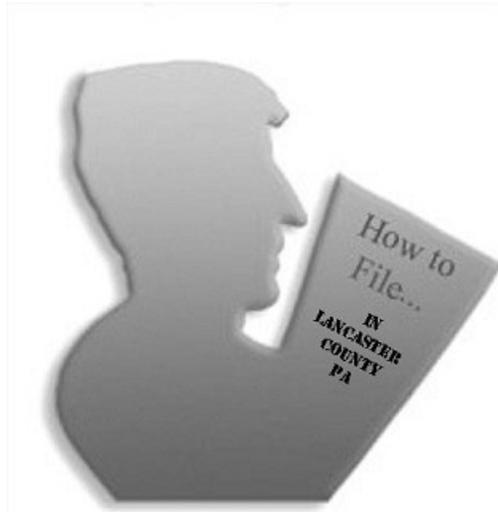


# CUSTODY RELOCATION PROCESS

## 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 want to obtain the services of an attorney but do not know whom to contact, you may call the Lawyer Referral service at 393-0737.

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# 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](http://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) \_\_\_\_\_

(Rev. 7/1/2018)

**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](http://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)

<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<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 ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
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**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.

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<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)

<b>Type of Family Court Action</b>		
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

<b>Type of Family Court Action</b>		
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
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<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](http://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 RELOCATION PACKET

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## I. INTRODUCTION

A custody relocation is a change in a residence of the child which significantly impairs the ability of a non-relocating party to exercise custodial rights. **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 relocation 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 relocation action. This packet is not to be a substitute for professional legal advice tailored to a specific fact situation.

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

If you feel you need an attorney, you may contact the **LANCASTER BAR ASSOCIATION. Telephone: 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. REQUIREMENTS REGARDING RELOCATION OF RESIDENCE

A relocation is a move or change of residence that will significantly impair the ability of the non-relocating party to exercise periods of custody. **You cannot relocate with the child(ren) without following these procedures.** If you are contemplating such a move, you are strongly urged to seek the advice of an attorney to make sure that you are following the procedures.

You are not permitted to relocate your residence without either:

- The consent of every individual who has custody rights to the child(ren) to the proposed relocation

**OR**

- The court approval of the proposed relocation.

#### A. CAN I FILE FOR CUSTODY RELOCATION WITHOUT AN ATTORNEY?

Yes. Effective July 5, 2013, if you are representing yourself, you must file a written Entry of Appearance (see 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 your address and telephone contact information up to date with the Prothonotary's staff, who keeps 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.

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

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

**C. IN WHAT COUNTY COURT DO I FILE?**

A custody relocation notice should be filed in the county where the child has resided for the last six (6) months. In Lancaster County, the notice should be filed in the Prothonotary's Office. In situations where that circumstance may not be easily determined, you should consult an attorney. The Prothonotary's Office filing hours are 8:30 a.m. until 4:30 p.m., Monday through Friday.

A relocation is a move or change of residence that will significantly impair the ability of the non-relocating party to exercise periods of custody. **You cannot relocate with the child(ren) without following these procedures.** If you are contemplating such a move, you are strongly urged to seek the advice of an attorney to make sure that you are following the procedures.

**D. WHAT IS THE PROCEDURE TO NOTIFY THE OTHER PARTY(IES) THAT I WANT TO RELOCATE?**

1. The party proposing the relocation must notify every other party who has custody rights to the child(ren) of the proposed move by certified mail, return receipt requested. You should complete a notice of your proposed move and send it to all other parties by certified mail, return receipt requested (See form 1) . Your Notice must include the following:

- A. The address of the intended new residence.
- B. The mailing address, if not the same as the address of the intended new residence.
- C. Names and ages of the individuals in the new residence, including individuals who intend to live in the new residence.
- D. The home telephone number of the intended new residence, if available.
- E. The name of the new school district and school.

- F. The date of the proposed relocation.
- G. The reasons for the proposed relocation.
- H. A proposal for a revised custody schedule.
- I. Any other information which the party proposing the relocation deems appropriate.
- J. A warning to the non-relocating party that if the non-relocating party does not file with the court an objection to the proposed relocation within thirty ( 30) days after receipt of the notice, that party shall be foreclosed from objecting to the relocation.

2. Notice must be given sixty (60) days before the date of the proposed relocation **OR** ten (10) days after the date that the party knows about the relocation only if the individual did not know and could not have reasonably known about the relocation in time to comply with the sixty (60) days notice or it is not reasonably possible to delay the date of relocation to comply with the sixty (60) days notice.

