



LYCOMING COUNTY
EMERGENCY OR SPECIAL CUSTODY RELIEF
SELF-HELP KIT

REMEMBER
The law often changes. Each case is different. This self-help kit is meant to give you general information and not give you specific legal advice.

INTRODUCTION

The instructions and forms in this packet will help you file the paperwork to request the Court grant you emergency custody.

Emergency custody will only be granted to protect a child “**from an immediate clear and present danger.**” Examples of clear and present danger are things like physical abuse of a child, and severe neglect of a child, such as the failure to provide food, shelter, or medical care.

You should only file this Petition for Emergency or Special Custody Relief if a child is actually in a **dangerous situation and something needs to be done immediately** to prevent that situation from continuing or to stop a situation from beginning. Concerns that child(ren) would be better off if the custody arrangement were changed or that the child(ren) may be harmed in the long run by the current custody agreement are NOT appropriate issues to file for emergency relief. Those issues should be handled through the regular scheduling of custody matters. You may file a Complaint for Custody if there is no custody Order, or a Petition for Modification if an Order is already in place.

If you file for Emergency Custody and the situation is not a true emergency, your petition will ultimately be denied, and you will have wasted your time and created bad feelings with the other party.

If you just need to get into court fast, file the Complaint or Petition for Modification and ask for it to be “expedited.”

PLEASE READ ALL DOCUMENTS AFTER COMPLETING THEM BEFORE YOU SIGN THEM AND BE SURE THEY ARE COMPLETE AND TRUTHFUL.

Warning: The emergency custody process takes time! When you file an emergency custody petition, several employees at the Courthouse will be required to interrupt their regular work to give attention to your petition. If a Judge and/or Hearing Officer is already in a court procedure, you will have to wait until they are finished. Don't expect immediate action. Be prepared to wait at the courthouse.

THE EMERGENCY CUSTODY PROCESS

There are six steps in the emergency custody process. This packet provides the forms you need and guides you through these steps.

Step One: Read the instructions in this packet.

Step Two: Fill out the forms in this packet, and make copies.

Step Three: File the forms and copies at the Prothonotary's Office.

Step Four: An employee at the Prothonotary's Office will take your paperwork to a Judge to review.

After this, either of the following two outcomes may happen:

Outcome One: If the Judge does not believe your case qualifies as an emergency, the Judge will dismiss your petition, and your petition will go no further. You may still go forward on your Complaint for Custody, if you filed one, or you may file a Petition for Modification if you have an existing custody order. Packets are available from North Penn Legal Services, Penn Tower, 25 West Third Street, Suite 400, Williamsport, PA 17701; at the Family Court Office at the courthouse; or online at www.lyco.org under the "Court Administration" tab.

Outcome Two: If the Judge believes your case may qualify as an emergency, the judge will send the case to Family Court. You will then have a hearing in front of a Family Court Hearing Officer. If the Hearing Officer finds that your case qualifies as an emergency, the Hearing Officer will issue an order granting you emergency custody. This will be a temporary order only! Go on to Steps Five and Six.

Step Five: Serve the other party. Your emergency custody order will have a date for a hearing, which will be held within ten business days. You must immediately serve the other party, because he/she has a right to be at the hearing and defend him/herself against your allegations.

Step Six: Attend the hearing, and try to prove to the Judge that the child(ren) is/are in immediate clear and present danger from the other party. The Judge will announce his/her decision after the hearing.

EMERGENCY CUSTODY

PART ONE: INSTRUCTIONS

These are the instructions for filling out the forms. The forms are found in Part Two of this packet. You may want to separate the forms from the instructions now, so you can read the instructions for each form as you fill out that form.

1. FIRST FORM: ORDER

- If you DO NOT have an existing custody order, complete the caption (heading) by printing your name as the Plaintiff and the other party's name as the Defendant. Use middle initials and print neatly. Note: If grandparents or other third parties have physical custody, there will be more than one Defendant, as both parents must always be parties.

