

HOW TO FILE FOR CUSTODY

JUDGE HENRY S. KENDERDINE, JR.



COURT SELF HELP CENTER

Disclaimer by the Court of Common Pleas of Lancaster County, Pennsylvania

Neither the staff in the Center nor the staff in any Court office will be able to give you legal advice or help you fill out/complete the forms. The information in the packets is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. If you would like information on how to hire an attorney, you may call the Lancaster Bar Association's Lawyer Referral Service at (717) 393-0737.

©2025 Judge Henry S. Kenderdine, Jr. Court Self Help Center

STOP!!!

YOU MUST READ THIS INFORMATION *BEFORE* YOU START TO FILL OUT ANY FORMS IN THE PACKET!

Beginning on January 6, 2018, all filings in the Lancaster County Court of Common Pleas must be in compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* and Lancaster County Rules of Judicial Administration, Rule 520. There are links to the Policy and the Rule on the Court's website, www.court.co.lancaster.pa.us

How does this impact my filing?

First, beginning on January 6, 2018, if the document you are filing does NOT contain any Confidential Information or have Confidential Documents attached (see list below), you must file a Certificate of Compliance with your filing. A copy of a Certification is attached. (Form 1)

Second, if the document you are filing contains any Confidential Information, you must complete and file the Confidential Information Form (CIF); a copy of this form is attached. (Form 2) Under Section 7 of the Public Access Policy the information listed below is considered Confidential Information, and it shall not be included on any form included in the packet. If the forms in your packet require you to include any of this information, you must put the information on the CIF and use the Alternative Reference suggested on the CIF on the form in the packet. **DO NOT PUT THE CONFIDENTIAL INFORMATION ON THE FORM ITSELF; THE CONFIDENTIAL INFORMATION MUST APPEAR ONLY ON THE CIF.**

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information, including employer's name, address and work schedule, in family court actions as defined by Pa. R.C.P. No. 1931(b) except for victim's name

Finally, if you have attached any of the following documents to your filing, you must complete the Confidential Document form (Form 3) and file it with your pleading:

1. Financial Source Documents
2. Minors Educational Records
3. Medical/Psychological Records
4. Children and Youth Services' Records
5. Marital Property Inventory and Pre-Trial Statement (see Pa.R.C.P. No. 1920.33)
6. Income and Expense Statement (see Pa. R.C.P. No. 1910.27(c))
7. Agreement between the Parties (see 23 Pa.C.S. sect 3105)

The Court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.

(Rev. 7/1/2018)

CERTIFICATE OF COMPLIANCE

Docket No. _____

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature _____

(Attorney or pro se litigant)

Print Name _____

Attorney No. (if applicable) _____

**CONFIDENTIAL
INFORMATION
FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL
INFORMATION
FORM**



Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
INFORMATION
FORM**



Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>

**CONFIDENTIAL
INFORMATION
FORM**



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.
6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim’s name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV 1 Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV 1 Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Additional page (if necessary)

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

**CONFIDENTIAL
DOCUMENT FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

204 Pa. Code § 213.81

www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____, _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

Please only attach documents necessary for the purposes of this case. Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____



Instructions for Completing the Confidential Document Form

The following documents are confidential and shall be filed with a court or custodian with the “Confidential Document Form”:

1. Financial Source Documents as listed on the form
2. Minors’ educational records
3. Medical/Psychological records are defined as “records relating to the past, present, or future physical or mental health or condition of an individual”
4. Children and Youth Services’ records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

CUSTODY PACKET

Page No.

I.	INTRODUCTION.....	13
II.	DEFINITIONS.....	14
III.	CUSTODY FILING AND PROCEDURAL INFORMATION.....	20
V.	STATUTES AND RULES.....	27
VI.	FILING CHECKLIST.....	28
VII.	FORMS.....	29

I. INTRODUCTION

A custody action is a way to legally obtain primary or partial physical custody of your children. **It is recommended that you at least speak to an attorney so you can find out your rights.**

COURT-STAFFED OFFICES IN THE COURTHOUSE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE.

If you decide to represent yourself in the custody action (known as “pro se”), it will take a lot of time, and cause you difficulty, confusion, and frustration. You **MUST** follow the Rules and Procedures, both state and county, as are required for attorneys. The Court will not allow you to skip any procedure because you “**did not know how or when**” to do something in your custody action. This packet is not to be a substitute for professional legal advice tailored to a specific fact situation.

Also, the Judges and Conference Officers WILL NOT be available to you to provide advice or guide you through the proceedings. You are NOT ALLOWED to contact Judges or Conference Officers except for filing official paperwork or appearing in court proceedings.

If you feel you need an attorney, you may contact the **LANCASTER BAR ASSOCIATION, at 717/393-0737.**

II. DEFINITIONS

“Abuse”

- (1) As defined in section 6102 (relating to definitions). The term includes the crime of stalking pursuant to 18 Pa.C.S. § 2709.1 (relating to stalking).
- (2) The term does not include the justified use of force in self-protection or for the protection of other persons in accordance with 18 Pa.C.S. § 505 (relating to use of force in self-protection) by a party in response to abuse or domestic abuse by the other party.

“Action”

All proceedings for legal and physical custody, partial custody or visitation, and proceedings for contempt and modification of prior Orders of any Court.

“Adult”

An individual 18 years of age or older.

“Agency”

Any organization, society, institution, court facility or other entity which provides for the care of a child. The term does not include a county children and youth social service agency.

“Arbitration Agreement”

An agreement which subjects a family law dispute to arbitration.

“Arbitration Organization”

An association, agency, board, commission or other entity which is neutral and initiates, sponsors or administers an arbitration or is involved in the selection of an arbitrator.

“Arbitrator”

An individual selected or appointed, alone or with others, to make an award in a family law dispute which is subject to an arbitration agreement.

“Award”

Any interim award, temporary order or final disposition of a family law dispute by an arbitrator.

“Caption”

The heading on a pleading which sets forth the name of the Court, the number of the action, the name of the pleading, and the names of all of the parties.

“Child”

An unemancipated individual under the age of 18 years, including children by birth or adoption.

“Child Custody Dispute”

A family law dispute regarding legal custody, physical custody, parenting plans, parental duties, relocation or supervised physical custody of a child.

“Child Support Dispute”

A family law dispute regarding financial support of a child.

“Complaint”

A formal pleading, filed in the Prothonotary's office, in the paragraph format and with all contents as required by the Pennsylvania Rules of Civil Procedure for pleadings requesting primary physical

custody, or a schedule of partial physical custody or visitation, to begin a custody action when there is no pre-existing custody order.

“Contempt”

The willful failure to comply with a custody Order.

“Continuance”

A request to change the date of a Conference, Pretrial Conference, or Hearing to another date.

“Court”

A court of common pleas which has jurisdiction over a family law dispute.

“Custody”

The legal right to keep, control, guard, care for and preserve a child and includes the terms “legal custody”, “physical custody”, and “shared custody.”

“Custody Conference”

A Conference, facilitated by a Custody Conference Officer, where the parties to an action mediate and/or narrow the issues in the custody action to facilitate the conciliation process and to encourage frank, open and meaningful exchanges between the parties and their respective counsel. Statements made by the parties at the Custody Conference shall not be admissible as evidence at a later Custody Hearing. The Custody Conference Officer shall not be a witness for or against any party.

“Custody Conference Officer”

A member of the Lancaster County Bar or other appropriate person appointed by the Court to conciliate custody cases filed with the Court and recommend to the Court Interim or Temporary Custody Orders.

“Defendant”

The person being sued.

“Ex Parte”

In order to preserve fairness in all proceedings, no one party or his/her lawyer may contact the Court or the Conference Officer about issues in the case without the other party’s participation. This includes by telephone, mail, fax, e-mail, or in person.

“Family Law Dispute”

A contested issue arising under 23 Pa.C.S. (relating to domestic relations). The term does not include an issue under §7373(b) (relating to scope of subchapter).

