

**“PACKET D”**  
**USE “PACKET D” INSTRUCTIONS**  
**AND FORMS WHEN YOU WANT TO**  
**REQUEST THAT THE OTHER PARTY**  
**BE FOUND IN CONTEMPT OF AN**  
**ALREADY EXISTING CUSTODY**  
**ORDER.**

IT IS STRONGLY RECOMMENDED  
THAT YOU CONTACT ATTORNEY  
CONNECTIONS AT (717) 854-8755 FOR  
A LOW-COST INITIAL  
CONSULTATION WITH AN ATTORNEY  
BEFORE PROCEEDING FURTHER.

## **PACKET D – Contents and Checklist**

### **INSTRUCTIONS**

### **STEPS AND FORMS**

#### **Step 1 and 2 Forms:**

**Conciliation Scheduling Order**

**Petition for Contempt of Custody Order**

**Criminal Record / Abuse History Verification**

**Conciliation Conference Memorandum**

**Entry of Appearance as a Self-Represented Party**

#### **Step 3 Forms:**

**\_\_\_\_\_ Proof of Service Forms (only one needed)**

**Acceptance of Service, or**

**Affidavit of Service by Certified Mail, or**

**Affidavit of Personal Service**

# YORK COUNTY CUSTODY FORMS AND INTRODUCTION

THESE FORMS AND INSTRUCTIONS WERE  
ORIGINALLY DRAFTED BY MID-PENN LEGAL  
SERVICES FOR USE BY THEIR CLIENTS.

YORK COUNTY GRATEFULLY  
ACKNOWLEDGES THE INVALUABLE  
GUIDANCE AND SUPPORT PROVIDED BY  
MID-PENN LEGAL SERVICES IN PERMITTING  
YORK COUNTY TO UTILIZE THEIR ORIGINAL  
FORMS IN THE PREPARATION AND  
INSTITUTION OF THESE CUSTODY FORMS  
AND INSTRUCTIONS. MOREOVER, YORK  
COUNTY GRATEFULLY ACKNOWLEDGES  
FRANKLIN AND FULTON COUNTIES FOR  
PERMITTING YORK COUNTY TO UTILIZE  
THEIR CUSTODY FORMS AND INSTRUCTIONS  
AS NEEDED.



# ATTENTION



THE **PUBLIC ACCESS POLICY** OF THE UNIFIED JUDICIAL SYSTEM  
OF PENNSYLVANIA  
204 Pa. Code §213.81

**IS EFFECTIVE JANUARY 6<sup>TH</sup>, 2018**

IN ORDER TO FOLLOW THIS RULE, YOU WILL NEED A **CONFIDENTIAL INFORMATION FORM**, A **CONFIDENTIAL DOCUMENT FORM** OR A **CERTIFICATE OF COMPLIANCE FORM**  
WITH **EVERY FORM YOU FILE**

**[www.pacourts.us/public-records](http://www.pacourts.us/public-records)**

1. CLICK ON THE LINK ABOVE
2. SELECT THE PUBLIC RECORDS FORMS ICON
3. SELECT FROM THE FOLLOWING:

- **CONFIDENTIAL INFORMATION FORM** (used as a **REFERENCE KEY** for information considered to be confidential within the packet)
  - **ABUSE VICTIM ADDENDUM** (used when there is an **ACTIVE** protective order in place and victim's address is confidential)
- **CONFIDENTIAL DOCUMENT FORM** (used to **SEAL INFORMATION** from public access)
- **CERTIFICATE OF COMPLIANCE** (used to **ACKNOWLEDGE** that you are in compliance with the public access policy when any other form **DOES NOT APPLY**)

4. YOU MUST FILE ONE OF THE PREVIOUS FORMS WITH **EACH DOCUMENT** THAT IS FILED WITH THE PROTHONOTARY'S OFFICE.

**CONFIDENTIAL INFORMATION is defined as:**

- Minor's Name, Date of Birth (except when charged as defendant in a criminal case)
- IN FAMILY COURT ACTIONS – Abuse victim's contact information, including their employer's name, address and work schedule
- SSN
- Financial Account Numbers (You may use the last 4 digits)
- Driver's License Numbers
- State Identification Numbers

**CONFIDENTIAL DOCUMENTS are defined as:**

- Financial Source Documents
- Minor's Educational Record
- Medical/Psychological Record
- CYF or CYS Record
- Marital property inventory and pre-trial statement in Divorce proceedings
- Income & Expense Statements in Support action
- Agreement between parties in Divorce proceedings

**JUDGES MAY DENY YOUR PETITION FOR FAILURE TO COMPLY WITH THIS POLICY and SANCTIONS MAY BE IMPOSED**

## **DISCLAIMER**

NO PERSON IN THE COURT SELF-HELP CENTER, ADMINISTRATIVE OFFICE OF YORK COUNTY COURTS, THE PROTHONOTARY'S OFFICE, OR IN ANY COURT OFFICE IS PERMITTED TO PROVIDE YOU WITH LEGAL ADVICE. 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.

**IT IS STRONGLY RECOMMENDED THAT YOU CONSULT WITH AN ATTORNEY. THE YORK COUNTY ATTORNEY CONNECTION PROGRAM WILL REFER YOU TO A FAMILY LAW ATTORNEY WHO WILL MEET WITH YOU FOR THIRTY MINUTES TO REVIEW YOUR RIGHTS AT A REDUCED FEE. YOU CAN CONTACT ATTORNEY CONNECTION AT (717) 854-8755.**

## **INTRODUCTION**

### **IMPORTANT NOTICES**

Proper use of these forms will enable you to start a custody action to obtain a custody order; start an action to modify an already existing custody order; start an action to request permission to relocate with the child or children; or start an action to find the other party in contempt of an already existing custody order. The best interest and permanent well-being of your children will certainly be affected by the outcome of any custody proceeding.