3. You **must** include with this mailing the “Counter-Affidavit Regarding Relocation” (see form 2). The other parties must complete this form to indicate their position with regard to the proposed move.

**E. WHAT DO(ES) THE OTHER PARTY(IES) DO WHEN THEY RECEIVE THE NOTICE AND COUNTER-AFFIDAVIT?**

1. If you receive a notice and a counter-affidavit, you should complete the counter-affidavit and file it with the Prothonotary’s Office within thirty (30) days from the day you receive the notice and counter-affidavit (see form 2). If you fail to file this counter-affidavit within the thirty (30) days, you cannot object to the relocation.

2. You must serve the other party with the counter-affidavit by certified mail, return receipt requested.

3. If notice of the proposed relocation has been properly given and no objection to the proposed relocation has been filed with the Prothonotary within thirty (30) days, then it will be presumed that the non-relocating party has consented to the proposed relocation.

4. If a party who has been given proper notice does not file with the court an objection to the relocation within thirty (30) days after receipt of the notice but later petitions the court for review of the custodial arrangements, the court shall not accept testimony challenging the relocation.

**F. WHAT DO I DO IF THE COUNTER AFFIDAVIT REGARDING THE RELOCATION IS NOT FILED?**

The party proposing the relocation shall file the following with the Prothonotary's Office **prior** to relocation:

1. An affidavit stating that the party provided notice to every individual entitled to notice, the time to file an objection to the proposed relocation has passed and no individual entitled to receive notice has filed an objection to the proposed relocation (see form 3a);
2. Proof that proper notice was given in the form of a return receipt with a signature of the addressee and a copy of the full notice that was sent to the addressee (see forms 8a, 8b and 9);
3. A complaint for custody or a petition for modification of custody order to confirm the relocation and modify any existing custody order (see Custody Packet and/or Custody Modification Packet); and
4. A proposed order containing the information in the notice (See form 3b).

**G. WHAT DO I DO IF A COUNTER-AFFIDAVIT IS FILED WITH THE PROTHONOTARY THAT INDICATES THERE IS NO OBJECTION TO THE PROPOSED RELOCATION?**

Follow the same procedures as if no counter affidavit had been filed.

**H. WHAT DO I DO IF A COUNTER-AFFIDAVIT IS FILED WITH THE PROTHONOTARY THAT INDICATES THERE IS AN OBJECTION TO THE PROPOSED RELOCATION AND/OR AN OBJECTION TO THE PROPOSED CUSTODY SCHEDULE?**

If the counter-affidavit is timely filed and the party objects to the proposed relocation or objects to the proposed custody schedule, the party proposing the relocation shall file the following with the Prothonotary's Office:

1. A complaint for custody or petition for modification, as applicable (See Custody Packet and/or Custody Modification Packet);
2. A copy of the notice of proposed relocation served on the non-relocating party;
3. A copy of the counter-affidavit indicating objection to relocation; and
4. A request for hearing (see form 4) and a Court Administration Cover Sheet (see form 5).

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

The judge controls the hearing and decides who talks first and whether the statements are relevant to the issues of custody relocation. 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 judge 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 hearing may continue.

**J. WILL THERE BE A PRETRIAL CONFERENCE?**

Any party may request a pretrial conference. This is a meeting of the parties and the judge at least 30 days prior to the hearing to discuss the issues and explore whether there can be a resolution without going to a hearing and discuss the matter in which the parties will present their cases. If a party wishes to request a pretrial conference, he/she must file with the Prothonotary's office and serve upon each party, a Praecipe for Pretrial Conference (see form 11). See Pa.

R.C.P.1915.4-4. A Pretrial Statement must be given to the judge and the other party five (5) days prior to the pretrial conference (see form 12). No testimony is taken or recorded at the pretrial conference.

## **K. WHAT IS THE PROCEDURE AT THE HEARING?**

The judge will hear testimony from the parties and any witnesses they wish to have testify. It may be helpful to review the statutory factors set forth below that the court will use to make a custody relocation 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.

The court holds self-represented parties to the same standards of conduct in the courtroom as represented parties and their counsel. The parties are bound by the *Pennsylvania Rules of Civil Procedure* and the *Pennsylvania Rules of Evidence*. The *Rules of Evidence* set standards for objections to what is being said by a witness, what constitutes relevant testimony, what exhibits can be admitted, etc. If you are the party who filed the complaint or petition, you will present your case first. You will testify on your own behalf and present witnesses to help prove why the court should grant the relief you request. At minimum you must present yourself and any adult who lives or who will live with the minor children who are the subject of this case. The other party will be able to cross examine or question you and your witnesses. You will also be able to cross examine or question the other party and his/her witnesses. The judge may also have questions.