“Home County”

The county in which the child has resided preceding the time involved for at least the past 6 consecutive months, and in a case of a child less than 6 months old, the county in which the child lived from birth.

“Household Member”

A spouse or an individual who has been a spouse, an individual living as a spouse or who lived as a spouse, a parent or child, another individual related by consanguinity or affinity, a current or former sexual or intimate partner, an individual who shares biological parenthood or any other person, who is currently sharing a household with the child or a party.

“In Loco Parentis”

Latin for “in the place of a parent” or “instead of a parent” refers to the legal responsibility of a person or organization to take on some of the functions of a parent.

“Jurisdiction”

The authority of the court to act regarding particular parties and the subject of litigation.

“Legal Custody”

The legal right to make major decisions on behalf of the child, including, but not limited to, medical, religious, and educational decisions.

Examples of legal custody issues are: whether a child will attend public or some type of private school; who will be the child’s doctor or dentist; what religion, if any, will the child learn; whether a teenager may have a part time job or go on a trip; whether a child will play in organized sports, take music lessons, etc.

All of these legal custody issues are for the parties, not the court, to decide, and therefore are called “co-parenting issues,” meaning the parents, even though separated, should discuss them and must be responsible enough to do so in a civil, respectful manner. “Informing” the other parent or party about a decision you made alone (except for medical emergencies) is not a “discussion” and instead is a violation of the shared legal custody process required by Pennsylvania custody law.

“Nonprofessional Supervised Physical Custody”

Custodial time during which an adult, designated by the court or agreed upon by the parties, monitors the interaction between the child and the individual with those rights.

“Order”

A formal written document, signed by a judge, directing schedules, procedures, arrangements and decision-making authority during the course of and at the conclusion of custody litigation.

“Parental Duties”

Includes meeting the physical, emotional and social needs of the child.

“Partial Physical Custody”

The right to assume physical custody of the child for less than a majority of the time.

“Party”

A named Plaintiff or Defendant in the action; An individual who signs an arbitration agreement and whose rights will be determined by an award.

“Paternity”

The legal determination that someone is the father of the child.

“Person”

An individual, estate, business or nonprofit entity, public corporation, government or governmental subdivision, agency or instrumentality or any other legal entity.

“Person Acting as Parent”

A person other than a parent, including an institution, who has physical custody of a child and who has either been awarded custody by a court or claims a right to custody.

“Petition”

A formal pleading, filed in the Prothonotary’s office, in the paragraph format and with all contents as required by the related section of the Pennsylvania Rules of Civil Procedure for the particular type

of petition: to modify an existing Custody Order, or to cite contempt (disobedience) of an existing Custody Order, or for “special relief.” Petitions for special relief which also request immediate court intervention must be presented in Family Business Court in accordance with all procedures required by those proceedings.

“Physical Custody”

The actual physical possession and control of a child.

“Plaintiff”

The person filing the case.

“Pre-Trial Conference”

A Conference with the Judge and the parties’ counsel, or the party if unrepresented, where the issues that will be presented at a Hearing are clearly enumerated and any special requests for witnesses are discussed.

“Primary Physical Custody”

The right to assume physical custody of the child for the majority of time.

“Pro Se”

For one’s own behalf or appearing for oneself.

“Professional Supervised Physical Custody”

Custodial time during which a professional, with education and training on the dynamics of domestic violence, sexual assault, child abuse, trauma and the impact of domestic violence on children, oversees the interaction between the child and the individual with those custody rights and promotes the safety of the child during the interaction.

“Protection Order”

An injunction or other order, issued under the domestic-violence, family-violence or stalking laws of the issuing jurisdiction, to prevent an individual from engaging in a violent or threatening act against, harassment of, contact or communication with or being in physical proximity to, another individual who is a party or a child under the custodial responsibility of a party.

“Putative Father”

The alleged biological father of a child born out of wedlock.

“Registered Mail”

Either registered mail or certified mail.

“Record”

Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

“Relocation”

A change in a residence of the child which significantly impairs the ability of a non-relocating party to exercise custodial rights.

“Safety of the Child”

The term includes, but is not limited to, the physical, emotional and psychological well-being of the child.

“Service”

(Meaning service of process) -- The formal delivery, to the other party, in the manner directed by the Pennsylvania Rules of Civil Procedure, of legal documents related to an action before the court, including original process (initial complaint, petition, etc.), and later pleadings filed in that action, as well as notices of petitions about to be filed. Because the date of service has legal significance in an action before the court, proof of the date of service of each such document on the other party must be filed by the party who performed the service, whether for original process or for later pleadings in the case.

“Shared Legal Custody”

The right of more than one individual to legal custody of the child.

“Shared Physical Custody”

The right of more than one individual to assume physical custody of the child, each having significant periods of physical custodial time with the child.

“Sign”

With present intent to authenticate or adopt a record:

- (1) to execute or adopt a tangible symbol; or
- (2) to attach to or logically associate with the record an electronic symbol, sound or process.

“Sole Legal Custody”

The right of one individual to exclusive legal custody of the child.

“Sole Physical Custody”

The right of one individual to exclusive physical custody of the child.

“Standing”

A legally recognized right to participate as a party in a custody action. This is determined by legal principles and not by the level of sincerity or amount of good faith of an interested person.

“State”

A state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands or any territory or insular possession subject to the jurisdiction of the United States. The term includes a federally recognized Indian tribe.

“Supervised Physical Custody”

Custodial time during which an agency or an adult designated by the court or agreed upon by the parties monitors the interaction between the child and the individual with those rights.

“Temporary Housing Instability”

A period not to exceed six months from the date of the last incident of abuse as determined by a court.

“Venue”

The county in which the child has lived for the past 6 months immediately preceding the filing of the action.

“Verification”

A written statement of fact by the signer, supported by oath or affirmation or made subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

“Visitation”

In a statutory provision other than in this chapter, when the term “visitation” is used in reference to child custody, the term may be construed to mean:

- (1) partial physical custody;
- (2) shared physical custody; or
- (3) supervised physical custody.

III. CUSTODY FILING AND PROCEDURAL INFORMATION

- **WHEN SHOULD I FILE FOR CUSTODY?**

1. If you think it is in your child's best interest;
2. If you are afraid that the other party may take the child out of the area without your permission and not return;
3. If you need to be able to enforce the dates and times for periods of custody that were previously agreed upon between the parties;
4. If you need legal verification for school enrollment, health insurance benefits, Social Security or welfare benefits, etc; and
5. If you wish to move to another jurisdiction.

- **ARE THERE SITUATIONS WHEN IT MAY BE BETTER *NOT* TO FILE?**

If you and the other party have an agreement between the two of you that is working well and the child is happy, you are not required to file. Sometimes getting the court involved can create bad feelings when there were none before.

If you are the custodial party and the other party is not involved in your child's life (and you believe that is in the child's best interest), filing for custody could create a forced partial custody schedule which may not be in the child's best interest.

If any party, or a member of that party's household, has been convicted of or charged with an offense listed under 23 Pa.C.S.A. §5329, you may want to consider the consequences of putting the issue before the court.

Whether to begin a custody action can be a fact sensitive decision. If you have questions about your specific situation, you should consult an attorney.

- **WHO MAY FILE FOR CUSTODY?**

A parent may file even if the child has never lived with him/her. Grandparents may file if they have standing under any of the following Sections of Pennsylvania custody law: 23 Pa.C.S.A. §§5323, 5324, or 5325, and Pa. R.C.P. 1915.3(e). Anyone other than a parent wishing to seek custody or visitation should consult an attorney as the law is complex in that area. As used in this information packet, “**parent**” or “**other parent**” also could apply to such other parties **if** they have standing to file.

If the mother of the child is not married to the biological father of the child, and the putative father is initiating a complaint for any form of custody, he shall do **ONE** of the following:

1. Attach an Acknowledgment of Paternity; **OR**

2. Attach an Order establishing paternity; **OR**
3. Initiate an action of paternity at the Office of Domestic Relations and attach a copy to the complaint.