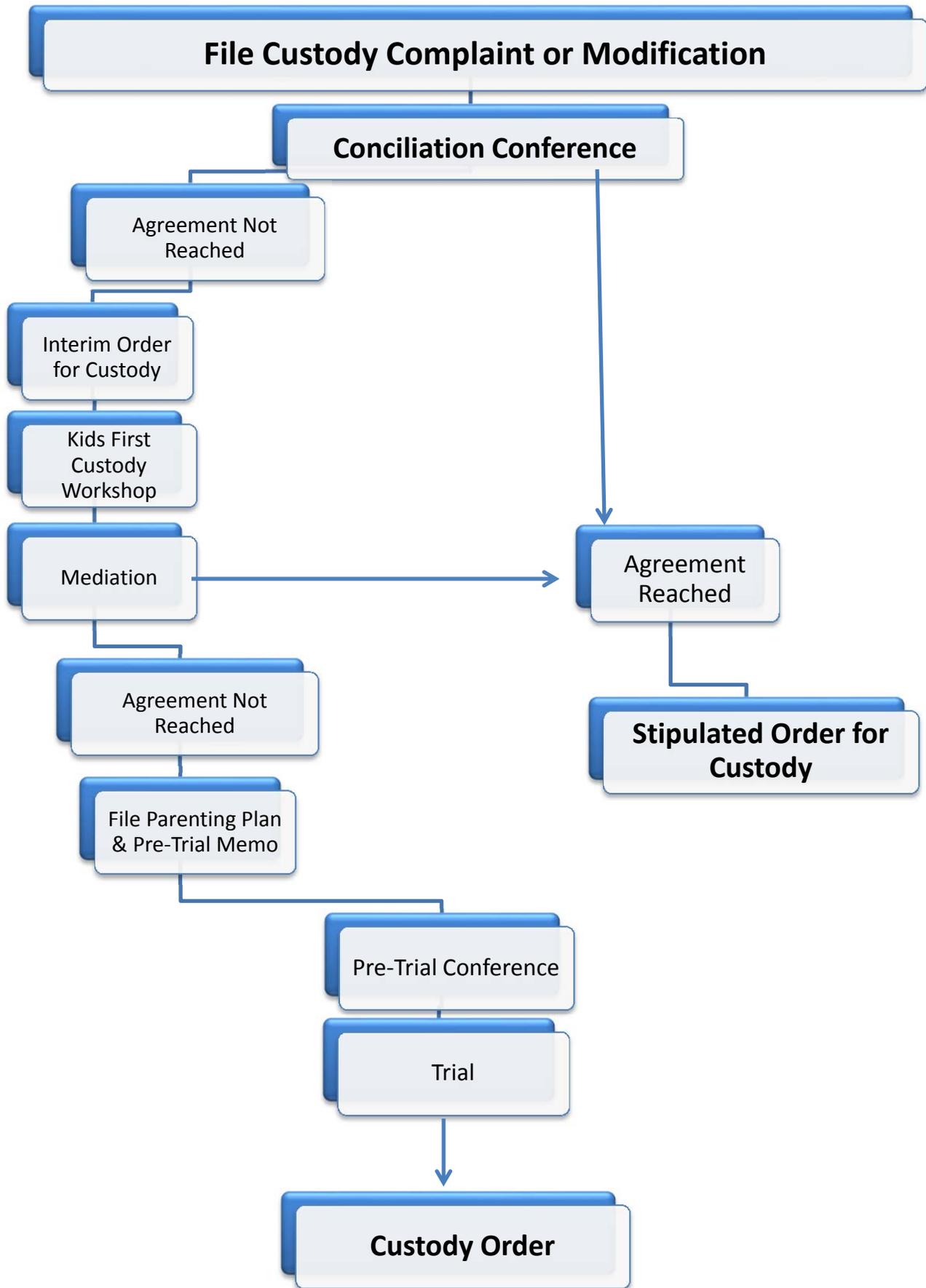
### **ACCORDINGLY, BEFORE PROCEEDING FURTHER WITH THESE FORMS IT IS IMPORTANT THAT YOU CAREFULLY READ, UNDERSTAND, AND CONSIDER THE FOLLOWING:**

→If you decide to represent yourself (known as “pro se”) in a custody action, it may take a lot of time, and cause you difficulty, confusion, and frustration. You will not be given any leeway because you are not an attorney. You will be held to the same standard as an attorney. You must follow the Rules and Procedures of York County and of Pennsylvania.

→This packet is not a substitute for professional legal advice about your specific situation. Speaking with an attorney is highly recommended especially if you plan to raise issues of abuse, neglect, unfitness, mental illness, psychological problems, criminal convictions, criminal charges and/or any other complex issues.

→No person in the Court Self-Help Center, Administrative Office of York County Courts, the Prothonotary’s Office, or any other court office is permitted to help you fill out these forms or to help you decide which set of forms to use.

**Before proceeding further, carefully read and review the following important custody definitions and important custody issues.**



## IMPORTANT CUSTODY DEFINITIONS

Abuse: The occurrence of one or more of the following acts between family or household members, sexual or intimate partners, or persons who share biological parenthood:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- (2) Placing another in reasonable fear of imminent serious bodily injury.
- (3) The infliction of false imprisonment pursuant to 18 Pa.C.S. §2903 (relating to false imprisonment).
- (4) Physically or sexually abusing minor children, including such terms as defined in Chapter 63 (relating to child protective services).
- (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury.

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.

Child: An un-emancipated person under 18 years of age.

Conciliation Conference: A process in which a neutral person meets with the parties to try to resolve / settle the dispute in an agreeable manner.

Custody order: The written document, signed by a judge, stating where a child will live and how decisions will be made.

Defendant: A person sued in a civil proceeding or accused in a criminal proceeding.

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

Memorandum: A party's written statement of its legal arguments presented to the court.

Modify: To change.

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: Anyone taking part in a lawsuit as a plaintiff or a defendant.

Petition for Contempt: A legal paper filed in court by one party when the other party has violated a custody order. The Petition describes the contempt (violation).

Physical custody: The actual physical possession and control of a child.

Plaintiff: The party who brings (starts) a civil suit in a court of law.

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

Pro-Se: A Latin term meaning “for one’s self.” It also means “without an attorney”

Relocation: A change in a residence of the child that significantly impairs the ability of a non-relocating party to exercise custodial rights. An inter-county move may constitute a relocation if it materially affects some aspect of the child’s life.

Service: Delivery of court papers to a party in accordance with local rules of court.

Shared legal custody: The right of more than one individual to participate in making major decision on behalf 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.

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.

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.

