

## **REVOKING AFFIDAVIT OF ACCOUNTABILITY OF SUPERVISOR**

### **(IF ONE OF THE PARTIES' PERIODS OF CUSTODY NEED TO BE SUPERVISED AND THE SUPERVISOR HAS DECIDED HE/SHE CAN NO LONGER PERFORM DUTIES OF SUPERVISOR)**

If the Court orders supervised custody in your case, all Court-approved supervisors must complete an Affidavit of Accountability of Supervisor and file it with the Prothonotary's Office with copies provided to the parties. One way to remove oneself as supervisor in a custody case is to revoke the signed Affidavit of Accountability by giving written notice of the revocation to all parties and agencies involved and filing that notice with the Court.

The Supervisor must complete the following steps:

- Complete the Notice of Revocation of Affidavit of Accountability of Supervisor
- Serve a copy of that notice to all interested parties—parents, other parties, attorneys, CYF (if applicable)—by mail or personal service
- File Notice & proof of service with the Court via the Prothonotary's Office

#### **Step 1.**

#### **Complete the Notice of Revocation of Affidavit of Accountability of Supervisor**

##### **A. Complete the Caption**

1. The caption is the top part of the first page of each document. The names of the parties, the docket number (which was assigned by the Prothonotary), the type of document and the court's name are contained in the caption.
2. To complete the caption, you must look at an existing order to fill in the caption to match the caption on the existing order. The Plaintiff, Defendant, and Case/Docket Number will be exactly as they appear on that order.

##### **B. Complete the Form**

1. In #1, write your name in the first blank. Write the name of the party whose periods of custody with the child(ren) were to be supervised in the second blank. In the third blank, write the name(s) of the child(ren) whose custody visits you will no longer supervise.
2. In paragraph #2, write the date you signed the prior affidavit.
3. In paragraph #3, write the date the prior affidavit was filed with the Prothonotary's Office.
4. Sign & date the notice. Fill in your address, phone number, & email address.

## **Step 2.**

### **Serve Notice to All Interested Parties**

#### **A. Make copies of the completed notice.**

1. You will need enough copies for the Court and every party involved, including lawyers if any party is represented by an attorney, and also including any agency such as CYF, if applicable. You will need **the original + at least 3 copies**, maybe more: the original for the Prothonotary, one copy for each parent/party, and one copy for your records.

#### **B. Send or give a copy to all parties.**

##### **1. PERSONAL SERVICE**

You may hand deliver the notice to each of the parties.

##### **2. SERVICE BY MAIL**

Or, you may send the notice by 1<sup>st</sup> Class Mail.

## **Step 3.**

### **File the Notice of Revocation of Affidavit of Accountability of Supervisor & Proof of Service (Certificate of Service of Notice)**

#### **A. Complete the Certificate of Service of Notice.**

1. Complete the caption so that it looks like the caption on the notice and all other forms filed in this case.
2. Write your name in the first blank.
3. Write the date you served all the parties.
4. Fill in the names and addresses of all interested parties to whom you served a copy of the Notice of Revocation of Affidavit of Accountability of Supervisor. Sign & date the notice.

#### **B. File the Notice of Revocation & the Certificate of Service of Notice.**

1. Take the original and your copies of the completed Notice and the Certificate of Service to the Prothonotary's Office, located on the first floor of the York County Judicial Center. The Prothonotary will time-stamp the notice & affidavit of service and put the originals in the Case File and return your copies to you for your records.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

\_\_\_\_\_  
**Plaintiff**

**No.** \_\_\_\_\_

**VS.**

\_\_\_\_\_  
**Defendant**

**CIVIL ACTION – LAW**

**CUSTODY**

**NOTICE OF REVOCATION OF AFFIDAVIT OF ACCOUNTABILITY OF SUPERVISION**

1. I, \_\_\_\_\_, hereby revoke my prior affidavit of  
(Name of Supervisor)  
accountability of supervision of \_\_\_\_\_,  
(Name of person whose periods of custody with the child(ren) were to be supervised)  
regarding the following child(ren):

\_\_\_\_\_.

2. Date prior affidavit was signed : \_\_\_\_\_.

3. Date prior affidavit was filed: \_\_\_\_\_.

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

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Email Address

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

No. \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff**

**Vs.**

\_\_\_\_\_  
**Defendant**

**CUSTODY**

**CERTIFICATE OF SERVICE OF NOTICE**

I, \_\_\_\_\_, do hereby certify that a true and correct copy of the  
(Name of Person to be removed as Supervisor)  
foregoing Notice of Revocation of Affidavit of Accountability of Supervisor in the above-  
captioned custody action was served upon the following below-named individuals on the  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ :

\_\_\_\_\_  
NAME &

\_\_\_\_\_  
NAME &

\_\_\_\_\_  
ADDRESS of PARTY

\_\_\_\_\_  
ADDRESS of PARTY

\_\_\_\_\_  
NAME &

\_\_\_\_\_  
NAME &

\_\_\_\_\_  
ADDRESS of PARTY

\_\_\_\_\_  
ADDRESS of PARTY

**DATE:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Signature of Supervisor**