The bailiff will tell you where you should sit. After the hearing has started, you may not leave the table without permission from the judge. Each party acting as an attorney must stand when addressing the judge (unless you are testifying on the witness stand) and must refer to the other party and witnesses as Ms. or Mr. This is a formal setting. The judge is always addressed as “Your Honor.”

#### Need for more time

If the hearing is not completed in one day, another day of testimony will be scheduled later. Even when testimony has been completed, you will usually not get a ruling from the judge on that day. The judge may ask for proposed custody arrangements, which outlines the custody schedule you request. Then he or she will take time to deliberate. This time varies based upon the complexity of the case and the judge’s current workload.

## **L. WHO MAY COME TO THE HEARING?**

The parties on the caption of the complaint and their witnesses may participate in the hearing. Each party may bring an attorney. However, witnesses are required to wait outside of the courtroom until they testify.

### **Children**

Judges usually do not interview children who are under six years of age. You should ask the judge ahead of time (such as at the pretrial conference) if the children should be brought to the hearing.

The judge usually speaks with the children in his/her chambers after the testimony has ended for the day. It is boring for the children to spend the day in the hallway of the courthouse. The parties should make arrangements to have the children brought to the courthouse at a time designated by the judge. Children may not be left unattended in the hallway and the parties must be in the courtroom during the hearing. That means it is necessary to bring another responsible adult to watch your children.

### **Witnesses**

It is your responsibility to give your witnesses notice of the time and date for the hearing. Please check the *Pennsylvania Rules of Civil Procedure* regarding subpoenas for the witnesses, if necessary. A subpoena is a court order directing a witness to come to the hearing.

*You and all other adults residing in your household are required to attend and testify at the hearing.*

## **M. WHAT IF I AM UNABLE TO ATTEND THE HEARING ON THE DAY IT IS SCHEDULED?**

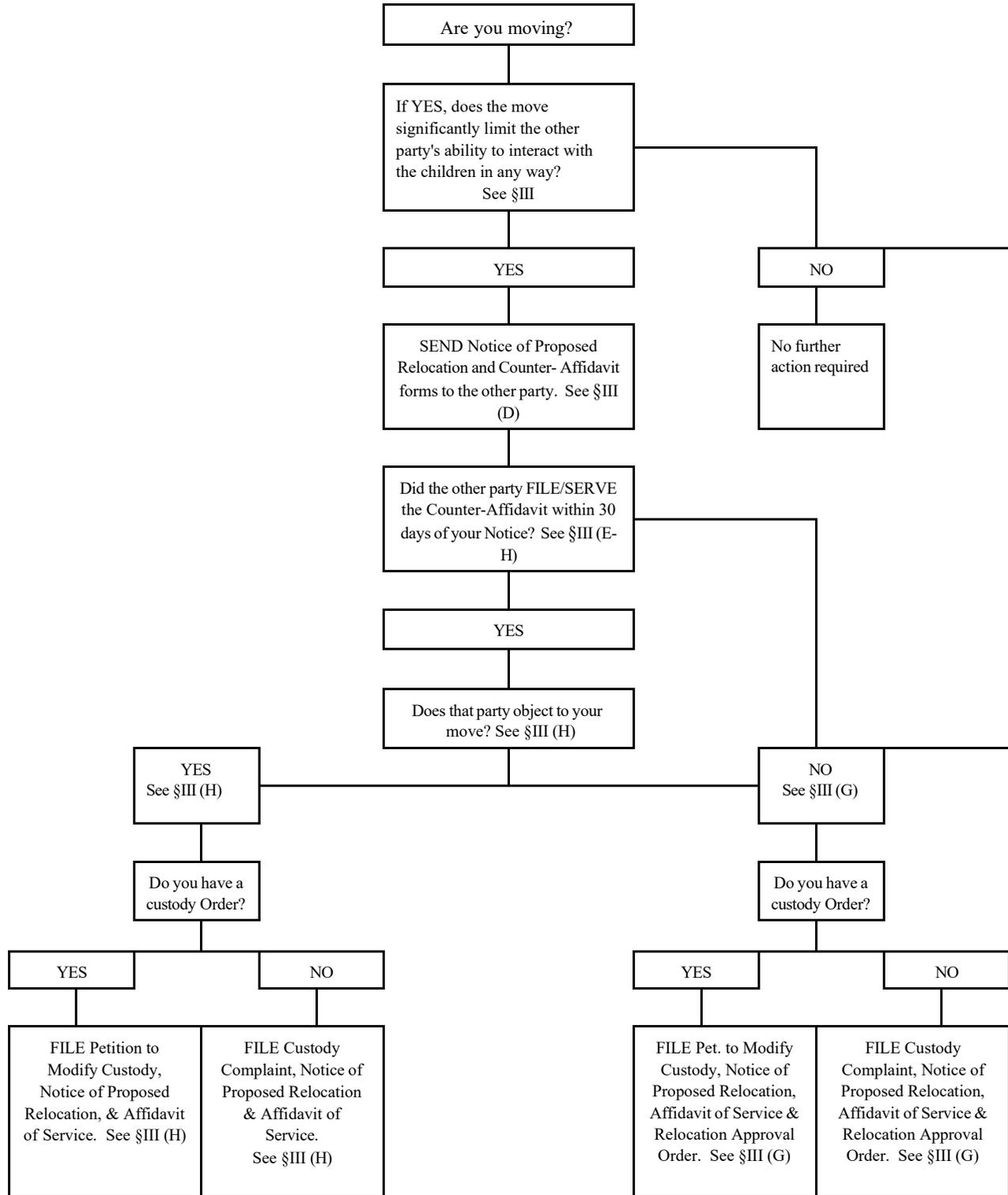
There are only certain conditions that allow for continuances. Work is not considered an adequate reason for a continuance. Because of the large number of Family Court cases, if you request a continuance of your hearing, it will be months, not weeks, until a new hearing date will be scheduled. You are expected to make every effort to arrange your schedules so you can be available for a hearing on the important issue of your child's custody. However, as with the continuance for the custody conference, if there is some dire reason why the hearing needs to be