### **IMPORTANT ISSUES IN CUSTODY.**

**“Standing”**. Not everyone is entitled to start an action for custody. Persons entitled by law to start an action for custody have “standing” to bring the action. Parents of the child have standing since the law entitles them to bring an action for custody of their child. Other persons, such as grandparents, may have standing in certain circumstances. (See 23 Pa.C.S. §§5324 and 5325) These forms have been prepared

for use by parents. **Other persons desiring to start a custody action are strongly encouraged to seek the assistance of an attorney to ascertain if they have standing.**

Parties living separate and apart in the same residence with the child may start a custody action but the custody order entered as a result will not be effective until the parties no longer reside in the same residence.

**Types of Custody Awards.** After considering the relevant factors (discussed below), the court may award any of the following types of custody it is in the best interest of the child:

1. Shared physical custody.
2. Primary physical custody.
3. Partial physical custody.
4. Sole physical custody.
5. Supervised physical custody.
6. Shared legal custody.
7. Sole legal custody.

### **FACTORS CONSIDERED FOR CUSTODY**

In Pennsylvania, neither the mother nor the father of a child will be the preferred custodian in a custody action simply because of gender. However, in a custody action between a parent and a non-parent, the parent will be the preferred custodian.

In ordering any form of custody, the court is required to determine the best interest of the child by considering all relevant factors, especially those that affect the safety of the child, including the following factors:

1. Which party is more likely to encourage and permit frequent and continuing contact between the child and another party.
2. The present and past abuse committed by a party or member of the party's household, whether there is a continued risk of harm to the child or an abused party and which party can better provide adequate physical safeguards and supervision 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.
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 maturity and judgment.
8. The attempts of a parent to turn the child against the other parent, except in cases of domestic violence where reasonable safety measures are necessary to protect the child from harm.
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 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.

### **CRIMINAL CONVICTIONS AND/OR CRIMINAL CHARGES**

According to 23 Pa.C.S. §§5329 and 5330, the Court (either the Conciliator or the Judge) is required to consider certain criminal offenses for which either party or a member of a party's household has been convicted or for which either party has been charged before the court can make a determination or order of custody.

### **CONSIDERATION OF CRIMINAL CONVICTION.**

**Offenses.** Where a party seeks any form of custody, the court is required to consider whether that party or member of that party's household has been convicted of or has pleaded guilty or no contest to any of the offenses listed below or an offense in another U.S. State or another country substantially equivalent to any of the listed offenses. The court must consider such conduct and determine that the party does not pose a threat of harm to the child before making any order of custody to that parent when considering the following offenses:

- (1) 18 Pa.C.S. Ch. 25 (relating to criminal homicide).
- (2) 18 Pa.C.S. §2702 (relating to aggravated assault).
- (3) 18 Pa.C.S. §2706 (relating to terroristic threats).
- (4) 18 Pa.C.S. §2709.1 (relating to stalking).
- (5) 18 Pa.C.S. § 2901 (relating to kidnapping).
- (6) 18 Pa.C.S. § 2902 (relating to unlawful restraint).
- (7) 18 Pa.C.S. § 2903 (relating to false imprisonment).
- (8) 18 Pa.C.S. § 2910 (relating to luring a child into a motor vehicle or structure).
- (9) 18 Pa.C.S. §3121 (relating to rape).
- (10) 18 Pa.C.S. §3122.1 (relating to statutory sexual assault).
- (11) 18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse).
- (12) 18 Pa.C.S. §3124.1 (relating to sexual assault).
- (13) 18 Pa.C.S. §3125 (relating to aggravated indecent assault).
- (14) 18 Pa.C.S. §3126 (relating to indecent assault).
- (15) 18 Pa.C.S. §3127 (relating to indecent exposure).
- (16) 18 Pa.C.S. §3129 (relating to sexual intercourse with an animal).

- (17) 18 Pa.C.S. §3130 (relating to conduct relating to sex offenders).
- (18) 18 Pa.C.S. §3301 (relating to arson and related offenses).
- (19) 18 Pa.C.S. §4302 (relating to incest).
- (20) 18 Pa.C.S. §4303 (relating to concealing death of child).
- (21) 18 Pa.C.S. §4304 (relating to endangering welfare of children).
- (22) 18 Pa.C.S. §4305 (relating to dealing in infant children).
- (23) 18 Pa.C.S. §5902(b) (relating to prostitution and related offenses).
- (24) 18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances).
- (25) 18 Pa.C.S. §6301 (relating to corruption of minors).
- (26) 18 Pa.C.S. §6312 (relating to sexual abuse of children).
- (27) 18 Pa.C.S. §6318 (relating to unlawful contact with minor).
- (28) 18 Pa.C.S. §6320 (relating to sexual exploitation of children).
- (29) Section 6114 (relating to contempt for violation of order or agreement).
- (30) The former 75 Pa.C.S. §3731 (relating to driving under the influence of alcohol or controlled substance).
- (31) 75 Pa.C.S. Ch.38 (relating to driving after imbibing alcohol or utilizing drugs).
- (32) Section 13 (a)(1) of the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, to the extent that it prohibits the manufacture, sale or delivery, holding, offering for sale or possession of any controlled substance or other drug or device.

**Parent Convicted of Murder.** The court cannot award custody, partial custody or supervised physical custody to a parent who has been convicted of murder under 18 Pa.C.S. §2502(a) (relating to murder) of the other parent of the child **unless** the child is of suitable age and consents to the order.

**Evaluation and Counseling.** At the initial in-person contact with the court, the judge, conference officer or other appointed individual (like a conciliator) shall perform an initial evaluation to determine whether the party or household member who committed the one of the above offenses poses a threat to the child and whether counseling is necessary. The initial evaluation shall not be conducted by a mental health professional. After the initial evaluation, the court may order further evaluation or counseling by a mental health professional if the court determines it is necessary. **The court may, and most likely will, order a party to pay all or part of the costs of the counseling and evaluations.** If you, or a household member have one of the enumerated offenses, it is highly recommended that you obtain an evaluation from a court approved resource and attach a copy to your conciliation memorandum and bring the original to the conciliation conference.

### **CONSIDERATION OF CRIMINAL CHARGE.**

When a party finds out that the other party has been charged with one of the offenses listed above, the non-offending party may move for a temporary custody order or modification of an existing custody order and the court shall hold the hearing as soon as possible to determine if the offending party poses a risk to the child.