Fill in the caption only—leave the rest of the page blank

- If you ALREADY HAVE a custody order and wish to change that order, USE THE SAME CAPTION AS IN THE PREVIOUS ORDER. Your caption will never change. The same person who is listed as the Plaintiff in your Custody Order must be the Plaintiff in this action. The same person listed as Defendant in your Custody Order must be the Defendant in this action. You should also use the same case number that appears on your Custody Order

Fill in the caption only—leave the rest of the page blank

2. SECOND FORM: ORDER FOR SPECIAL CUSTODY RELIEF AND HEARING – Complete the caption at the top of the page exactly like the caption on the first form. Leave the rest of this page blank.

3. THIRD FORM: ENTRY OF APPEARANCE AS SELF-REPRESENTED PARTY –Complete the caption at the top of the page exactly like the caption on the first form. Fill out the blanks in the form, and write the information requested. Skip paragraph 4 if you never had an attorney.

4. FOURTH FORM: PETITION FOR EMERGENCY OR SPECIAL CUSTODY RELIEF
Complete the caption at the top of the page exactly like the caption on the first form.

In the first blank line after the caption, above the words “filing party,” print your name since you are the person asking the Court to enter an emergency custody Order.

In paragraph 1, print your name. Circle whether or not you are listed as the Plaintiff or Defendant in the caption. Print your address and your telephone number on the lines provided.

In paragraph 2, print the name of the other party. Circle whether or not the other party is Plaintiff or Defendant in the original caption. Print the other party's address and telephone number on the lines provided.

In paragraph 3, print the child(ren)'s INITIALS AND AGES ONLY. Do NOT write names or dates of birth, as that is confidential information, not available to the public.

In paragraph 4, print the name of the child(ren)'s mother and the mother's address.

In paragraph 5, print the name of the child(ren)'s father and the father's address.

In paragraph 6, print the relationship between you and the child(ren). For example, if you are the mother, write mother; if you are the father, write father; if you are the paternal grandmother, write paternal grandmother.

In paragraph 7, print the name of any other person who might have custody of the child(ren) who is not the mother or the father. For example, if a relative such as a grandmother or an aunt has custody of the child, write their name on this line.

In paragraph 8, check the paragraph that fits your situation. If there is an existing custody order, check the first paragraph marked (A) and **YOU MUST ATTACH A COPY OF THE MOST RECENT ORDER** to these papers. Then, in the blank under paragraph (A) print why you believe the child(ren) is/are in clear and present danger and why the current custody Order should be immediately changed. Tell the Court what you think will happen if the Order is not changed and explain the reasons for such thinking. Remember, do not write name(s) of the child(ren)—only their initials.

If there is no prior custody Order, then check the second paragraph marked (B). On the blank lines of paragraph (B), print why you believe the child(ren) is/are in immediate clear and present danger, and why the Court should enter the custody Order immediately. Tell the Court what you think will happen if it does not enter a custody Order immediately and explain the reasons for such thinking. Remember, do not write the name(s) of the child(ren)—only their initials.

If there is no custody Order, you must file a Custody Complaint when you file this Petition for Emergency or Special Custody Relief. You need to get and complete a Custody Complaint Self-Help Kit from the same place you got the Emergency Custody packet.

In the last paragraph, which starts with the word "WHEREFORE," print exactly what you want the Court to do. Sign the Petition and print your name.

In the section "I verify," read that paragraph and sign your name, print your name, and write the date. You are verifying that all the statements you made are true and correct.

5. FIFTH FORM: COMPLETED CRIMINAL/ABUSE HISTORY VERIFICATION

Complete the caption as on previous forms. Write your name on the first line of the first paragraph, after the word "I." Check any boxes that are appropriate and fill out the required information. Sign, print, and date the final page.

6. SIXTH FORM: BLANK CRIMINAL/ABUSE HISTORY VERIFICATION

Complete the caption as on previous forms. Leave the rest of the form blank. This is for the other party to fill out and file after you serve it on them.

7. SEVENTH FORM: CONFIDENTIAL INFORMATION FORM

This form is three pages long. This is the **ONLY PLACE** you list the names and birthdates of the children. This form will not be seen by the public.

Fill out the caption like you have done in the other documents. On the line that says “Court,” write “Lycoming County.”

