

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

Plaintiff

No. _____

vs.

Defendant

Civil Action – Law

CONCILIATION SCHEDULING ORDER

You, _____, have been sued in court by _____ to:
Respondent Petitioner

- obtain any form of custody
- modify an existing custody order.
- address a petition for contempt alleging you have willfully disobeyed an existing custody order.

All parties are Ordered and Directed as follows:

1. The Conciliation Conference will be held before, _____, the assigned Conciliator, on: _____, 20_____, at _____ .m. The anticipated length of the conference is one hour.
2. As a pandemic precaution, all conciliation conferences will be conducted by telephone or by Zoom video conference telephone **until further notice**. The parties shall provide valid contact information and phone numbers to the scheduling office at the time of scheduling or by calling (717) 771-9333 at least seventy-two(72) hours prior to the Conciliation Conference. The parties and attorneys shall be available by phone at the time of the Conference.
3. For remote conferences, the conciliator will initiate the call. At the time of the scheduled Conciliation Conference, all parties must be available by phone and ALL CHILDREN AGE SEVEN (7) AND OLDER must also be available.
4. If the pandemic precaution has been lifted by the time the Conciliation Conference is scheduled, the parties shall appear in person at the Conciliation Conference and shall bring ALL CHILDREN AGE SEVEN (7) AND OLDER to Room 4011, York County Judicial Center, 4th Floor, 45 North George Street, York, Pennsylvania, 17401.
5. REQUESTS TO OBTAIN CUSTODY or MODIFY AN EXISTING CUSTODY ORDER: If you fail to appear as provided by this Order, an Order for custody, partial custody, or supervised custody may be entered against you. If you fail to appear or bring the child(ren), the Court may issue a warrant for your arrest.



If you need a language interpreter, please contact the Language Access Coordinator at 717-771-9234. REV 82020

PETITIONS FOR CONTEMPT: If you wish to defend against the claim set forth in the petition, you may, but are not required, to file in writing with the court your defenses or objections. Whether or not you file in writing with the court your defenses or objections, you must appear at the conference as ordered. **IF YOU DO NOT APPEAR, THE COURT MAY ISSUE A WARRANT FOR YOUR ARREST.** If the court finds that you have willfully failed to comply with its order, you may be found in contempt of court and committed to jail, fined or both.

Additional notices and instructions to the parties and/or attorneys:

- A. **INCARCERATED PARTY**: If you are incarcerated and wish to participate by speakerphone, you may do so by contacting the Conciliator at 717-771-3289 at the conference date and time.
- B. **INTERPRETER NEEDED**: If you need an interpreter, you may request one by contacting the Administrative Office of York County Courts at 717-771-9234. Please contact the office as soon as possible, but no less than three days before the conference. You will be asked to provide the date and time of the scheduled conference, the name of the party and the required language.
- C. **OTHER ORDERS INVOLVING THE PARTIES AND/OR CHILD(REN)**: You are required to provide the conciliator with a courtesy copy of any and all related orders including custody order which has been entered in any Court, any active PFA Orders and/or any other order that addresses physical or legal custody of the child(ren) at the time of the conciliation conference. Failure to do so may lead to additionally scheduled conference time which could involve a cost to you.
- D. **CYF INVOLVEMENT**: If Children, Youth and Families is conducting an investigation or is otherwise involved with the family, their representative must be subpoenaed by the appropriate attorney or party to attend the Conciliation Conference. It is the responsibility of the attorney or moving party subpoenaing the representative to obtain a Court Order or releases from the parties prior to the release of information by the representative.
- E. **CRIMINAL AND ABUSE HISTORY VERIFICATION**: You must file a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact at the conciliation conference. If you file the verification on the day of the conciliation conference, a copy should be made available to the conciliator.
- F. **CONCILIATION MEMORANDUM**: **ALL PARTIES MUST** file a conciliation memorandum at least three (3) days prior to the date of the conference, pursuant to



Si necesita un intérprete en su idioma, favor de llamar al Coordinador de Acceso Lingüístico al 717-771-9234.

York R.C.P.1915.4-3(D). The memorandum shall be substantially in the form published on the York County website and available at the court self-help center.

- G. RELOCATION: No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and Pa.R.C.P. No. 1915.17 regarding relocation.
- H. CONCILIATION CONFERENCE: You may be represented by an attorney. Parties and their counsel are directed to engage in meaningful negotiations to resolve this matter or to identify the issues in preparation for the Conciliation Conference. At the Conciliation Conference, the conciliator will attempt to resolve your issues by drafting an agreement. If an agreement cannot be reached, an effort will be made to define and narrow the issues and/or propose interim relief. An order will be entered as a result of this conference. You must have accurate contact information on file with the Prothonotary at all times.
- A. JUDICIAL CENTER: The Court recognizes that you may wish to have someone accompany you for support. While acceptable, all persons are expected to conduct themselves properly and are expected not to engage the other party in conversation. The conference is for the parties. Witnesses and extended family members will not be able to participate. The dignity of the judicial center must be preserved at all times. If you bring children that are too young to remain unattended, you must bring an adult to watch them while you are participating in the conference. Be mindful that there is limited room available in the hallway and/or conference rooms so please do not bring more people than necessary to provide support and/or watch your children.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE ONE OF THE OFFICES SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP. DEPENDING ON ELIGIBILITY, LEGAL SERVICES MAY BE AVAILABLE AT A REDUCED FEE OR AT NO COST.

MID PENN LEGAL SERVICES
29 North Queen St.
York, PA 17403
(800) 299-6599

ATTORNEY CONNECTION
& MODEST MEANS
(717) 854-8755
By Appointment Only

<http://yorkcountypa.gov/courts-criminal-justice/self-help-center/forms-packets.html> or at the Self-Help Center located on the fourth floor of the York County Judicial Center.

BY THE COURT:

Date: _____

President Judge Joseph C. Adams



If you need a language interpreter, please contact the Language Access Coordinator at 717-771-9234. REV 82020

AMERICANS WITH DISABILITIES ACT (TITLE II) POLICY

The 19th Judicial District of Pennsylvania, through the Administrative Office of York County Courts (AOYCC), complies with Title II of the Americans with Disabilities Act (ADA) which provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity”. 42 U.S.C.A. §12132. Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program, or activity of the 19th Judicial District, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require the AOYCC to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

If you require an accommodation under the ADA, it is recommended that you make your request as soon as possible, but at least three (3) business days before your scheduled participation in any court proceeding or 19th Judicial District program or activity. All requests for accommodation will be given due consideration and if necessary, may require an interactive process between the requestor and the AOYCC to determine the best course of action. Failure to provide advance notice may result in a delay in the proceeding.

To request a reasonable accommodation, you will need to request the Request for Reasonable Accommodation Form (ADA Form A) from and return it to:

ADA Coordinator
Administrative Office of York County Courts
York County Judicial Center
45 N. George Street, York, PA 17401
Telephone 717-771-9234, Fax 717-771-9911
Email Aoycc@YorkCountyPa.gov.

If you need assistance completing this form, contact the ADA Coordinator. Complaints alleging violations of Title II under the ADA may be filed with the ADA Coordinator at the address listed above, pursuant to the AOYCC ADA Complaint Procedure. A response will be sent to you after careful review of the facts.



Si necesita un intérprete en su idioma, favor de llamar al Coordinador de Acceso Lingüístico al 717-771-9234.