**THESE FORMS DO NOT SPECIFICALLY ADDRESS THE SITUATION WHERE A PARTY OR A PARTY'S HOUSEHOLD MEMBER HAS BEEN CONVICTED, PLEADED GUILTY OR NO CONTEST TO ONE OF THE ABOVE OFFENSES. ACCORDINGLY, IF CRIMINAL CONVICTIONS OR CHARGES ARE INVOLVED IN YOUR CASE, YOU SHOULD NOT ATTEMPT TO REPRESENT YOURSELF BUT RATHER YOU SHOULD SEEK THE REPRESENTATION OF AN ATTORNEY.**

**AFTER READING THIS INTRODUCTION, IF YOU STILL WANT TO START A CUSTODY ACTION WITHOUT THE ASSISTANCE OF AN ATTORNEY, THEN GO TO "PACKET A" FOR INSTRUCTIONS AND FORMS RELATING TO STARTING A CUSTODY ACTION TO OBTAIN A CUSTODY ORDER; GO TO "PACKET B" FOR INSTRUCTIONS AND FORMS RELATING TO STARTING AN ACTION TO MODIFY AN ALREADY EXISTING CUSTODY ORDER; GO TO "PACKET C" FOR INSTRUCTIONS AND FORMS RELATING TO STARTING AN ACTION TO REQUEST PERMISSION TO RELOCATE WITH THE CHILD OR CHILDREN; OR GO TO "PACKET D" FOR INSTRUCTIONS AND FORMS RELATING TO STARTING AN ACTION TO FIND THE OTHER PARTY IN CONTEMPT OF AN ALREADY EXISTING CUSTODY ORDER.**

## **PACKET D – INSTRUCTIONS**

### **General Considerations.**

Civil Contempt of Court occurs when a party willfully disobeys a court order in a civil case without a good reason. For instance, if a Custody Order specifies that a parent must return the child at 9:00 p.m. on Sunday, the 5<sup>th</sup> of July, and the parent intentionally keeps the child until noon on the following Friday, the offending parent may be found in contempt of court. If, however, the parent was unable to return the child on time due to traffic accident that delayed the parent and the parent advised you of the accident and returned the child as soon as he or she was able, the parent has not “willfully” disobeyed the court order and will not be found in contempt.

To bring a party’s contempt to the court’s attention, you must file a Petition for Civil Contempt and a conciliation scheduling order. The conciliation scheduling order schedules an conciliatio conference. You must fill in the previous Court Order Docket number both on the conciliation scheduling order and Petition for Contempt.

**If this is the second time or more that a contempt petition has been filed in your case, the Petition for Civil Contempt must be prepared and presented in Family Motions Court with a Proposed Order scheduling a hearing. These Packet D Forms and Instructions cover only the procedure for the first Contempt finding. Preparing, serving and presenting a motion in Family Motions Court is a complex procedure requiring strict adherence to York County and Pennsylvania Rules of Civil Procedure. Accordingly, if a contempt petition has already been filed in your case, and you want to file another contempt petition, you should immediately obtain an attorney to represent you If you decide to proceed without the recommended assistance of counsel, it is up to you to comply with York County and Pennsylvania Rules of Civil Procedure.**

Use Packet D Forms and instructions if you want to request that the other party to your existing custody order be held in contempt for disobeying the custody order. This packet is NOT appropriate for you if this is not the first contempt petition to be filed.

### **STEPS TO BE TAKEN TO REQUEST THAT THE OTHER PARTY BE HELD IN CONTEMPT FOR DISOBEYING THE CUSTODY ORDER.**

#### **Step 1. Starting the Contempt Proceeding.**

**\*\*REMINDER\*\* ONLY MINOR'S INITIALS AND YEAR OF BIRTH ARE TO BE INCLUDED IN THESE FORMS**

Complete the Conciliation Scheduling Order, the Petition for Contempt of Court Order, the Conciliation Conference Memorandum, the Entry of Appearance as a Self-Represented Party, and the Criminal Record/Abuse History Verification.

#### **A. Finding and Completing the Caption.**

1. You can find the caption of your case on the top part of the first page of your existing custody order. The names of the parties, the docket number, the type of document and the court’s name are contained in the caption. The caption must be the same as it was on the existing order.

2. After finding the caption by looking at your existing custody order, fill in the names of the parties and the docket (case) number on the captions of the Conciliation Scheduling Order, the Petition for Contempt of Court Order, the Conciliation Conference Memorandum, the Entry of Appearance as a Self-Represented Party, and the Criminal Record/Abuse History Verification just as they appear on the existing order.
3. You are also the “Petitioner” because you are the person filing the petition, so under your name mark the box next to “Petitioner.” The other party is the “Respondent,” so mark that box under the other party’s name.

**YOU MUST COMPLETE THE CAPTION ON EVERY FORM YOU FILE.**

**B. Completing the Conciliation Scheduling Order.**

1. After the word "You" insert the other parent's full name in the first blank (they are "Respondent") and after the word "By" insert your name in the second blank (you are the "Petitioner"). Check the box next to the kind of custody relief you are seeking. Since using this “PACKET D” means that you wish to ask the Court to find the other party in contempt of a court order, mark the 3<sup>rd</sup> box.
2. Do not insert anything in the blanks located in paragraph #2; the AOYCC will fill in these blanks.
3. Although there are no other areas of this form that need to be filled in, it is important that you read the remainder of the form carefully, understand it, and comply with it.

**NOTE:** You will not get a date for the conciliation conference until you have either paid the filing fee (show the receipt from the Prothonotary to the Court Administrator) or you have been approved for IFP status (show the order approving your petition to proceed *In Forma Pauperis* to the Court Administrator).

**C. Completing the Petition for Contempt of Court Order.**

After the words “Comes Now, the Petitioner,” insert your full legal name.

1. In paragraph 1, fill in your full legal name, including the middle initial, circle whether you are the Mother or the Father, and write your full street address (street, number, route, box number, town, county, state and zip code) where indicated. If you receive your mail at a post office box, insert the P.O. Box address at the end of the paragraph as follows: “The

Petitioner's mailing address is: (insert full mailing address including P.O. Box number)."