- **HOW MUCH DOES IT COST TO FILE?**

The current filing fee (as of 01/2024) is \$271.00. **THIS FEE IS SUBJECT TO CHANGE.** It is to be paid at the time that the custody complaint is filed at the Prothonotary's Office on the second floor of the Lancaster County Courthouse. It can be paid by cash, money order, or cashier's check; a money order or cashier's check should be made payable to the **Lancaster County Prothonotary.** The filing fee is non-refundable and non-returnable.

If you fit the financial requirement for low-income families, the filing fee may be waived. To see if you qualify, you must file an IFP (in forma pauperis) petition with the court.

- **ARE THERE ANY OTHER COSTS INVOLVED?**

No.

- **CAN I FILE FOR CUSTODY WITHOUT AN ATTORNEY?**

Yes. Effective July 5, 2013, if you are representing yourself, you must file a written Entry of Appearance (form 6) stating an address where you agree that pleadings and other legal papers may be served. The address does not have to be your home address. The entry of appearance shall also state a telephone number at which you may be contacted. If you choose, you may also provide a facsimile (fax) number.

NOTE: If your address and/or your telephone number are confidential pursuant to a PFA Order, you are NOT required to state your address and/or telephone number on your Entry of Appearance of Self-Represented Party form. You are, however, required to maintain up-to-date address and telephone contact information with the Prothonotary's staff, who keep that information secured and confidential from other parties and the public.

If you are representing yourself, you are under a continuing obligation to update your contact information with the Court, to other self-represented parties, and to attorneys of record.

If you are representing yourself, you are required to provide copies of your Entry of Appearance to all other self-represented parties and attorneys of record.

- **IN WHAT COUNTY COURT DO I FILE?**

A custody complaint should be filed in the county where the child has resided for the last six (6) months. In Lancaster County, the complaint should be filed in the Prothonotary's Office.

In situations where that circumstance may not be easily determined, you should consult an attorney.

- **WHAT DO I NEED TO FILE?**

Please see the Filing Checklist on pg. 23 of this packet for a list of the items that you need to file.

- **WHAT HAPPENS AFTER I FILE THE COMPLAINT?**

The Prothonotary's Office will keep the original and all copies of the complaint and scheduling order. They will forward the paperwork to the office of Court Administration to have either a criminal history hearing or a custody conciliation conference scheduled.

NOTE: The Court may schedule a criminal history hearing depending on the matters disclosed in the Criminal Record Abuse History Verification. At the hearing, the Court shall consider evidence of criminal or abusive history presented by the parties.

There is no obligation for the Court to conduct an independent investigation of the criminal or abusive history of either party or members of their household. The Court should not consider ARD or other diversionary programs. When determining whether a party or household member requires further evaluation or counseling, or whether a party or household member poses a threat to a child, the Court should give consideration to the severity of the offense, the age of the offense, whether the victim of the offense was a child or family member and whether the offense involved violence.

Copies of the custody complaint with a date and time for either a criminal history hearing or a custody conference (which typically will be held within *six* weeks after the filing date) will be returned to you. It is your responsibility to make sure any person who has physical custody of the child or claims to have custody of the child is given notice of the time and place of the conference and the requirement for them to complete and file the Criminal Record/Abuse History Verification within 30 days after service. Prior to the conference, proof of service must be filed with the Prothonotary with the postal receipt card signed by each person served attached to it.

Service of the complaint must be made by either personal service (form 8(A) or form 8(B)) or by both regular and certified mail (form 9) in accordance with Pa. R.C.P. 1930.4.

- **WHAT IF MY CONTACT INFORMATION CHANGES AFTER THE COMPLAINT IS FILED?**

You must file a Change of Contact Information of Party form (form 7) with the court and serve it upon all of the other parties and/or attorneys in the action.

- **DO I HAVE TO BRING ANYTHING TO THE CONFERENCE?**

Yes. Bring a copy of the service document and the return receipt card signed by each person served which proves that the complaint and order scheduling the conference were served.

NOTE: WITHOUT PROOF OF SERVICE, THE CONFERENCE MAY NOT BE HELD.

- **WHO RUNS THE CONCILIATION CONFERENCE?**

The conference is conducted by an attorney who has been appointed by the court to act as

a Custody Conference Officer (CCO). His or her job is to help the parents or parties work out a custody schedule which is agreeable to all. The conference officers cannot take sides, nor can they look at evidence you wish to present such as character references, letters from doctors or counselors, etc.

The custody conference officer MAY NOT be contacted by any party or by anyone on a party's behalf outside of the conference for any reason.

The custody conference officer CANNOT be subpoenaed to testify in a custody hearing.

- **WHAT IF I CHANGE MY MIND AFTER FILING THE COMPLAINT?**

Please be advised that after you file a custody complaint, you can only withdraw or discontinue the action by written agreement of the parties or by an Order of the Court. (See Pa. Rule of Civil Procedure 1915.3-1). Therefore, you should not start this action unless you plan to follow through with it.

- **WHAT IS THE APPROPRIATE CONDUCT AND DRESS AT ALL COURT APPEARANCES?**

The Conference Officer controls the conference and decides who talks first and whether the statement is relevant to furthering a custody agreement. Turn off your cell phone. Dress as if you were working in a business office - shorts are not permitted. Do not chew gum. Do not interrupt the Conference Officer or the other party. Each party will have an opportunity to speak. Remember to control your emotions and your remarks. If there are angry outbursts or inappropriate language, the offending party may be ejected and the conference may continue.

- **WHAT IS THE PROCEDURE AT THE CONFERENCE?**

The conference officer will first ask the party who filed the complaint what he or she wants to see happen and why. Then the other party will have a chance to respond. It is good to have worked out what you want to say ahead of time. If an agreement can be reached, you will each leave the conference with a handwritten summary of the agreement which will be typed up within ten days, signed by a family law judge and mailed to you. If the parties cannot agree, the Conference Officer may make a recommendation for a custody schedule and either schedule a follow-up conference or schedule the case for a hearing before a judge. You will receive a handwritten copy of the recommendation when you leave as well. If recommended, a hearing typically is scheduled several months after the conference.

It may be helpful to review the Parenting Plan found at 23 Pa.C.S.A. §5331 prior to the conference to familiarize yourself with issues that may arise and questions that may be asked. At the end of the conference, if a hearing is to be scheduled, any party may request a pretrial conference before the judge.

- **WHO MAY COME TO THE CONFERENCE?**

Only the parties on the caption of the complaint are allowed at the conference. Each party

may bring an attorney. No other relatives, friends, etc. are allowed in the conference room.

Children are permitted in the conference only if there is a specific court order allowing them to attend. Children must not be left unattended in the courthouse, so please make day care provisions for them elsewhere.

- **WHAT IF I AM UNABLE TO ATTEND THE CONFERENCE ON THE DAY IT IS SCHEDULED?**

There are only certain conditions that allow for continuances. Work is not considered an adequate reason for a continuance. To request a continuance, you must first get permission from the other party. If there is an agreement, then the continuance form (form 10) must be signed by both parties and submitted to Court Administration. A motion cover sheet (form 4) must also accompany the form. If the request is *submitted less than* fourteen (14) days before the conference, you **MUST** pay another \$94.75 to the Prothonotary's office. If there is no agreement to the continuance, you must petition the court to get permission. (See Special Relief procedures herein.)

- **WHAT HAPPENS IF A HEARING IS SCHEDULED?**

If no agreement is reached at the conference and the conference officer recommends a follow-up conference or a hearing, the date for the procedure will appear in the court order which results from the conference.

There are several family law judges who hear custody cases. Custody cases are not heard before a jury. Two custody cases are scheduled for each hearing date - one at 9:00 a.m. and one at 10:00 a.m. If you are scheduled at 10:00 a.m., your case could get continued to another date if the 9:00 a.m. case is heard. If the 9:00 a.m. case settles, your case will be heard. You must be prepared to present your case even if the 9:00 a.m. case settles at the last minute.