On the third line, write “Emergency Custody Petition” where it asks for the title of the pleading, and write the date you are filing the petition.

For the rest of the first page, you only need to fill out the first column. You do not need to write anything for “full name of adult.” Just list each child’s initials, name, and date of birth separately, with the dotted line dividing each child’s information. If there are more than two children, use the additional page.

After you have listed each child, sign the form that states, “I certify that this filing complies ...” Write the date and print the additional information requested under your signature. This means that you promise you have not put the children’s names or birthdates on the forms available to the public.

8. EIGHTH FORM: A COPY OF THE CURRENT CUSTODY ORDER: If there is a current custody order, you **MUST** attach a copy of the order to this petition. You may get a copy of the order at the Prothonotary’s office at the Courthouse. You will be charged \$.50 per page.

9. AND 10. NINTH AND TENTH FORMS – FORMS TO WAIVE THE FILING FEE

In order to file an Emergency Custody Petition, there is a fee that must be paid to the Prothonotary. This fee changes from time to time. If you already have a custody order, the fee will be \$25.75 as of January 1, 2018.

If you do not already have a custody order, you will need to file a Complaint for Custody, as explained above, in addition to your Emergency Custody Petition. The total fee you will need to pay for filing both of these petitions is \$155.00, as of January 1, 2018.

If you don’t think you can pay the filing fee, you may ask the Court to waive the cost. You will need to fill out and file two forms, in addition to the documents above. If you can afford to pay the filing fee, you will have to do so. The Court waives this cost only in cases where income is extremely low.

NINTH FORM – ORDER TO PROCEED WITHOUT PAYMENT OF FEES AND COSTS

Fill in the caption as on the other documents. There is nothing more for you to fill out on this document. If the Court grants the Petition, your custody action can proceed. If not, you will be notified and you will have to pay the costs in order to continue.

TENTH FORM – PETITION TO PROCEED WITHOUT PAYMENT OF FEES AND COSTS

Fill out the caption as on the other documents. The rest of the form is quite clear. You are asked to fill in facts about your personal finances. Be sure to include income from all sources, including government benefits like Public Assistance, unemployment compensation, and food stamps. Don't forget money your spouse receives, if you are married; from your parents if they help you; from friends or other family members; or from an Order for child support. Finally, identify all persons who depend on your income for support, including children who live with you. Do not list the children's names—only their initials and age.

Sections 4 and 5 of this Petition are important. Be sure that you read these paragraphs. They require you to inform the Court of any improvement in your financial situation which might permit you to pay some or all of the costs at a later date. When you date and sign the Petition after paragraph 5, you are promising that the information you have filled in is true. There will be consequences if you make false statements.

You have now completed the forms necessary to request the Court to allow you to proceed without paying the costs.

COPIES

After you have completed forms one through eight, clip them together in the order they are in the packet. You will then need to get copies made. You need a copy for yourself, one for the other party, and one for each additional party, if there are any. The original will stay at court, in the Prothonotary's office. If you are filing the forms to waive the cost, you will need one copy of each of those forms.

You are now ready to file all of the papers with the Prothonotary.

HOW TO FILE THE COMPLAINT AND PETITION

Take all of your completed forms (including the copies) to the Prothonotary's Office on the first floor of the Lycoming County Courthouse at 48 West Third Street, Williamsport, on any weekday (Monday through Friday) between 8:30 a.m. and 5:00 p.m. Separate the papers into the three groups shown below, and put them in the order shown below.

1. FIRST GROUP: (1) Order, (2) Order for Special Custody Relief and Hearing, (3) Entry of Appearance as Self-Represented Party, (4) Petition for Emergency or Special Custody Relief, (5) Completed Criminal/Abuse History Verification, and (6) Blank Criminal/Abuse History Verification, and (7) A copy of the Current Custody Order (if there is one).

You will need an original and at least two copies of all these forms.

2. SECOND GROUP: Confidential Information Form (2 pages if there are less than three children, 3 pages if there are three children or more).

3. THIRD GROUP: If you are asking to have the filing fee waived, you will need: (1) Order to Proceed Without Payment of Fees and Costs, and (2) Petition to Proceed without Payment of Fees and Costs.

