERVICE OF PROCESS

PLEASE READ THIS SECTION VERY CAREFULLY

If you have concerns or are confused, consult with an attorney immediately!

In order for your case to be binding against the other party, they must be given notice of the case, or *served* in a manner that is recognized by the court. **PLEASE NOTE that service of process must be completed successfully for your case to proceed and avoid dismissal. IT IS YOUR RESPONSIBILITY.** Service of the motion may be served by Sheriff, First Class Mail, personal delivery, facsimile, registered or certified mail with a return receipt requested. Then complete the Certificate of Service of Process form.

If you do not know where the other party lives, you will need to serve them by “publication”. This is a complex process using the newspaper to run notice of the case. You should speak with an attorney regarding this type of service. If you need an attorney, you can contact the **North Carolina Lawyer Referral Service** at **1-800-662-7660**. If you cannot afford an attorney, you may be eligible for representation or assistance from **Legal Aid of North Carolina** at **1-800-682-0010**.

PLEASE NOTE: Service by publication should be used only as a last resort. If you know where the other party is, or if you can find out where they are, you should never attempt this type of service.