It may be helpful to review the statutory factors set forth below that the court will use to make a custody determination:

Factors for the Court to consider in custody determinations pursuant to

23 Pa.C.S.A. § 5328

- (a) Factors.-- In ordering any form of custody, the court shall determine the best interest of the child by considering all relevant factors, giving substantial weighted consideration to the factors specified under paragraphs (1), (2), (2.1) and (2.2) which affect the safety of the child, including the following:
- (1) Which party is more likely to ensure the safety of the child.
 - (2) The present and past abuse committed by a party or member of the party's household, which may include past or current protection from abuse or sexual violence protection orders where there has been a finding of abuse.
 - (2.1) The information set forth in section 5329.1(a) (relating to consideration of child abuse and involvement with protective services).
 - (2.2) Violent or assaultive behavior committed by a party.
 - (2.3) Which party is more likely to encourage and permit frequent and continuing contact between the child and another party if contact is consistent with the safety needs of the child.
 - (3) The parental duties performed by each party on behalf of the child.
 - (4) The need for stability and continuity in the child's education, family life and community life, except if changes are necessary to protect the safety of the child or a party.
 - (5) The availability of extended family.
 - (6) The child's sibling relationships.
 - (7) The well-reasoned preference of the child, based on the child's developmental stage, maturity and judgment.
 - (8) The attempts of a party to turn the child against the other party, except in cases of abuse where reasonable safety measures are necessary to protect the safety of the child. A party's reasonable concerns for the safety of the child and the party's reasonable efforts to protect the child shall not be considered attempts to turn the child against the other party. A child's deficient or negative relationship with a party shall not be presumed to be caused by the other party.
 - (9) Which party is more likely to maintain a loving, stable, consistent and nurturing relationship with the child adequate for the child's emotional needs.
 - (10) Which party is more likely to attend to the daily physical, emotional, developmental, educational and special needs of the child.
 - (11) The proximity of the residences of the parties.
 - (12) Each party's availability to care for the child or ability to make appropriate child-care

arrangements.

- (13) The level of conflict between the parties and the willingness and ability of the parties to cooperate with one another. A party's effort to protect a child or self from abuse by another party is not evidence of unwillingness or inability to cooperate with that party.
 - (14) The history of drug or alcohol abuse of a party or member of a party's household.
 - (15) The mental and physical condition of a party or member of a party's household.
 - (16) Any other relevant factor.
- (a.1) Exception.--A factor under subsection (a) shall not be adversely weighed against a party if the circumstances related to the factor were in response to abuse or necessary to protect the child or the abused party from harm and the party alleging abuse does not pose a risk to the safety of the child at the time of the custody hearing. Temporary housing instability as a result of abuse shall not be considered against the party alleging abuse.
 - (a.2) Determination.--No single factor under subsection (a) shall by itself be determinative in the awarding of custody. The court shall examine the totality of the circumstances, giving weighted consideration to the factors that affect the safety of the child, when issuing a custody order that is in the best interest of the child.
- (b) Gender neutral.--In making a determination under subsection (a), no party shall receive preference based upon gender in any award granted under this chapter.
 - (c) Grandparents and great-grandparents.—
 - (1) In ordering partial physical custody or supervised physical custody to a party who has standing under section 5325(1) or (2) (relating to standing for partial physical custody and supervised physical custody), the court shall consider the following:
 - (i) the amount of personal contact between the child and the party prior to the filing of the action;
 - (ii) whether the award interferes with any parent-child relationship; and
 - (iii) whether the award is in the best interest of the child.
 - (2) In ordering partial physical custody or supervised physical custody to a parent's parent or grandparent who has standing under section 5325(3), the court shall consider whether the award:
 - (i) interferes with any parent-child relationship; and
 - (ii) is in the best interest of the child.

IV. STATUTES AND RULES

STATUTES

- The Pennsylvania statutes pertaining to custody are in Title 23 of the Pa. Consolidated Statutes, beginning at Section 5321.

RULES

- State Rules pertaining to custody can be found in the Pennsylvania Rules of Civil Procedure beginning at Rule No. 1915.1 through 1915.25.
- State Rules pertaining to evidence can be found in Title 225 of the Pennsylvania Code.
- County Rules pertaining to custody can be found in the Lancaster County Local Civil Procedure Rules specifically Rules beginning at No. 1915.1.
- Procedures pertaining to presentation in Family Business Court are governed by Lancaster County Local Civil Procedure Rule 1931.

Copies of the above items can be found at the Lancaster County Law Library.

V. FILING CHECKLIST:

- The Custody Complaint (form 1) with a Scheduling Order on the top (form 2). If the child was born out of wedlock, Proof of Paternity (either an acknowledgment of paternity or a court order establishing paternity), must also be attached if applicable. Copies of the Acknowledgment of Paternity form are available in the court Self Help Center or from the PA Department of Human Services. Please bring the original and one copy for each party in the action.
- A Civil Cover Sheet (form 3) and a Court Administration Cover Sheet (form 4).
- A completed Criminal Record/Abuse History Verification (form 5), completed for yourself and your household members, are also required, as well as a blank form 5 for the other party to complete.
- Bring the money order, cash, or cashier's check for the current filing fee. Bring a self addressed stamped 9x12 envelope with enough postage to cover the cost of mailing **all** of the copies to you.
- A completed Entry of Appearance (form 6).

PLEASE NOTE-DO NOT SUBMIT AN INCOMPLETE COMPLAINT/PETITION. IF YOUR COMPLAINT/PETITION DOES NOT CONTAIN ALL OF THE REQUIRED INFORMATION, IT WILL BE REJECTED BY THE COURT. IF THE COMPLAINT/PETITION IS REJECTED, YOU MAY BE REQUIRED TO RE-FILE YOUR PETITION AND PAY THE FILING FEE AGAIN.

VI. FORMS

#	FORM
1.	CUSTODY COMPLAINT
2.	SCHEDULING ORDER
3.	CIVIL COVER SHEET
4.	COURT ADMINISTRATION COVER SHEET
5.	CRIMINAL RECORD/ABUSE HISTORY VERIFICATION (with a blank copy for the other party)
6.	ENTRY OF APPEARANCE
7.	CHANGE OF CONTACT INFORMATION OF PARTY
8(a)	AFFIDAVIT OF SERVICE BY PLAINTIFF
8(b)	ACCEPTANCE OF SERVICE BY DEFENDANT
9.	AFFIDAVIT OF SERVICE BY CERTIFIED MAIL
10.	CONTINUANCE FORM - UNCONTESTED MOTION
11.	PRAECIPE FOR PRETRIAL CONFERENCE
12.	PRETRIAL STATEMENT

NOTE: PLEASE SEE LOCAL RULE NO. 205.2(a) PHYSICAL CHARACTERISTICS OF LEGAL PAPERS.

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

Plaintiff
vs. _____
Defendant

:
:
:
:
:
:
:
:

No. CI-

COMPLAINT FOR CUSTODY

1. The Plaintiff is _____ (name), residing at _____
(address)
_____.

2. The Defendant is _____ (name), residing at _____
(address)
_____.

3. Plaintiff seeks (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised

physical custody) of the following child/ren:

<u>Name</u>	<u>Present Residence</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The child/ren (was)(was not) born out of wedlock.

The child/ren (is)(are) presently in the custody of _____ (name) who resides at _____ (address).

During the past five (5) years, the child/ren (has)(have) resided with the following persons and at the following addresses:

(List all Persons)	(List all Addresses)	(Dates)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A parent of the child/ren is _____, currently residing at _____ . This parent is (married)(divorced)(single).

The parent of the child/ren is _____, currently residing at _____ . This parent is (married)(divorced)(single).