You will one copy of each of these forms.



THE NEXT STEPS

A staff member at the Prothonotary's Office will take all your documents to the Court Administrator's Office. Someone from the Court Administrator's Office will take your paperwork to a Judge to review. The Judge will decide whether the circumstances meet the "immediate clear and present danger" requirement of an emergency and whether a hearing will be held without the other party present.

If the Judge decides that an emergency hearing should NOT be held, an Order will be entered dismissing the Petition. In that case, you will not get an emergency custody order. However, you can still go through the regular channels to get a custody order or to try to change an existing custody order. This procedure is fully explained in the Self-Help packets available from Legal Services, Penn Tower, 25 West Third Street, Suite 400, Williamsport, PA 17701; at the Family Court Office at the courthouse; or online at www.lyco.org under the "Court Administration" tab.

If the Judge decides that an emergency hearing SHOULD be held, the Judge will sign an Order scheduling a hearing in front of a Family Court Hearing Officer. You will then be directed to the Family Court Office. The hearing is usually held on the same day your petition is filed.

The hearing will be *ex parte*, which means that the opposing party will not be present. You may bring anyone who has direct knowledge of the situation, and can testify about the circumstances of the emergency. You may bring the child or children who are in danger, but only if that would be helpful. At the hearing, the Family Court Hearing Officer will determine whether an Emergency Custody Order should be entered immediately, and what that Order will state.

The Family Court Hearing Officer will schedule a date for the second hearing. The Family Court Office will process the paperwork and will return all of the copies to you. The original documents will become part of the permanent Court record. You will receive two copies; one for yourself and one for the opposing party, whom you must serve. Bring your copy to the second hearing.

It is YOUR RESPONSIBILITY to serve the opposing party with a copy of all the paperwork. (If you have just filed a Complaint for Custody you will also need to serve that Complaint on the other party.)

If you are successful in receiving an Emergency Custody Order, the Order will be effective immediately, and you may go get the child(ren) or keep the child(ren) from the other party. However, the Order will only last until a second hearing is held, at which time the opposing party will be present. The second hearing will be held within ten business days, and will be conducted by a Judge. You will have the burden of proving to the Judge that an emergency exists. After listening to all of the testimony from you as well as the other party, the Judge will make a final determination.



HOW TO SERVE THE OTHER PARTY

It is not enough to simply talk to the other party about the custody action or the hearing date. You must give the other party notice that you have filed for custody. This kind of notice is described as “service.”

Ordinarily, you can serve a party by Certified Mail. However, since the hearing will be scheduled within ten days, you will not have time to do this. The best way to serve an Emergency Custody order is by personal service.

PERSONAL SERVICE:

You can have a person serve the papers as long as that person is 18 years of age or older, is not a party to the action, and is not an employee or relative of a party to the action. Therefore, if you are the person filing the petition, you should not serve the papers yourself, and you should not have anyone who is related to you or who works for you, serve the papers.

The person who serves the legal papers on the opposing party(ies) must do it in one of these ways:

- (a) by handing a copy to the other party; or
- (b) by handing a copy to an adult member of the family with whom the other party resides; or
- (c) by handing a copy of the papers to an adult person in charge of the residence at the time (example: babysitter, etc.); or
- (d) by going to the opposing party’s usual place of business and handing a copy to the opposing party’s agent (one that acts for or representative of) or to the person in charge.

IT IS IMPORTANT TO SERVE THE OTHER PARTY AS SOON AS POSSIBLE.

If you do not serve the other party in time for them to have reasonable notice and an opportunity to prepare for the hearing, the Court may dismiss the petition and end the Emergency Custody Order, or the court may schedule the hearing for a later date.

BY SHERIFF OR CONSTABLE: If you have the funds to do so, you can pay the Sheriff, Constable, or process server to serve the papers for you and to file an Affidavit of Service for you.

THIRTEENTH FORM: AFFIDAVIT OF PERSONAL SERVICE

This form is completed by someone else who serves the papers for you, and then you file it with the Prothonotary before the hearing.