continued, you first must get permission from the other side. If you have permission, you must have all parties sign the continuance form (see form 10), and fill out the Court Administration Cover Sheet (see form 5). If there is no agreement, you must petition the court with an attached proposed continuance order. *(See Special Relief procedures and form in this packet.)*

**N. WHAT IF I DO NOT AGREE WITH THE JUDGE'S DECISION?**

Due to the complexity of the procedure for filing an appeal, it is recommended that you consult an attorney.

#### IV. RELOCATION FLOW CHART:



## V. 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.
- 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 all of the above items can be found at the Lancaster County Law Library.

## VI. FORMS

#	FORM
1.	NOTICE OF PROPOSED RELOCATION
2.	COUNTER-AFFIDAVIT REGARDING RELOCATION
3(a)	AFFIDAVIT
3(b)	PROPOSED ORDER
4.	REQUEST FOR HEARING
5.	COURT ADMINISTRATION COVER SHEET
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
13.	CRIMINAL RECORD ABUSE HISTORY VERIFICATION (with a blank copy for other party)

**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.

No. CI-

\_\_\_\_\_  
Defendant

**NOTICE OF PROPOSED RELOCATION**

You, \_\_\_\_\_, are hereby notified that (*party proposing relocation*) \_\_\_\_\_ proposes to relocate with the following minor child(ren): \_\_\_\_\_  
\_\_\_\_\_.

To object to the proposed relocation, you must complete the attached counter-affidavit and serve it on the other party by certified mail, return receipt requested, addressee only, or pursuant to Pa.R.C.P. No. 1930.4 within 30 days of receipt of this notice. If there is an existing child custody case, you also must file the counter-affidavit with the court. If you do not object to the proposed relocation within 30 days, the party proposing relocation has the right to relocate and may petition the court to approve the proposed relocation and to modify any effective custody orders or agreements. **FAILURE TO OBJECT WITHIN 30 DAYS WILL PREVENT YOU FROM OBJECTING TO THE RELOCATION ABSENT EXIGENT CIRCUMSTANCES.**

**Address of the proposed new residence:** \_\_\_\_\_  
\_\_\_\_\_.

*Check here if the address is confidential pursuant to 23 Pa.C.S. § 5336(b).*

**Mailing address of intended new residence (if not the same as above):** \_\_\_\_\_  
\_\_\_\_\_.

*Check here if the address is confidential pursuant to 23 Pa.C.S. § 5336(b).*

**Names and ages of the individuals who intend to reside at the new residence:**

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____

Check here if the information is confidential pursuant to 23 Pa.C.S. § 5336(b) or (c).