4. Plaintiff's relationship to the child/ren is that of _____.

Plaintiff currently resides with the following persons:

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

5. Defendant's relationship to the child/ren is that of _____.

Defendant currently resides with the following persons:

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

6. Plaintiff (has)(has not) participated as a party or witness, or in another capacity, in other litigation concerning the custody of the child/ren in this or another court. The court, term and number, and its relationship to this action is _____
_____.

Plaintiff (has)(has no) information of a custody proceeding concerning the child/ren pending in a court of this Commonwealth. The court, term and number, and its relationship to this action is: _____
_____.

Plaintiff (knows)(does not know) of a person not a party to the proceedings who has physical custody of the child/ren or claims to have custodial rights with respect to the child/ren. The name and address of such person is: _____
_____.

7. The child/ren's best interest and permanent welfare will be served by granting the relief requested because (set forth facts showing that the granting of the relief requested will be in the child/ren's best interest and permanent welfare.

8. Each parent whose parental rights to the child/ren have not been terminated and the person who has physical custody of the child/ren have been named as parties to this action. ALL other persons, named below, who are known to have or claim a right to custody of the child/ren will be given notice of the pendency of this action and the right to intervene:

<u>Name</u>	<u>Address</u>	<u>Basis of Claim</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. (a) If the plaintiff is seeking physical or legal custody of a child/ren and is in *loco parentis* to the child/ren, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. § 5324(2).

(b) If the plaintiff is a grandparent seeking physical or legal custody of a grandchild/ren and is not *in loco parentis* to the child/ren, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. §5324(3).

(c) If the Plaintiff is seeking physical or legal custody of a child/ren and is not *in loco parentis* to the child/ren, the plaintiff shall plead facts establishing standing pursuant to 23 Pa.C.S. §5324(4) and (5).

(d) If the plaintiff is a grandparent or great-grandparent seeking partial physical custody or supervised physical custody of a grandchild or great-grandchild, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. §5325.

10. Plaintiff has attached the Criminal Record/Abuse History Verification form required pursuant to Pa.R.C.P. No. 1915.3-2.

WHEREFORE, Plaintiff requests the Court to grant (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child/ren.

By: _____

_____ (Plaintiff/Defendant)

_____ (Address)

_____ (Address)
_____ (Telephone No.)

Dated: _____

VERIFICATION

I verify that the statements made in this Complaint are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

DATE

Plaintiff/Defendant

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

Plaintiff
vs.

Defendant

No. CI -

ORDER OF COURT

You, _____, have been sued in Court to **OBTAIN / MODIFY:**
(Plaintiff / Defendant)

- | | |
|--|--|
| <input type="checkbox"/> primary physical custody | <input type="checkbox"/> primary legal custody |
| <input type="checkbox"/> shared physical custody | <input type="checkbox"/> shared legal custody |
| <input type="checkbox"/> sole physical custody | <input type="checkbox"/> sole legal custody |
| <input type="checkbox"/> supervised physical custody | |

(remember, only use initials and ages to identify children, not dates of birth)

of the following child(ren): _____.

YOU ARE ORDERED to appear in person at 50 North Duke Street, Lancaster County Courthouse, Lancaster, Pennsylvania, on the _____ day of _____, 20____, at ____ o'clock ____ .m. for a conciliation conference to be held in Conference Room No. _____ before _____, Custody Conference Officer.

2. Pending the custody conference:

- No Temporary Order is requested.
- The Court issues no Temporary Order.
- The Custody Order _____ remains in effect
(date and reference number)

WITH / WITHOUT the following revisions:

The Court enters the following Temporary Order:

3. If you fail to appear as provided by this order, an order for custody may be entered against you or the Court may issue a warrant for your arrest.

4. You must file with the court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact with the court (including, but not limited to, a conference with a conference officer or judge or conciliation) but no later than 30 days after service of the complaint or petition.

5. No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and PA.R.C.P. No. 1915.17 regarding relocation.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

**LANCASTER BAR ASSOCIATION
LAWYER REFERRAL SERVICE
TELEPHONE: 717 393-0737**

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Lancaster County is required by law to comply with the Americans with Disabilities Act of 1990. For information about the accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact our office. All arrangements must be made at least 72 hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT:

J.

DATE: _____

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA PROTHONOTARY
CIVIL COVER SHEET

PLEASE LIST NAMES AND ADDRESSES OF ADDITIONAL PARTIES ON A SEPARATE SHEET.
ALL PARTY INFORMATION IS REQUIRED INCLUDING ZIP CODES & PARTY INFORMATION MUST MATCH THE
PLEADING. PLEASE DO NOT STAPLE THE COVER SHEET TO THE PLEADING. IF AN EVENT NEEDS TO BE
SCHEDULED, A CAO SCHEDULING COVER SHEET MUST ALSO BE ATTACHED

For Prothonotary use only:

DOCKET No: CI-

TYPE OF ACTION: **CUSTODY**

PARTY INFORMATION

PLAINTIFF'S NAME:

DEFENDANT'S NAME:

ADDRESS (if confidential, use 2nd sheet)

ADDRESS:

MUNICIPALITY/TWP:

MUNICIPALITY/TWP:

DOB:

DOB:

TELEPHONE #:

TELEPHONE #:

FILING ATTORNEY/ FILING PARTY INFORMATION

FIRM/OFFICE:

FILING ATTORNEY/PARTY:

AOPC (Attorney ID)

ADDRESS:

STATE:

ZIP CODE:

TELEPHONE #:

E-MAIL:

TAX LIEN INFORMATION

MAP REFERENCE:

MUNICIPALITY:

WARD:

SALE PRICE:

DEED BOOK:

DEED PAGE:

PROPERTY DESCRIPTION:

DEED DATE:

TAX YEAR:

TAX LIEN AMOUNT:

PFA INFORMATION

HEARING DATE:

SOCIAL SECURITY # (Defendant- last 4 digits)

POLICE DEPARTMENT:

PREVIOUS PETITIONS:

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
COURT ADMINISTRATION OFFICE SCHEDULING COVER SHEET (CAOSCS)
IN ORDER TO BE PROCESSED ALL REQUESTED INFORMATION MUST BE COMPLETED
PLEASE TYPE OR PRINT LEGIBLY
ORIGINAL CAPTION

PLAINTIFF CHANGE OF ADDRESS

DOCKET NO. _____

DEFENDANT CHANGE OF ADDRESS

NAME, ADDRESS AND TELEPHONE NUMBER OF ATTORNEYS/PRO SE

PLAINTIFF CHANGE OF ADDRESS

DEFENDANT CHANGE OF ADDRESS

Check one

CIVIL

FAMILY

DOMESTIC RELATIONS (SEE INSTRUCTIONS ON BACK OF FORM)

Name of person submitting CAOSCS: _____

SECTION A: EVENT INFORMATION

Hearing type _____ Conference type _____ Length of time _____

SECTION B: SCHEDULING INFORMATION (Select one option below)

REQUEST TO SCHEDULE AN EVENT: Family Business Court pick-up date if applicable: _____
Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____

REQUEST FOR CHANGE OF A SCHEDULED EVENT:
_____ Continuance _____ Cancellation Oposing Counsel/Parties _____ **IS** _____ **IS NOT** in agreement
Presently scheduled for: Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____
Continued to: Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____
Reason: _____
Special instructions for rescheduling event: _____

REQUEST TO SCHEDULE A CONTINUATION AFTER START OF HEARING:
Date Started: _____ Time: _____ Place: _____ Judge/CCO/DM: _____
Continuation scheduled for: Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____

SECTION C: COURT USE ONLY

Approved by Judge _____ **Date:** _____

For Court Administration Use Only

Report Entered/Deleted on CCSC

CDAEVNT

Scheduled in BANNER

Letters Sent

(If a continuation, this must be indicated on CCSC)

Initials/Date _____

INSTRUCTIONS FOR COMPLETING CAOSCS

Section A: Event Information Select whether it is a hearing or a conference and specify the type. Type of Hearing example: Custody, Special Relief, License Appeal, Minor's Compromise, Adoption, Estate, Support, etc. Type of Conference example: Zoning Appeal, Custody, Support, etc. Enter estimated length of time needed.