- Fill in the caption.
- Fill in the blank spaces.
- Check the paragraph that best describes how the papers were served.
- Have the person who served the papers sign, date, and write his/her address and telephone number at the bottom.
- Make one copy and file at the Prothonotary’s Office before the conference. Keep a time-stamped copy for your records.
- Remember to fill out an Affidavit for each person who has been served.

BE SURE TO BRING A COPY WITH YOU TO THE HEARING

EMERGENCY CUSTODY

PART TWO: FORMS

_____,
Plaintiff

vs.

_____,
Defendant

: IN THE COURT OF COMMON PLEAS
: LYCOMING COUNTY, PENNSYLVANIA
:
: NO.
:
: CUSTODY

ORDER

AND NOW, this ____ day of _____, 20 ____, after consideration of the
Petition For Emergency Custody Relief, filed on _____, the Court finds that the
allegations in the petition warrant an ex parte hearing in front of the Family Court Hearing Officer, which
will be held on the ____ day of _____, 20 ____, at _____ M. o'clock, in
Family Court, at the Lycoming County Courthouse.

[or]

AND NOW, this ____ day of _____, 20 ____, after consideration of the
Petition For Emergency or Special Custody Relief filed on _____, the Court finds that the
allegations in the petition do not warrant an ex parte hearing in front of the Family court Hearing Officer.
Therefore, the petition is dismissed.

BY THE COURT,

J.

cc: Petitioner
Respondent

_____	:	IN THE COURT OF COMMON PLEAS
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	NO.
	:	
_____	:	
Defendant	:	CUSTODY

ORDER FOR SPECIAL CUSTODY RELIEF AND HEARING

AND NOW, this ____ day of _____, 20____, following an ex parte proceeding held pursuant to a Petition for Emergency or Special Custody Relief filed on _____, 20____, the Hearing Officer finds that the testimony presented supports the request for emergency relief. Therefore, it is ORDERED that:

This is a temporary Order, effective immediately and pending a hearing to be held on the _____ day of _____, 20 ____, at _____ o'clock __ m., in Courtroom No. _____

Service of this Order upon the Respondent shall be the responsibility of the Petitioner.

As heard by the Family Court Hearing Officer,

Date

BY THE COURT,

Date

J.

c: Filing Party _____ (2) (To serve opposing party)

_____ ,	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	NO.
	:	CIVIL ACTION - LAW
_____ ,	:	
Defendant	:	CUSTODY

ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
Pursuant to Pa.R.C.P. No. 1930.8

1. My name is _____.

2. I am the _____ Plaintiff
 _____ Defendant

3. I represent myself in this action.

4. REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (IF APPLICABLE)
[FILL OUT THIS PART ONLY IF YOU HAVE AN ATTORNEY OF RECORD]

_____ Remove _____, Esquire as my attorney of record.

_____ Withdraw my appearance for the filing party
 _____, Esquire (Print attorney name) ID# _____
 _____ Attorney Signature Date: _____

5. 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.

Print Name: _____ Date: _____

Signature: _____ Telephone Number: _____

Address: _____

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

_____, : IN THE COURT OF COMMON PLEAS
 Plaintiff : LYCOMING COUNTY, PENNSYLVANIA
 :
 vs. : NO.
 :
 _____, :
 Defendant : CUSTODY

PETITION FOR EMERGENCY OR SPECIAL CUSTODY RELIEF

Pursuant to 42 Pa. R.C.P. 1915.13 and Lyc. Co. R.C.P. L.1915.13-1, _____, (your name)
 pro se, respectfully petitions this Court for emergency or special custody relief. In support of this petition,
 petitioner respectfully submits the following.

1. Petitioner is _____, and is listed as the Plaintiff/Defendant
 (your name) (Circle one)

in the legal caption of this Custody matter. Petitioner's address is _____
 _____ and telephone number is _____.

2. Respondent is _____, and is listed as the Plaintiff/Defendant
 (other party's name) (Circle one)

in the legal caption of this Custody matter. Respondent's address is _____
 _____ and telephone number is _____.