2. In paragraph 2, fill in the other parent's full legal name, including his/her middle initial, circle whether the other parent is the Mother or the Father, and write his/her full street address (street, number, route, box number, town, county, state and zip code), where indicated. If the other parent receives his/her mail at a post office box, insert the P.O. Box address at the end of the paragraph as follows: "The Respondent's mailing address is: (insert full mailing address including P.O. Box number)."
3. In paragraph 3, fill in the **initials ONLY** and years of birth for every child that is subject to the Custody Order.
4. In paragraph 4, insert the date of the current custody order, the name of judge who signed it, and a brief description of the terms of the order.
5. In paragraph 5, you do not need to insert any thing.
6. In paragraph 6, describe how the other parent violated the Custody Order.
7. In paragraph 7, you do not need to insert anything.

**Sign and date.** Sign and date the Petition where indicated. Print your name, address, and telephone number under your signature. Please note that you are verifying the truth of the statements made in the Petition so this statement, like all others on these forms, must be true.

#### **D. Completing the Criminal Record / Abuse History Verification**

You must file and serve with any petition for modification or complaint, a verification regarding any criminal or abuse history of the petitioner (you) and anyone living in the petitioner's household. The petitioner (you) must also attach a blank verification form to the complaint or petition served upon the respondent (other party/person in custody case). In other words, you must give a blank copy of the Criminal Record / Abuse History Verification to the other party / parent when you give (serve) the copy of the custody contempt petition.

You must fill out, sign, and submit the Criminal Record / Abuse History Verification even if nothing on the list applies to you.

Read through the entire list of crimes, and if, you or any member of your household has been convicted, pled guilty or no contest to any of the listed crimes, check the box and on the line next to it write the date of conviction and the plea or pending charges, as well as the sentence.

On the last page sign your name on the signature line and then print your name on the line below it.

Additionally, both parties shall file and serve updated verifications five days prior to trial.

**E. Completing the Entry of Appearance as a Self-Represented Party**

1. Complete the caption as you did on the other forms. In Paragraph #1, print your name and indicate whether you are the plaintiff or the defendant in this case.
2. If you previously had an attorney in this case but are now choosing to represent yourself, you must complete one of the two parts of Paragraph #2. Then move on to Paragraph #3.
3. If you have never had an attorney in this case, then skip to Paragraph #3 and complete your current mailing address and other requested information.
4. Check the box to indicate how you complied with the U.J.S Public Access Policy.
5. Sign and date form.
6. You must file this Entry of Appearance as a Self-Represented Party form with your Conciliation Scheduling Order, Custody Complaint, Criminal Record / Abuse History Verification, and Conciliation Conference Memorandum.
7. You must file a new form EVERY TIME YOUR ADDRESS CHANGES.

**F. Completing the Conciliation Conference Memorandum.**

After the words “Submitted By” insert you name.

1. In paragraph 1, after “Party is” insert either “Plaintiff-Mother” or “Plaintiff-Father”, whichever applies.
2. In paragraph 2, insert the initials ONLY and years of birth of the children involved in the custody action.
3. In paragraph 3, summarize the current custody situation.

4. In paragraph 4, insert the number of months or years that the current custody situation has been in effect.
5. In paragraph 5, answer “yes” if either of the parents has prevented the other parent from having contact with the child and “no” if that is not the case. If you answered “yes”, explain the circumstances. By way of example only, if you answered that you have prevented contact because the other parent showed up for custody visibly drunk and you were concerned for your child’s safety, insert that explanation in the space provided.
6. In paragraph 6, write the answer “yes” if you allege that the other parent is unfit, “no” if you believe the other parent is fit, or “reserved” if you do not know if the other parent is fit and you want to save the issue for the hearing.
7. In paragraph 7, write the answer “yes” if you allege that the other parent’s home environment is improper, “no” if you believe the other parent’s home environment is proper, or “reserved” if you do not know if the other parent’s home environment is proper and you want to save the issue for the hearing.
8. In paragraph 8, describe any other issues that you want to present to the court including a description of how the other parent has violated the Custody Order.
9. In paragraph 9, write the answer “yes” if you plan to raise emotional or psychological problems of the children or others involved, “no” if you do not plan to raise emotional or psychological problems of the children or others involved, or “reserved” if you do not know yet if you will raise emotional or psychological problems of the children or others involved and you want to save the issue for the hearing.
10. In paragraph 10, write the answer “yes” if you plan to request a psychological evaluation of the children and others involved, “no” if you do not plan to request a psychological evaluation of the children and others involved, or “reserved” if you do not know yet if you will request a psychological evaluation of the children and others involved and you want to save the issue for the hearing. **Note: If you request psychological evaluation, you will be responsible for paying the cost of the evaluations which could be several thousands of dollars.**
11. In paragraph 11, write the answer “yes” if you plan to request a psychological evaluation of the children and others involved and you will agree to the appointment of one neutral psychologist to be used by you

and the other party or “no” if plan to request a psychological evaluation of the children and others involved but will not agree to the appointment of one neutral psychologist to be used by you and the other party. **Note: If you request psychological evaluations and agree to the appointment of one neutral psychologist to be used by you and the other party, you will be responsible for paying one-half of the cost of the evaluation which could be several thousands of dollars.**

12. In paragraph 12, insert the number of days it will take you to present your side of the case if the case does not settle and goes to a hearing. **Note: in most cases the court will not schedule more than a half-day to a day hearing.**
13. If the matter does not settle and proceeds to a hearing, you may choose to call witnesses at that hearing. You must list here any witnesses that you plan to call. You may have a chance to change this list at a later date, closer to the Pre-Trial Conference. In paragraph 13, write the names & addresses of any factual witnesses you plan to call if there is a hearing.
14. In paragraph 14, write the names & addresses of any expert witnesses you plan to call if there is a hearing.
15. In paragraph 15, write the answer “yes” if you plan to request that home studies of your home and the other parent’s home be completed, “no” if you do not plan to request that home studies of your home and the other parent’s home be completed, or “reserved” if you do not know yet if you will request that home studies of your home and the other parent’s home be completed and you want to save the issue for the hearing. **Note: If you request home studies, you will be responsible for paying the cost of them which could be several hundreds of dollars.**
16. In paragraph 16, insert any other relevant information that you want the Custody Conciliator to know. By way of example, if you are concerned about the other parent’s method of discipline, you might want to describe your concerns in the space provided.
17. Sign this form, print your name, address and telephone number in the spaces provided.