**Home telephone number of the new residence:** \_\_\_\_\_

Check here if the information is confidential pursuant to 23 Pa.C.S. § 5336(b) or (c).

**Name of the new school district and school the child(ren) will attend after relocation:**

\_\_\_\_\_  
 Check here if the information is confidential pursuant to 23 Pa.C.S. § 5336(b) or (c).

**Date of the proposed relocation:** \_\_\_\_\_.

Check here if the information is confidential pursuant to 23 Pa.C.S. § 5336(b) or (c).

**Reasons for the proposed resolution:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check here if the information is confidential pursuant to 23 Pa.C.S. § 5336(b) or (c).

**Proposed modification of custody schedule following relocation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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  
28 EAST ORANGE STREET  
LANCASTER, PA 17602  
TELEPHONE: 717 393-0737

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Defendant

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

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

**COUNTER-AFFIDAVIT REGARDING RELOCATION**

This proposal of relocation involves the following child/children:

<u>Child's Name</u>	<u>Age</u>	<u>Currently residing at:</u>
_____	_____	_____
<u>Child's Name</u>	<u>Age</u>	<u>Currently residing at:</u>
_____	_____	_____
<u>Child's Name</u>	<u>Age</u>	<u>Currently residing at:</u>
_____	_____	_____
<u>Child's Name</u>	<u>Age</u>	<u>Currently residing at:</u>
_____	_____	_____

I have received a notice of proposed relocation and (*check all that apply*):

1.  I do not object to the relocation.
2.  I do not object to the modification of the custody order consistent with the proposal for modification set forth in the notice.
3.  I do not object to the relocation, but I do object to modification of the custody order.

- 4.  I plan to request that a hearing be scheduled by filing a request for hearing with the court:
  - a.  Prior to allowing (\_\_\_\_\_ *name of child/ren*) to relocate.
  - b.  After the child/ren relocate.
- 5.  I do object to the relocation.
- 6.  I do object to the modification of the custody order.

I understand that in addition to objecting to the relocation or modification of the custody order above, I must also serve this counter-affidavit on the other party by certified mail, return receipt requested, addressee only, or pursuant to Pa.R.C.P. No. 1930.4, and, if there is an existing custody case, I must file this counter-affidavit with the court. If I fail to do so within 30 days of my receipt of the proposed relocation notice, I understand that I will not be able to object to the relocation at a later time.

I verify that the statements made in this counter-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: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Defendant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

:  
:  
:  
: CI-  
:  
:  
:

AFFIDAVIT

I \_\_\_\_\_, hereby state that I provided notice to every individual entitled to notice, the time to file an objection to the proposed relocation has passed and no individual entitled to receive notice has filed an objection to the proposed relocation.

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.

\_\_\_\_\_  
Plaintiff/Defendant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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

---

Plaintiff

vs.

No. CI-

---

Defendant

**RELOCATION APPROVAL ORDER**

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, upon consideration of the attached Complaint/Modification regarding custody, and no objection having been timely filed to the Notice of Proposed Relocation, the Court hereby approves the Proposed Relocation as set forth in the Notice of Proposed Relocation.

BY THE COURT:

---

J.

cc: Plaintiff  
Defendant

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

\_\_\_\_\_  
Plaintiff  
v.  
\_\_\_\_\_  
Defendant

:  
:  
:  
: Docket No.  
:  
:  
:

**REQUEST FOR HEARING**

I, \_\_\_\_\_, having received a Notice for Proposed Relocation and/or a Counter-affidavit Regarding Relocation, request that a hearing be scheduled.

\_\_\_\_\_  
Signature

**ORDER**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, upon consideration of the Request for Hearing, a Relocation Hearing is scheduled to be held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ a.m./p.m., in Courtroom No. \_\_\_\_\_ at the Lancaster County Courthouse.

**BY THE COURT:**

\_\_\_\_\_  
Judge

ATTEST:

Copies to:

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 Opposing 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

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

**ENTRY OF APPEARANCE OF SELF-REPRESENTED 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-_____
	:	Custody
_____	:	
Defendant	:	

**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 above-captioned Plaintiff/Defendant (*circle one*) with a Notice of Proposed Relocation and Counter-Affidavit, by personally handing the same to him/her (*circle one*).

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.