3. This petition concerns the following child(ren): (IDENTIFY EACH CHILD BY INITIALS AND AGE ONLY—DO NOT WRITE THE NAME OR BIRTH DATE)

INITIALS OF CHILD	CHILD'S AGE
_____	_____
_____	_____
_____	_____
_____	_____

4. The Mother of the child(ren) is _____,
 (name)
 currently residing at _____

5. The Father of the child(ren) is _____,
(name)
currently residing at _____.

6. The relationship of Petitioner (you) to the child(ren) is that of _____.

7. Name of any other person, not a parent, who has physical custody of the child(ren), if any:

_____.

8. Petitioner alleges the following: (choose either A or B, whichever is appropriate)

(A) ___ There is an existing custody Order in effect, which is attached. I believe there is a clear and present danger to the child(ren) which requires an immediate modification of the current Order, as follows:
(Remember, identify children by initials only—do not use full names.)

-OR-

(B) ___ No Order has yet been entered regarding the child(ren) in this matter. I am filing a Complaint for Custody along with this petition. I believe there is an immediate clear and present danger to the child(ren) if an immediate Order is not entered for the following reasons: (Remember, identify children by initials only—do not use full names.)

WHEREFORE, Petitioner respectfully requests the Court to grant emergency or special relief and enter an Order which does the following:

Respectfully Submitted by the *Pro Se* Petitioner,

Signature

Print name *pro se*

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 penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

Date: _____

	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL ACTION – LAW
	:	CUSTODY
	:	
Defendant	:	NO.

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa. C.S. §6307 to any of the following crimes in Pennsylvania, or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea or Pending Charges	Sentence
	18 Pa. C.S. Ch. 25 (relating to criminal homicide)				
	18 Pa. C.S. §2702 (relating to aggravated assault)				
	18 Pa. C.S. §2706 (relating to terroristic threats)				
	18 Pa. C.S. §2709.1 (relating to stalking)				
	18 Pa. C.S. §2901 (relating to kidnapping)				
	18 Pa. C.S. §2902 (relating to unlawful restraint)				

Check all that apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea or Pending Charges	Sentence
	18 Pa. C.S. §2903 (relating to false imprisonment)				
	18 Pa. C.S. §2910 (relating to luring a child into a motor vehicle or structure)				
	18 Pa. C.S. §3121 (relating to rape)				
	18 Pa. C.S. §3122.1 (relating to statutory sexual assault)				
	18 Pa. C.S. §3123 (relating to involuntary deviate sexual assault)				
	18 Pa. C.S. §3124.1 (relating to sexual assault)				
	18 Pa. C.S. §3125 (relating to aggravated indecent assault)				
	18 Pa. C.S. §3126 (relating to indecent assault)				
	18 Pa. C.S. §3127 (relating to indecent exposure)				
	18 Pa. C.S. §3129 (relating to sexual intercourse with animal)				
	18 Pa. C.S. §3130 (relating to conduct relating to sex offenders)				
	18 Pa. C.S. §3301 (relating to arson and related offenses)				
	18 Pa. C.S. §4302 (relating to incest)				
	18 Pa. C.S. §4303 (relating to concealing death of a child)				
	18 Pa. C.S. §4304 (relating to endangering welfare of children)				
	18 Pa. C.S. §4305 (relating to dealing in infant children)				
	18 Pa. C.S. §5902(b) (relating to prostitution and related offenses)				
	18 Pa. C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances)				

Check all that apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea or Pending Charges	Sentence
	18 Pa. C.S. §6301 (relating to corruption of minors)				
	18 Pa. C.S. §6312 (relating to sexual abuse of children)				
	18 Pa. C.S. §6318 relating to unlawful contact with minor)				
	18 Pa. C.S. §6320 (relating to sexual exploitation of children)				
	18 Pa. C.S. §6114 (relating to contempt for violation of protection order or agreement)				
	Driving under the influence of drugs or alcohol				
	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device				

2. Unless indicated by my checking the box next to an item below, neither I nor any other member in my household have a history of violent or abusive conduct, or involvement with a Children and Youth agency, including the following:

Check all that apply	Crime	Self	Other Household Member	Date
	A finding of abuse by a Children and Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction			
	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania, or similar statute in another jurisdiction			
	Involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____			
	Other:			

3. Please list any evaluation, counseling, or other treatment received following conviction or finding of abuse.

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth, and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

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 penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

Date

	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL ACTION – LAW
	:	CUSTODY
	:	
Defendant	:	NO.