**Step 2. Filing the Conciliation Scheduling Order, the Petition for Contempt of Court Order, the Conciliation Conference Memorandum, the Criminal Record/Abuse History Verification, and the Entry of Appearance as a Self-Represented Party.**

- A. Make two copies of each document **EXCEPT Conciliation Scheduling Order.**

**Note: If there are more than 2 parties involved in the case (for example multiple defendants listed in the caption), you will need to make enough copies for each party.**

- B.** Take the original and the copies to the York County Prothonotary's Office located on the first floor of the York County Judicial Center along with the filing fee in cash, credit card (additional fees may apply) certified check, money order or travelers checks payable to the "Prothonotary of York County." The amount of the filing fee can be obtained by calling the Prothonotary's office at 717-771-9611. **IF YOU CANNOT AFFORD THE FILING FEE AND MEET CERTAIN FINANCIAL GUIDELINES, YOU CAN REQUEST THAT THE COURT PERMIT YOU TO PROCEED "IN FORMA PAUPERIS" MEANING YOU WILL NOT HAVE TO PAY THE FILING FEE. TO REQUEST IN FORMA PAUPERIS STATUS GO TO THE PROTHONOTARY'S WEBSITE AND PREPARE AND FILE THE PETITION FOR LEAVE TO PROCEED IN FORMA PAUPERIS ALONG WITH THE FINANCIAL AFFIDAVIT.**
- C.** The Prothonotary's staff will date-stamp each document, with the exception of the Conciliation Scheduling Order, and return the date stamped copies of the Petitions for Contempt and the other forms to you. The Prothonotary's staff will provide you with a receipt showing that you have paid the filing fee.
- D.** Immediately take the receipt, Conciliation Scheduling Orders and date-stamped copies of the other forms to the AOYCC/Court Administrator's office located on the fourth floor of the York County Judicial Center.
- E.** The AOYCC/Court Administrator's Office will fill in the Conciliation Scheduling Orders with the name of your conciliator and the date, time and location of the conciliation conference.
- F.** AOYCC/Court Admin. staff will file the Conciliation Scheduling Order with Prothonotary. You will need to get copies of this filed order for your records and to serve on other party. You should go with the AOYCC/Court Admin. staff to Prothonotary when they file the order to get copies.
- G.** One of the date-stamped copies of each document is for you to keep for your records. **Take special note of the date, time and place of the conciliation conference since you must attend the conference.** One of the date stamped copies of each of the documents must be served on the Respondent (the other party) prior to the Conciliation Conference. **If service is not completed prior to the Conciliation Conference, the Conciliation Conference will be**

**cancelled or rescheduled, and you may be required to pay an additional fee.**

**Step 3. Serving the Conciliation Scheduling Order, the Petition for Contempt the Conciliation Conference Memorandum, your completed Criminal Record/Abuse History Verification, a blank copy of the Criminal/Abuse History Verification, and the Entry of Appearance as a Self-Represented Party.**

“Service” means that the Respondent received the copies of all of the filed forms including the Conciliation Scheduling Order, the Petition for Contempt of Court Order, the Criminal Record/Abuse History Verification, a blank copy of the Criminal/Abuse History Verification, the Entry of Appearance as a Self-Represented, and the Conciliation Conference Memorandum. Service can be accomplished in any one of the following ways:

**A. Acceptance of Service.** If you are on cordial terms with the other parent, an easy way to accomplish service is to mail or hand deliver a copy of each of the documents to the other parent and have him or her, in the presence of a notary, sign, date, and return to you the Acceptance of Service Form. Before sending or handing the Acceptance of Service Form to the other parent, fill in the caption, including the docket number and the date the documents were filed. Instruct the other parent to fill in the date he/she received the documents, his/her address and telephone number when signing the document, and to have his/her signature notarized. Once your spouse has returned the signed form to you, make a copy and take the original form and the copy to the Prothonotary’s Office for filing. The Prothonotary’s staff will date-stamp the original and copy, keep the original and return the copy to you for your records.

**B. Service by Certified Mail.** Service of the documents can be accomplished by sending the extra date-stamped copy of each to the other parent **by certified mail, return receipt requested, restricted delivery.** **To accomplish service by Certified Mail, do the following:**

1. Prepare an envelope with the other parent’s name and address, using your own address as the return address.
2. Insert a date-stamped copy of each of the documents into the envelope and seal.
3. Print the words “Restricted Delivery” on the lower left hand corner of the envelope. It is best to do this with red ink.
4. Take the envelope to the Post Office and tell the postal worker that you want to send it “certified mail, return receipt requested, restricted delivery.”

5. The postal worker will help you complete the “green card” and attach it to your envelope.
  6. The postal worker will provide you with a receipt after you have paid the fee for mailing. **MAKE SURE YOU KEEP THIS RECEIPT.** You will need to attach it to your Affidavit of Service by Certified Mail (See # 7, below).
  7. When the green card is returned to you, completely fill out and sign the Affidavit of Service by Certified Mail and attach the receipt and the green card to it. Make a copy of the completed Affidavit of Service by Certified Mail and take the original and the copy to the Prothonotary’s Office for filing. The Prothonotary’s staff will date-stamp the original and copy, keep the original and return the copy to you for your records.
- C. Personal Service.** Service can also be accomplished by an adult, other than you, personally handing a date-stamped copy of the documents to the other parent. The adult who handed the papers to the other parent must fill out and sign the Affidavit of Personal Service after you have filled in the caption and docket number on the Affidavit of Personal Service. Make a copy of the completed Affidavit of Personal Service and take the original and the copy to the Prothonotary’s Office for filing. The Prothonotary’s staff will date-stamp the original and copy, keep the original and return the copy to you for your records.
- D. Service by York County Sheriff.** The most certain way to ensure service is to pay the York County Sheriff’s Office to serve the documents. Take a date-stamped copy of each of the documents to the Sheriff’s Office located on the first floor of the York County Judicial Center. You will need to pay the Sheriff’s fee in advance. After the Sheriff has served the documents, he/she will file his/her affidavit of service at the Prothonotary’s Office.

**IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
Plaintiff

No. \_\_\_\_\_-FC- \_\_\_\_\_-03

Vs.