Section B: Scheduling Information Select whether it is a Request to Schedule, Request for Change of a Scheduled Event, or a Request to Schedule a Continuation of an event that is in progress and complete that section accordingly.

Note: For Custody Conferences: Rescheduling fee must be attached along with a signed, ***Uncontested Motion for Continuance and Waiver*** form.

Any other Event changes: Continuances and Cancellations must have an Order (Original and 2 Copies)

Fees: Must be in the form of a Cashier's Check, Money Order, cash or Law Firm Check.

Section C: The date selected must be approved by a Judge and the CAOSCS sheet then given to Court Administration.

INSTRUCTIONS FOR COMPLETING CAOSCS - DOMESTIC RELATIONS SECTION, 150 NORTH QUEEN STREET, LANCASTER

First and second reschedule requests:

Agreement - Judges' approval is not required. File completed CAOSCS form at Domestic Relations Office.

Non-agreement - File completed CAOSCS form and motion in Family Business Court.

Third or subsequent reschedule requests: Must file a motion in Family Business Court.

GLOSSARY OF TERMS

PLAINTIFF - The party that institutes a suit in a court.

DEFENDANT - A person against whom an action is brought.

DOCKET # - The number assigned to the document.

HEARING - A session before a Judge in a courtroom or Divorce Master in a hearing room.

CONFERENCE - A meeting before a court appointed officer.

FAMILY BUSINESS COURT - Family petitions are presented to the Judge, assigned by defendant's last name.

COMPLAINT - The presentation by the plaintiff in a civil action, setting forth the claim on which relief is sought.

CAPTION - The heading which lists the plaintiff & defendant in the action.

PRO SE - for self - you represent yourself

JUDGE - The assigned judge for the event.

CCO - Custody Conference Officer - A court appointed officer assigned the custody conference.

DM - Divorce Master - A court appointed officer assigned the divorce hearing.

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA CIVIL
ACTION – LAW

<div style="text-align: right; margin-right: 20px;">Plaintiff</div>	}	No. CI -
vs.		
<div style="text-align: right; margin-right: 20px;">Defendant</div>		

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

REPORT OF CHILD ABUSE AND PROTECTIVE SERVICES REQUESTED BY COURT

(Court may use the first two pages of the parties' criminal record / abuse history verification or may complete a new form)

1. Participants.

(A) Please list ALL members in your / the participant's household. Attach additional sheets if necessary.

	NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)
1.				
2.				
3.				
4.				
5.				
6.				

Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701- 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

(B) Please list ALL members in the opposing party's household. Attach additional sheets if necessary.

	NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)
1.				
2.				

	NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)
3.				
4.				
5.				
6.				

- Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701- 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

SUBJECT CHILD(REN)

(C) Please list ALL children involved in this custody case. Attach additional sheets if necessary.

	NAME	DATE OF BIRTH
1.		
2.		
3.		
4.		
5.		
6.		

2. Criminal Offenses.

As to the following listed Pennsylvania crimes or offenses, or another jurisdiction’s substantially equivalent crimes or offenses, check the box next to any applicable crime or offense in which you or a household member:

- has pleaded guilty or no contest;
- has been convicted;
- has charges pending; or
- has been adjudicated delinquent under the Juvenile Act, 42 Pa.C.S. §§ 6301 - 6375, and the record is publicly available as set forth in 42 Pa.C.S. § 6307.

You should also check the box next to a listed criminal offense even if the offense has been resolved by Accelerated Rehabilitative Disposition (ARD) or another diversionary program, unless it has been expunged pursuant to 18 Pa.C.S. § 9122, or a court has entered an order for limited access, e.g., Clean Slate, pursuant to 18 Pa.C.S. §§ 9122.1 or 9122.2.

Check all that apply	Crime	Self	Other Household Member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2701 (relating to simple assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2705 (relating to recklessly endangering another person)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2718 (relating to strangulation)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2904 (relating to interference with custody of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Check all that apply	Crime	Self	Other Household Member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. Ch. 30 (relating to human trafficking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Check all that apply	Crime	Self	Other Household Member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. § 4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5533 (relating to cruelty to animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5534 (relating to aggravated cruelty to animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5543 (relating to animal fighting)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5544 (relating to possession of animal fighting paraphernalia)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5902(b) or (b.1) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5903 (c) or (d) (relating to obscene and other sexual materials and performances)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Finding of contempt of a Protection from Abuse order or agreement under 23 Pa.C.S. § 6114	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Finding of contempt of a Protection of Victims of Sexual Violence and Intimidation order or agreement under 42 Pa.C.S. § 62A14	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

3. Abuse or Agency Involvement.

Check the box next to any statement that applies to you, a household member, or your child.

<u>Check all that apply</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Child</u>
<input type="checkbox"/> Involvement with a children and youth social service agency in Pennsylvania or a similar agency in another jurisdiction. What jurisdiction?: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A determination or finding of abuse (i.e., indicated or founded report) by a children and youth social service agency or court in Pennsylvania or a similar agency or court in another jurisdiction. What jurisdiction?: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> An adjudication of dependency involving this child or any other child under Pennsylvania’s Juvenile Act, or a similar law in another jurisdiction. What jurisdiction?: _____ Is the case active? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A history of perpetrating “abuse” as that term is defined in the Protection from Abuse Act, 23 Pa.C.S. § 6102.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A history of perpetrating “sexual violence” or “intimidation” as those terms are defined in 42 Pa.C.S. § 62A03 (relating to protection of victims of sexual violence and intimidation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. If you checked a box in questions (2) or (3), list any evaluation, counseling, or other treatment received as a result:

5. If you checked a box in questions (2) or (3) that applies to your household member, who is not a party, state that person’s name, date of birth, and relationship to the child(ren):

	NAME	DATE OF BIRTH	RELATIONSHIP TO CHILD(REN)
1.			
2.			
3.			

6. If you are aware that the other party or the other party's household member has a criminal record or abuse history, please explain:

ONLY A PARTY CAN SIGN THIS FORM. IF A PARTY IS REPRESENTED BY AN ATTORNEY, THE ATTORNEY CANNOT SIGN THIS FORM ON BEHALF OF THE PARTY.

VERIFICATION

I verify that the information above is true and correct to the best of my knowledge, information, or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature

Date

Printed Name

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA CIVIL
ACTION – LAW

<div style="text-align: right; margin-bottom: 5px;">Plaintiff</div> <div style="text-align: center; margin-top: 10px;">vs.</div> <div style="text-align: left; margin-top: 5px;">Defendant</div>	<div style="border-top: 1px solid black; border-bottom: 1px solid black; height: 100px; margin: 0;"></div>	No. CI -
--	--	----------

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

REPORT OF CHILD ABUSE AND PROTECTIVE SERVICES REQUESTED BY COURT

(Court may use the first two pages of the parties' criminal record / abuse history verification
or may complete a new form)

1. Participants.

(A) Please list ALL members in your / the participant's household. Attach additional sheets if necessary.

	NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)
1.				
2.				
3.				
4.				
5.				
6.				

Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701- 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

(B) Please list ALL members in the opposing party's household. Attach additional sheets if necessary.

	NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)
1.				
2.				

	NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)
3.				
4.				
5.				
6.				

- Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701- 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

SUBJECT CHILD(REN)

(C) Please list ALL children involved in this custody case. Attach additional sheets if necessary.

	NAME	DATE OF BIRTH
1.		
2.		
3.		
4.		
5.		
6.		

2. Criminal Offenses.

As to the following listed Pennsylvania crimes or offenses, or another jurisdiction’s substantially equivalent crimes or offenses, check the box next to any applicable crime or offense in which you or a household member:

- has pleaded guilty or no contest;
- has been convicted;
- has charges pending; or
- has been adjudicated delinquent under the Juvenile Act, 42 Pa.C.S. §§ 6301 - 6375, and the record is publicly available as set forth in 42 Pa.C.S. § 6307.