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Defendant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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

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

**ACCEPTANCE OF SERVICE**

I, \_\_\_\_\_, (*Plaintiff/Defendant*) in the above-captioned action depose and say that on this date, I hereby accept service of the Notice of Proposed Relocation and Counter-Affidavit.

I verify that the statements made herein 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.

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Defendant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number



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

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

:  
:  
:  
: No. CI-  
:  
:  
:

AFFIDAVIT OF SIGNATURE

COMMONWEALTH OF PENNSYLVANIA )  
 ) SS:  
COUNTY OF LANCASTER )

\_\_\_\_\_ (*Plaintiff/Defendant*), being duly affirmed according to law, deposes and says that he/she (*choose one*) has examined the signature on the Return Receipt of the Post Office Department signed by \_\_\_\_\_ (*Plaintiff/Defendant*), and that he/she (*choose one*) is familiar with the signature of the said \_\_\_\_\_ (*Plaintiff/Defendant*), and that the signature on that card is the signature of the said Plaintiff/Defendant.

Affirmed and subscribed )  
 )  
before me this \_\_\_\_ day )  
 )  
of \_\_\_\_\_, 20\_\_ . )  
 )  
\_\_\_\_\_  
Notary Public )

\_\_\_\_\_  
Plaintiff/Defendant

My Commission Expires:

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*

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

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

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name)</p> <p>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>Jane Doe          211 E. Main St.          Transylvania, Pa 10064</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>7013 3020 0000 6472 2052</p>	

PS Form 3811, July 2013 Domestic Return Receipt

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.

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

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

**PRAECIPE FOR PRE-TRIAL CONFERENCE**

TO THE PROTHONOTARY:

Please schedule a pre-trial conference before the judge who is assigned to hear this case in the above-captioned custody Relocation matter pursuant to Pa. R.C.P. 1915.4-4.

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Defendant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Plaintiff  
vs. \_\_\_\_\_  
Defendant

:  
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:

No. CI-

**CUSTODY PRETRIAL MEMORANDUM**

Submitted by \_\_\_\_\_ (Plaintiff or Defendant).

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

**II. 23 Pa. C.S.A. §5328 Factors. *(See pages 13 and 14 of this packet.)***

1. .
2. .
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

11.

12.

13.

14.

15.

16.

**III. A separate list of the contempt issues involved.**

**IV. A separate list of fact and expert witnesses, showing the address of each and a concise statement of each witness's proposed testimony.**

Expert witnesses:

Fact witnesses:

**V. A separate 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  
vs.  
\_\_\_\_\_  
Defendant

:  
:  
:  
:  
:  
:  
:

No. CI-

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on this date, a true and correct copy of the foregoing Custody Pretrial Memorandum was served by first class mail to the following:

\_\_\_\_\_ (Plaintiff/Defendant)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Address)

By: \_\_\_\_\_  
\_\_\_\_\_ (Plaintiff/Defendant)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (Telephone No.)

Dated: \_\_\_\_\_

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-bottom: 5px;">vs.</div> <div style="text-align: left; margin-top: 5px;">Defendant</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.

<b>Check all that apply</b>	<b>Crime</b>	<b>Self</b>	<b>Other Household Member</b>	<b>Date of conviction, guilty plea, no contest plea, or pending charges</b>	<b>Sentence</b>
<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"/>	_____	_____

<b>Check all that apply</b>	<b>Crime</b>	<b>Self</b>	<b>Other Household Member</b>	<b>Date of conviction, guilty plea, no contest plea, or pending charges</b>	<b>Sentence</b>
<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"/>	_____	_____

<b>Check all that apply</b>	<b>Crime</b>	<b>Self</b>	<b>Other Household Member</b>	<b>Date of conviction, guilty plea, no contest plea, or pending charges</b>	<b>Sentence</b>
<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"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<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:

---



---



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

<b>Check all that apply</b>	<b>Crime</b>	<b>Self</b>	<b>Other Household Member</b>	<b>Date of conviction, guilty plea, no contest plea, or pending charges</b>	<b>Sentence</b>
<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"/>	_____	_____

<b>Check all that apply</b>	<b>Crime</b>	<b>Self</b>	<b>Other Household Member</b>	<b>Date of conviction, guilty plea, no contest plea, or pending charges</b>	<b>Sentence</b>
<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"/>	_____	_____

<b>Check all that apply</b>	<b>Crime</b>	<b>Self</b>	<b>Other Household Member</b>	<b>Date of conviction, guilty plea, no contest plea, or pending charges</b>	<b>Sentence</b>
<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"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>	<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:

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**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:

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**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