Civil Action – Law  
Child Custody

\_\_\_\_\_  
Defendant

**CONCILIATION SCHEDULING ORDER**

You, \_\_\_\_\_, have been sued in court by  
Respondent

\_\_\_\_\_  
Petitioner to:

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 parties shall appear in person at the Conciliation Conference and shall bring ALL CHILDREN AGE SEVEN (7) AND OLDER.
2. The Conciliation Conference will be held before, \_\_\_\_\_,  
the assigned Conciliator, on: \_\_\_\_\_, 20\_\_\_\_\_,  
at \_\_\_\_\_ .m. in Room 4011, York County Judicial Center,  
4<sup>th</sup> Floor, 45 North George Street, York, Pennsylvania, 17401. The anticipated length  
of the conference is one hour.
3. 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.  
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 IN PERSON, 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.



If you need a language interpreter, please contact the  
Language Access Coordinator at 717-771-9234. REV 3-2019

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. **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.
- G. **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



If you need a language interpreter, please contact the Language Access Coordinator at 717-771-9234. REV 3-2018

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.

H. 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 Court 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 3-2018

## 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](mailto: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.



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

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

No. \_\_\_\_\_-FC-\_\_\_\_\_-03

\_\_\_\_\_  
Plaintiff

CIVIL ACTION – LAW

vs

CUSTODY

\_\_\_\_\_  
Defendant:

**PETITION FOR CONTEMPT OF COURT ORDER**

COMES NOW, the Petitioner, \_\_\_\_\_,  
and files this Petition for Contempt against the Respondent, and states thereof as follows:

1. Petitioner, \_\_\_\_\_, is the Mother / Father,  
and resides at \_\_\_\_\_ (Street address)  
\_\_\_\_\_ (City, State, Zip Code).

2. Respondent, \_\_\_\_\_, is the Mother /  
Father and resides at \_\_\_\_\_  
\_\_\_\_\_.

3. List Child(ren)'s Initials and Year(s)of Birth:  
\_\_\_\_\_ Year of birth \_\_\_\_\_  
\_\_\_\_\_ Year of birth \_\_\_\_\_  
\_\_\_\_\_ Year of birth \_\_\_\_\_  
\_\_\_\_\_ Year of birth \_\_\_\_\_

4. By Order of Court, dated \_\_\_\_\_, the Honorable  
\_\_\_\_\_, Judge, issued a custody order,  
which provides the following:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTEMPT**

- 5. Paragraphs 1 through 4 are incorporated herein by referenced as though more fully set forth.
- 6. Petitioner believes that Respondent has violated the Order of Court as follows:

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- 7. Petitioner believes that Respondent’s conduct is willful and intentional and is done for the purpose of alienation the child(ren) from Petitioner and/or to deprive the Petitioner’s rights of custody with parties’ child(ren).

WHEREFORE, Petitioner requests your Honorable Court as follows:

- A. Find Respondent in contempt of Court;
- B. Direct Respondent to comply in all respects with the Order of Court, until such Order may be modified by any further Order of Court;
- C. Award Petitioner make-up time with child(ren);
- D. Any other relief as your Honorable Court deems just.

\_\_\_\_\_  
Name, Pro Se

\_\_\_\_\_  
Address (street address)

\_\_\_\_\_  
Address (city, state, zip code)

\_\_\_\_\_  
Phone number

I hereby certify that the statements made in this Petition are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Name

Pro-Se

**IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA  
FAMILY DIVISION**

\_\_\_\_\_, NO. \_\_\_\_\_-FC-\_\_\_\_\_-03  
 Plaintiff

vs. Action in Custody

\_\_\_\_\_,  
 Defendant

**CRIMINAL RECORD / ABUSE HISTORY VERIFICATION -PETITIONER**

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

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

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
	18 Pa.C.S. Ch. 25 (relating to criminal homicide)			_____	_____
	18 Pa.C.S. §2702 (relating to aggravated assault)			_____	_____
	18 Pa.C.S. §2706 (relating to terroristic threats)			_____	_____
	18 Pa.C.S. §2709.1 (relating to stalking)			_____	_____

18 Pa.C.S. §2901 (relating to kidnapping)

\_\_\_\_\_

18 Pa.C.S. §2902 (relating to unlawful restraint)

\_\_\_\_\_

18 Pa.C.S. §2903 (relating to false imprisonment)

\_\_\_\_\_

18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)

\_\_\_\_\_

18 Pa.C.S. §3121 (relating to rape)

\_\_\_\_\_

18 Pa.C.S. §3122.1 (relating to statutory sexual assault)

\_\_\_\_\_

18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse)

\_\_\_\_\_

18 Pa.C.S. §3124.1 (relating to sexual assault)

\_\_\_\_\_

18 Pa.C.S. §3125 (relating to aggravated indecent assault)

\_\_\_\_\_

18 Pa.C.S. §3126 (relating to indecent assault)

\_\_\_\_\_

18 Pa.C.S. §3127 (relating to indecent exposure)

\_\_\_\_\_

18 Pa.C.S. §3129 (relating to sexual intercourse with animal)

\_\_\_\_\_

18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)

\_\_\_\_\_

18 Pa.C.S. §3301 (relating to arson and related offenses)

\_\_\_\_\_

18 Pa.C.S. §4302 (relating to incest)

\_\_\_\_\_

18 Pa.C.S. §4303 (relating to concealing the death of child)

\_\_\_\_\_

18 Pa.C.S. §4304 (relating to endangering welfare of children)

\_\_\_\_\_

18 Pa.C.S. §4305 (relating to dealing in infant children)

\_\_\_\_\_

18 Pa.C.S. §5902(b)  
(relating to prostitution and related offenses)

\_\_\_\_\_

18 Pa.C.S. §5903(c) or (d)  
(relating to obscene and other sexual materials and performances)

\_\_\_\_\_

18 Pa.C.S. §6301 (relating to corruption of minors)

\_\_\_\_\_

18 Pa.C.S. §6312 (relating to sexual abuse of children)

\_\_\_\_\_

18 Pa.C.S. §6318 (relating to unlawful contact with minor)

\_\_\_\_\_

18 Pa.C.S. §6320 (relating to sexual exploitation of children)

\_\_\_\_\_

23 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement)

\_\_\_\_\_

Driving under the influence of drugs or alcohol

\_\_\_\_\_

Manufacture, sale, delivery,  
holding, offering for sale or  
possession of any controlled  
substance or other drug or  
device

\_\_\_\_\_

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

Check all  
that  
apply

Self

Other household  
member

Date

A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction

\_\_\_\_\_

Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction

\_\_\_\_\_

Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction.

\_\_\_\_\_

Where?:

\_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

State the date and circumstance of the child abuse, the named perpetrator of the abuse, and the jurisdiction or location where the abuse took place.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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Identify any household members by name and age that currently reside with you, and were included in the responses to Questions 1 & 2:

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

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6. State whether you or any member of your household was provided services by a child welfare agency (eg., County Children, Youth, & Families Agency). If yes, please indicate:

a. The individuals who received services: \_\_\_\_\_

b. The type of services provided: \_\_\_\_\_

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c. The circumstances surrounding the provision of services: \_\_\_\_\_

\_\_\_\_\_.

d. The time frame during which the services were or are being provided: \_\_\_\_\_

\_\_\_\_\_.

e. The jurisdiction or location where the services are being or were provided: \_\_\_\_\_

\_\_\_\_\_.

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.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Petitioner's Printed Name



IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

	:	No. _____	-	FC-	-	_____	-	03
<b>Plaintiff</b>	:							
	:			<b>CIVIL ACTION – LAW</b>				
vs	:							
	:			<b>CUSTODY</b>				
	:							
<b>Defendant:</b>								

**CONCILIATION CONFERENCE MEMORANDUM**

Submitted by \_\_\_\_\_, Pro-Se.

1. Party is: \_\_\_\_\_
2. Child(ren)'s Initials and Year of Birth:

**CHILD(REN)'S INITIALS**

**YEAR OF BIRTH**


3. The present custody situation is as follows:
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_

4. The present custody situation has existed since approximately
   
\_\_\_\_\_ months / years.

5. Has either party prevented the other party from having any contact with the child? If so, describe the circumstances:

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6. Do you allege unfitness of the other party? (Yes, No, or Reserved)

\_\_\_\_\_.

7. Do you allege improper home environment? (Yes, No, or Reserved)

\_\_\_\_\_.

8. What other issues will be presented to the court?

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9. Do you plan to raise emotional or psychological problems of the children or others involved? (Yes, No, or Reserved) \_\_\_\_\_.

10. Do you request psychological evaluations? (Yes, No, or Reserved) \_\_\_\_\_ (NOTE: The court will not PAY for you to have evaluations).

11. Will you agree to the appointment of one neutral psychologist to be used by both parties to perform psychological evaluations? (Yes, No) \_\_\_\_\_.

12. How much time will the presentation of your case take? \_\_\_\_\_ day(s).

13. Factual witnesses:

Name

Address

14. Expert witnesses:

Name

Address

15. Are home studies requested? (Yes, No, or Reserved) \_\_\_\_\_.

16. Other relevant information you wish to bring to the attention of the Conciliator:

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Respectfully submitted,

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Print your name)

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

\_\_\_\_\_  
(City, State and Zip)



IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Plaintiff No. \_\_\_\_\_-FC-\_\_\_\_\_ -03  
VS. CIVIL ACTION – LAW  
\_\_\_\_\_  
Defendant CUSTODY

**AFFIDAVIT OF PERSONAL SERVICE**

I, \_\_\_\_\_, hereby verify that on  
(Name of Person who Served Custody Complaint)

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served the Respondent with a true and correct copy of  
(Date) (Month)

the Petition for Contempt of Custody Order filed on \_\_\_\_\_ by the following method:  
(Date of Filing of Contempt Petition)

The Respondent was personally served with a true and correct copy of the above pleading by hand-delivering the same to the Respondent by **someone other than the Petitioner**. Personal service was made at the following location and time:

\_\_\_\_\_  
(Location of Service)

on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock.  
(Date) (Month) (Time)

**(PERSONAL SERVICE CANNOT BE MADE BY PETITIONER)**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Person Who Made Service

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Plaintiff No. \_\_\_\_\_-FC-\_\_\_\_\_ -03  
VS. CIVIL ACTION – LAW  
\_\_\_\_\_  
Defendant CUSTODY

**AFFIDAVIT OF SERVICE BY CERTIFIED MAIL**

I, \_\_\_\_\_, hereby verify that  
(Name of Petitioner)

on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served the Respondent with a true and correct copy  
(Date) (Month)

of the Petition for Contempt of Custody Order filed on \_\_\_\_\_ by the following method:  
(Date of filing of Contempt Petition)

Service was made by **United States Postal Service**, first class mail, postage prepaid, certified, **restricted delivery**, return receipt requested to the Respondent, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The return receipt (postal green card) signed by Respondent and the receipt from the Post Office are attached hereto.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Print Name

**IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA  
FAMILY DIVISION**

Plaintiff	:	NO. _____-FC-_____	-03
	:		
vs.	:	Action in Custody	
	:		
Defendant	:		

**CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

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

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

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2702 (relating to aggravated assault)	<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"/>	_____	_____

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|--------------------------|---|--------------------------|--------------------------|-------|-------|
| <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. §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. §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"/> | _____ | _____ |

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|--------------------------|--|--------------------------|--------------------------|-------|-------|
| <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 the 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"/> | _____ | _____ |
| <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. §5902(b) (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"/> | 23 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement)       | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | Driving under the influence of drugs or alcohol  | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

- Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device

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

Check all that apply	Self	Other household member	Date
<input type="checkbox"/> A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction. Where?: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
~ Other: _____	~	~	_____

State the date and circumstance of the child abuse, the named perpetrator of the abuse and the jurisdiction or location where the abuse took place.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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Identify all household members by name and age that currently reside with you, and were included in the responses to Questions 1-2

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

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6. State whether you or any member of your household was provided services by a child welfare agency (eg., County Children, Youth & Families agency). If yes, please indicate:

a. The individuals that received services: \_\_\_\_\_

b. The type of services provided: \_\_\_\_\_

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c. The circumstances surrounding the provision of services: \_\_\_\_\_

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d. The time frame during which the services were or are being provided: \_\_\_\_\_

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e. The jurisdiction or location where services are being or were provided: \_\_\_\_\_

\_\_\_\_\_

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.

\_\_\_\_\_  
Signature

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