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa. C.S. §6307 to any of the following crimes in Pennsylvania, or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea or Pending Charges	Sentence
	18 Pa. C.S. Ch. 25 (relating to criminal homicide)				
	18 Pa. C.S. §2702 (relating to aggravated assault)				
	18 Pa. C.S. §2706 (relating to terroristic threats)				
	18 Pa. C.S. §2709.1 (relating to stalking)				
	18 Pa. C.S. §2901 (relating to kidnapping)				
	18 Pa. C.S. §2902 (relating to unlawful restraint)				

Check all that apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea or Pending Charges	Sentence
	18 Pa. C.S. §2903 (relating to false imprisonment)				
	18 Pa. C.S. §2910 (relating to luring a child into a motor vehicle or structure)				
	18 Pa. C.S. §3121 (relating to rape)				
	18 Pa. C.S. §3122.1 (relating to statutory sexual assault)				
	18 Pa. C.S. §3123 (relating to involuntary deviate sexual assault)				
	18 Pa. C.S. §3124.1 (relating to sexual assault)				
	18 Pa. C.S. §3125 (relating to aggravated indecent assault)				
	18 Pa. C.S. §3126 (relating to indecent assault)				
	18 Pa. C.S. §3127 (relating to indecent exposure)				
	18 Pa. C.S. §3129 (relating to sexual intercourse with animal)				
	18 Pa. C.S. §3130 (relating to conduct relating to sex offenders)				
	18 Pa. C.S. §3301 (relating to arson and related offenses)				
	18 Pa. C.S. §4302 (relating to incest)				
	18 Pa. C.S. §4303 (relating to concealing death of a child)				
	18 Pa. C.S. §4304 (relating to endangering welfare of children)				
	18 Pa. C.S. §4305 (relating to dealing in infant children)				
	18 Pa. C.S. §5902(b) (relating to prostitution and related offenses)				
	18 Pa. C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances)				

Check all that apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea or Pending Charges	Sentence
	18 Pa. C.S. §6301 (relating to corruption of minors)				
	18 Pa. C.S. §6312 (relating to sexual abuse of children)				
	18 Pa. C.S. §6318 relating to unlawful contact with minor)				
	18 Pa. C.S. §6320 (relating to sexual exploitation of children)				
	18 Pa. C.S. §6114 (relating to contempt for violation of protection order or agreement)				
	Driving under the influence of drugs or alcohol				
	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device				

2. Unless indicated by my checking the box next to an item below, neither I nor any other member in my household have a history of violent or abusive conduct, or involvement with a Children and Youth agency, including the following:

Check all that apply	Crime	Self	Other Household Member	Date
	A finding of abuse by a Children and Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction			
	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania, or similar statute in another jurisdiction			
	Involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____			
	Other:			

3. Please list any evaluation, counseling, or other treatment received following conviction or finding of abuse.

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth, and relationship to the child.

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

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 penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature

Printed Name

Date

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
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 Public Access Policy of the Unified Judicial System of Pennsylvania : Case Records of the Appellate and Trial Courts*, 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's 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's 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>



Additional page for additional children (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>_____</p> <p>Financial Account Number (FAN):</p> <p>_____</p> <p>Driver's License Number (DLN):</p> <p>_____</p> <p>State of Issuance:</p> <p>_____</p> <p>State Identification Number (SID):</p> <p>_____</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>_____</p> <p>Financial Account Number (FAN):</p> <p>_____</p> <p>Driver's License Number (DLN):</p> <p>_____</p> <p>State of Issuance:</p> <p>_____</p> <p>State Identification Number (SID):</p> <p>_____</p>	<p>Alternative Reference: SSN __</p> <p>Alternative Reference: FAN __</p> <p>Alternative Reference: DLN __</p> <p>Alternative Reference: SID __</p>

THIS FORM IS CONFIDENTIAL

**CONFIDENTIAL
COURT
INFORMATION
RECORDS
FORM**

APPELLATE/TRIAL

CASE



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

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* 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: _____

THIS FORM IS CONFIDENTIAL

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form.

Confidentiality of this information must be maintained.

Plaintiff	:	IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA
vs.	:	
Defendant	:	CIVIL ACTION – LAW CUSTODY
	:	NO.

**ORDER TO PROCEED WITHOUT
PAYMENT OF FEES AND COSTS**

AND NOW, this _____ day of _____, 20____, upon consideration of the within Petition, it is hereby ordered that the Petitioner shall/shall not be permitted to proceed in this matter without payment of fees and costs.

BY THE COURT,

J.

_____ ,	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	LYCOMING COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL ACTION – LAW
	:	CUSTODY
_____ ,	:	
Defendant	:	NO.

PETITION TO PROCEED WITHOUT PAYMENT OF FEES AND COSTS

1. I am a party in the above matter and because of my financial condition I am unable to pay the fees and costs of prosecuting or defending the action or proceeding.
2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.
3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:

(a) Name: _____

Address: _____

(b) Employment

If you are presently employed, state

Employer _____

Address: _____

Salary or wages per month: _____

Type of work: _____

If you are presently unemployed, state

Date of last employment: _____

Salary or Wages per month: _____

Type of work: _____

(c) Other income within the past twelve months

Business or profession: _____

Other self-employment: _____

Interest: _____

Dividends: _____

Pension and annuities: _____

Social security benefits: _____

Support payments: _____
Disability payments: _____
Unemployment compensation and supplemental benefits: _____
Workers' compensation: _____
Public assistance: _____
Other: _____

(d) Other contributions to household support

Do you have a spouse? _____

Name of your spouse: _____

If your spouse is employed, state

Employer: _____

Address: _____

Salary or wages per month: _____

Type of work: _____

Contributions from children: _____

Contributions from parents: _____

Other contributions: _____

(e) Property owned

Cash: _____

Checking account: _____

Savings account: _____

Certificates of deposit: _____

Real estate (including home): _____

Motor vehicle: _____

Make _____ Year _____

Cost _____ Amount Owed: \$ _____

Stocks and bonds: _____

Other: _____

(f) Debts and obligations

Mortgage: _____

Rent: _____

Loans: _____

Other: _____

(g) Persons dependent upon you for support

Spouse Name: _____

Children

List INITIALS of each child. Initials: _____

List ages of children (no birthdates). Ages: _____

Other persons who depend on you for support

Name: _____

Relationship: _____

4. I understand that I have a continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. 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.C.S. §4904, relating to unsworn falsification to authorities.

Date: _____

Signature of Petitioner: _____

Print Name Here: _____

_____,
 Plaintiff
 vs.
 _____,
 Defendant

:
 :
 :
 :
 :
 :
 :

IN THE COURT OF COMMON PLEAS
 LYCOMING COUNTY, PENNSYLVANIA
 CIVIL ACTION-LAW
 CUSTODY
 NO.

AFFIDAVIT OF PERSONAL SERVICE

I, _____, certify that I am a competent adult who is
 (Person serving other parent/party)
 18 years of age or older, and I am not a party to this action or an employee or relative of a party
 to this action. On _____, I served a true and correct copy of the Order,
 Order for Special Custody Relief and Hearing, Entry of Appearance as Self-Represented Party, Petition for
 Emergency or Special Custody Relief, completed Criminal/Abuse History Verification, blank
 Criminal/Abuse History Verification, Confidential Information Form and Current Custody Order (if there is
 one). I served this on

_____ (other party's name) by:

- handing a copy to him/her;
- handing a copy to an adult family member at his/her residence by the name of _____;
- handing a copy to an adult in charge of his/her residence by name of _____;
- handing a copy to an adult in charge at his/her place of employment by the name of _____.

at this address/location: _____
 (place served)

at approximately _____.
 (time of day)

I verify that the foregoing is 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

 (server's signature)

Print Name: _____

Address: _____

Phone: _____