You should also check the box next to a listed criminal offense even if the offense has been resolved by Accelerated Rehabilitative Disposition (ARD) or another diversionary program, unless it has been expunged pursuant to 18 Pa.C.S. § 9122, or a court has entered an order for limited access, e.g., Clean Slate, pursuant to 18 Pa.C.S. §§ 9122.1 or 9122.2.

Check all that apply	Crime	Self	Other Household Member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2701 (relating to simple assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2705 (relating to recklessly endangering another person)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2718 (relating to strangulation)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 2904 (relating to interference with custody of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Check all that apply	Crime	Self	Other Household Member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. Ch. 30 (relating to human trafficking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Check all that apply	Crime	Self	Other Household Member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. § 4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5533 (relating to cruelty to animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5534 (relating to aggravated cruelty to animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5543 (relating to animal fighting)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5544 (relating to possession of animal fighting paraphernalia)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5902(b) or (b.1) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 5903 (c) or (d) (relating to obscene and other sexual materials and performances)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. § 6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Finding of contempt of a Protection from Abuse order or agreement under 23 Pa.C.S. § 6114	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Finding of contempt of a Protection of Victims of Sexual Violence and Intimidation order or agreement under 42 Pa.C.S. § 62A14	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

3. Abuse or Agency Involvement.

Check the box next to any statement that applies to you, a household member, or your child.

<u>Check all that apply</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Child</u>
<input type="checkbox"/> Involvement with a children and youth social service agency in Pennsylvania or a similar agency in another jurisdiction. What jurisdiction?: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A determination or finding of abuse (i.e., indicated or founded report) by a children and youth social service agency or court in Pennsylvania or a similar agency or court in another jurisdiction. What jurisdiction?: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> An adjudication of dependency involving this child or any other child under Pennsylvania’s Juvenile Act, or a similar law in another jurisdiction. What jurisdiction?: _____ Is the case active? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A history of perpetrating “abuse” as that term is defined in the Protection from Abuse Act, 23 Pa.C.S. § 6102.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A history of perpetrating “sexual violence” or “intimidation” as those terms are defined in 42 Pa.C.S. § 62A03 (relating to protection of victims of sexual violence and intimidation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. If you checked a box in questions **(2)** or **(3)**, list any evaluation, counseling, or other treatment received as a result:

5. If you checked a box in questions **(2)** or **(3)** that applies to your household member, who is not a party, state that person’s name, date of birth, and relationship to the child(ren):

	NAME	DATE OF BIRTH	RELATIONSHIP TO CHILD(REN)
1.			
2.			
3.			

6. If you are aware that the other party or the other party's household member has a criminal record or abuse history, please explain:

ONLY A PARTY CAN SIGN THIS FORM. IF A PARTY IS REPRESENTED BY AN ATTORNEY, THE ATTORNEY CANNOT SIGN THIS FORM ON BEHALF OF THE PARTY.

VERIFICATION

I verify that the information above is true and correct to the best of my knowledge, information, or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature

Date

Printed Name

**INSTRUCTIONS IN COMPLETING THE FORM ON THE FOLLOWING
PAGE**

**PLEASE INSERT THE INFORMATION CORRESPONDING TO THE NUMBERS
BELOW WHERE INDICATED ON THE FOLLOWING PAGE**

- (1) Your name, including middle initial;
- (2) Your spouse's name, including middle initial;
- (3) Leave this blank (the Prothonotary's Office will fill in this number);
- (4) Your name, including middle initial; then check the box if you are the Plaintiff or Defendant in the action;
- (5) Place a mark on this line if you currently have an attorney who you want to withdraw from the case and proceed to step (6); otherwise, leave steps (5) and (6) blank and proceed to step (7);
- (6) Print your attorney's name who you want to remove from the action, if applicable;
- (7) Print your name;
- (8) Sign your name;
- (9) Print your telephone/cellular phone number;
- (10) Print your address;
- (11) Print your fax number, if applicable;
- (12) Print the date on the day you are filing the form with the Prothonotary's Office;
- (13) Print the type of service, such as first class mail, certified mail or personal service;
- (14) Print Defendant's address; and
- (15) Print the date in which you served the Entry of Appearance upon the Defendant.

**DO NOT ATTACH THESE INSTRUCTIONS
WHEN FILING YOUR ENTRY OF APPEARANCE**

INSTRUCTIONS

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

(1) _____ :
Plaintiff :
vs. : (3) No. CI- _____
: :
(2) _____ :
Defendant :

ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
PURSUANT TO Pa. R.C.P. No. 1930.8

I, (4) _____ () Plaintiff or () Defendant, represent myself in the within
action.

REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (if applicable)

(5) _____ Remove (6) _____, Esq., as my attorney of record.

_____ Withdraw my appearance for the filing party.

_____, Esq. (Print name) ID# _____

_____ Signature DATE: _____

I understand that I am under a continuing obligation to provide current contact information to the court, to
other self-represented parties, and to attorneys of record.

All pleadings and legal papers can be served on me at the address listed below, which may or
may not be my home address pursuant to Rule 1930.8:

(7) _____
Print Name

(8) _____
Signature

(9) _____
Telephone Number

(10) _____
Address

(11) _____
FAX

(10) _____
City, State, Zip Code

(12) _____
Date

**THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A
COPY TO ALL PARTIES AND ATTORNEYS, INCLUDING ANY ATTORNEY REMOVED FROM THE
CASE.**

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

(1) _____ :
Plaintiff :
 :
vs. : (3) No. CI- _____
 :
(2) _____ :
Defendant :

CERTIFICATE OF SERVICE

This is to certify that on this date, a true and correct copy of the foregoing Entry of Appearance of Self-represented Party Pursuant to Pa. R.C.P. No. 1930.8 was served upon the Defendant by (13) _____ to the following:

(2) _____

(14) _____

(14) _____

BY (8) _____
(1) _____
(10) _____
(10) _____

(15) _____
Date

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

Plaintiff
vs.

Defendant

:
:
:
:
:
:
:
:
:

No. CI-_____

CHANGE OF CONTACT INFORMATION OF PARTY

My name is: _____

Legal papers may be served on me at the following address (unless said address and/or telephone number is confidential pursuant to PFA Order):

(Street address)

(City, State, Zip Code)

My telephone number is: _____

My facsimile (fax) number is: _____

I understand that I have a continuing obligation to provide current contact information to the Court and other parties and/or their attorneys.

I understand that I must provide a copy of this document as well as all other documents that I file to all other parties and/or their attorneys.

Dated: _____

signed by Pro Se Party

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF SERVICE

I, _____, hereby depose and say that on this date, I personally served the
(name of person serving the Defendant)
above-captioned Defendant, with a Custody Complaint and Order (setting a conference date), by
personally handing the same to him/her at _____, at
(address of service)
_____ o'clock ____ .m.
(time of service)

I verify that the statements made in this Affidavit are true and correct. I understand that
false statements herein are made subject to the penalties of 18 Pa. CS. §4904 relating to unsworn
falsification to authorities.

Dated: _____

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

ACCEPTANCE OF SERVICE

I, _____, Defendant in the above-captioned action depose and say that on this date, I hereby accept service of the Custody Complaint and Order (setting a conference date).

I verify that the statements made in this Affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____

ATTACH CERTIFIED MAILING SLIP AND GREEN RETURN RECEIPT CARD HERETO

white mailing slip

See sample on next page

green return receipt card

See sample on next page

NOTE: DO NOT ATTACH THIS PLACE TO YOUR SERVICE DOCUMENT

Sample

U.S. Postal Service
CERTIFIED MAIL - RECEIPT
(Domestic Mail Only. No Insurance Coverage Provided)
For delivery information, visit our website at www.usps.com

OFFICIAL USE

Postage	\$ 5.30	Postmark Here 12/31/14
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)	3.05	
Total Postage & Fees	\$ 11.58	

7013 3020 0000 6472 2052

Send To: Jane Doe
 Street, Apt. No.,
 or PO Box No. 211 E. Main St.
 City, State, ZIP+4 Pennsylvania, Pa 10064

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p><u>Jane Doe</u> <u>211 E. Main St.</u> <u>Pennsylvania, Pa 10064</u></p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™ <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>2. Article Number <small>(Transfer from service label)</small></p> <p><u>7013 3020 0000 6472 2052</u></p>	
<p>PS Form 3811, July 2013 Domestic Return Receipt</p>	

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

Plaintiff
vs. _____
Defendant
: : : : :
: : : : :
: : : : :
: : : : :

No. CI-

UNCONTESTED MOTION FOR CONTINUANCE AND WAIVER OF
CUSTODY CASE TIME REQUIREMENTS

Motion is hereby made to continue the above-captioned case scheduled on Date: _____
(date) Time: _____ (time), , Officer/Judge: _____ (name), for a
_____ (Conference or hearing), for reason(s) as follows:
_____ (state reason).

Signature of applying Counsel of Pro Se

Date

Signature of opposing Counsel or Pro Se

Date

By signature of both parties, this is a waiver of the time requirements of PA Rule of Civil Procedure 1915.4 for

- _____ Initial conciliation conference
- _____ Start of hearing
- _____ Completion of hearing

ORDER

AND NOW, this ___ day of _____, 20 ___, the Motion is granted. The custody
_____ conference or _____ hearing is rescheduled to Date: _____, 20 ___,
Time: _____, Place: _____, Officer/Judge: _____.

BY THE COURT:

J.

cc:
CSHC

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

_____	:	
Plaintiff	:	
	:	
vs.	:	CI-
	:	
_____	:	
Defendant	:	

PRAECIPE FOR PRE-TRIAL CONFERENCE

To the Prothonotary:

Please schedule a pre-trial conference in the above-captioned custody matter pursuant to Pa. R.C.P. 1915.4-4.

The parties' initial in-person contact with the court (conference with a conference officer or judge, conciliation or mediation) occurred on _____.

Plaintiff/Defendant/Attorney for Plaintiff/Defendant

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

CUSTODY PRETRIAL STATEMENT

Submitted by _____ (Plaintiff or Defendant).

I. A concise statement of the custody question at issue and proposal resolution.

II. A list of any contempt issues.

III. A list of fact and expert witnesses, their relationship to the party and their addresses.

Expert witnesses:

Fact witnesses:

IV. A statement by the party or the party's counsel that he/she has communicated with each listed witness.

V. A list of Exhibits.

VI. A list of all deposition transcripts to be used in lieu of testimony and a statement of all known objections thereto.

VII. A statement of all stipulations sought from opposing parties.

VIII. A statement of any special requests such as a special time for a witness, courtroom needs, etc.

By: _____

_____ (Plaintiff/Defendant)

_____ (Address)

_____ (Address)

_____ (Telephone No.)

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

Plaintiff
v.

Defendant

:
:
:
: Docket No.
:
:
:

ORDER GRANTING SHARED LEGAL CUSTODY AND PRIMARY PHYSICAL CUSTODY /PARTIAL PHYSICAL CUSTODY

AND NOW, this ____ day of _____, _____, the Court enters this Custody Order regarding the Child/Children of the parties, _____

_____ **(name(s) and date(s) of birth of child/children)** as follows:

1. The parties shall have shared legal custody of the child/children such that each party shall have the right to participate in the major decisions affecting the child/children, including, but not limited to, medical, religious and educational decisions. The parties shall provide each other advance information on a timely basis regarding the child/children's school programs and events.

2. _____ is granted primary physical custody of the child/children.

3. _____ is granted partial physical custody of the child/children as

follows: _____

Or, the parties shall equally share physical custody as (cross off the paragraphs 2

and 3 above):

4. Holidays and special days:

(a) (1) The parties shall alternate Easter, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day.

(2) In even-numbered years, _____ shall have custody on Easter, Memorial Day, and Independence Day, and _____ shall have custody on Labor Day and Thanksgiving Day. In odd-numbered years, the schedule shall reverse.

Or, as follows (cross off the paragraph above):

(3) The times for such periods of holiday custody shall be from _____ until _____.

(b) (1) Mother shall have physical custody of the child/children on Mother's Day, and Father shall have physical custody of the child/children on Father's Day.

(2) The times for such periods of special day physical custody shall be from _____ until _____.

5. Christmas:

(a) The Christmas holiday shall consist of two blocks of time. Block 1 shall extend from Christmas Eve (December 24) at 12:00 noon until Christmas Day (December 25) at 12:00 noon. Block 2 shall extend from Christmas Day (December 25) at 12:00 noon until December 26 at 12:00 noon.

Or, as follows (cross off the paragraph above):

(b) The blocks of time shall alternate between the parties from year to year, with _____ having physical custody of the child/children for block 1 in even-numbered years and _____ having physical custody of the child/children for block 2. In odd-numbered years, the schedule shall reverse.

6. Vacation:

(a) Each party shall be entitled to two (2) non-consecutive weeks of uninterrupted partial physical/vacation custody with the child/children each year.

(b) Vacation weeks shall be scheduled to avoid encroaching upon the non-vacationing party's holiday periods of physical custody of the child/children and shall incorporate the vacationing party's regular weekend period of physical custody of the child/children.

(c) Each party shall provide the other party with written notice at least thirty (30) days in advance of any week which is chosen for vacation.

7. Precedence:

Holiday periods of physical custody of the child/children, special day periods of physical custody of the child/children, and vacation weeks of physical custody of the child/children shall take precedence over all other scheduled periods of physical custody of the child/children.

8. Transportation:

The party receiving the child/children shall provide the transportation for each custody exchange.

Or, as follows (cross off the paragraph above):

9. Each party shall immediately notify the other by telephone of any serious illness or other emergency that may arise while the child/children are in his or her custody.

10. Each party shall permit reasonable telephone access to the child/children by the other party while the child/children are in his or her physical custody.

11. Each party shall encourage the child/children to love and respect the other party.

12. Each party is prohibited from stating, or allowing third parties to state, derogatory, critical or uncomplimentary remarks about the other party whenever the child/children are present to hear such statements, regardless of whether such derogatory remarks or name calling is spoken directly to the child/children or whether the party did not intend the child/children to hear the statements.

13. Each party shall encourage the child/children to have significant contact with the other party.

14. Each party shall make certain that the child/children are ready on time for the transfer of physical custody from one party to the other.

15. Each party is encouraged to accommodate the reasonable requests of the other party for alterations of any agreed upon schedule, as the circumstances and the best interest of the child/children requires.

FUTURE RELOCATION

IF YOU ARE PROPOSING TO RELOCATE TO ANOTHER AREA WITH THE CHILDREN NAMED IN THIS ACTION, YOU MUST COMPLY WITH THE REQUIREMENTS OF SECTION 5337 OF THE PENNSYLVANIA CUSTODY LAW WHICH INCLUDES SENDING NOTICE OF YOUR PROPOSED MOVE TO EVERY OTHER INDIVIDUAL WHO HAS CUSTODY RIGHTS TO THE CHILDREN AND PROVIDING SPECIFIC INFORMATION CONCERNING YOUR RELOCATION. THE LAW MAY BE FOUND AT 23 Pa. C.S.A. § 5337. IF YOU DO NOT COMPLY WITH THE NOTICE PROVISION OR PROVIDE THE REQUIRED INFORMATION, THE COURT HAS THE ABILITY TO CONSIDER YOUR FAILURE AS AN ELEMENT IN THE CUSTODY OR RELOCATION DECISION.

BY THE COURT:

JUDGE

Attest:

Copies to: