IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
COURT ADMINISTRATION

CUSTODY/VISITATION PACKET
FOR UNREPRESENTED PARTIES

INITIAL CUSTODY COMPLAINT

Required Forms:

(*One of each of the following*)

- **Family Court Cover Sheet** (required on all filings)
- **Order of Court**
- **Notice and Order to Attend Mediation Orientation**
- **Notice and Order to Attend Parenting Program**
- **Parenting Program Registration Form**
- **Entry of Appearance as a Self-Represented Party**
- **Affidavit of Criminal Record/Abuse History**
- **Custody Complaint** form (for initial filing)
- **Certificate of Service** (filed after the above paperwork is served on all parties)

Custody/Visitation Filing Instructions for Unrepresented Parties

Follow these directions if you are filing any complaint or petition for custody. The required forms that you will need for this process are attached.

The following steps apply to the filing party only:

Step #1: **Pick up and Complete Paperwork at Court Administration.** Go to the Family Court Division in Court Administration, 1st Floor, One Montgomery Plaza. You will need the correct address of the other parties. If there is an existing case for custody, you will also need the case number and a copy of the current custody order.

Step #2: **Court Staff will assign a Mediator to the case and an attendance date for the Parenting Program.** A court staff member must assign a Mediator and a seminar attendance date to your case before the paperwork is filed in the Prothonotary's Office.

Step #3: **File Original Documents in Prothonotary's Office.** All documents, including the Family Court Cover Sheet, Order of Court, Notice and Order to Attend Mediation Orientation, Notice and Order to Attend the Parenting program, Entry of Appearance, and Affidavit of Criminal History must be filed in the Prothonotary's Office, 1st Floor, One Montgomery Plaza. Unless you qualify to proceed without payment (IFP), there are fees for custody filings. There is a minimal charge for making copies of the original, filed documents.

Step #4: ****IMPORTANT** The filing party must SERVE a copy of the completed paperwork, including all documents, and a blank Affidavit of Criminal Offenses AND THIS INSTRUCTION SHEET, upon the opposing party.** You may do this by regular mail, certified mail or in person.

Step #5: **The filing party must complete and file the attached CERTIFICATE OF SERVICE.** Make sure that you include the names of the documents served, the date served, the name and address of the person(s) served, and the method of service. The completed Certificate of Service must be mailed or brought to the Prothonotary and filed on the docket as proof that the Respondent(s) has (have) been notified of the filing.

04/2025

The following is how the Custody process works (applies to all parties):

Step #1: **CUSTODY MEDIATION ORIENTATION.** All parties are required to contact the Mediator assigned by the Court within 7 days of filing the Petition or Complaint. The Mediation Orientation session must be conducted within 20 days of the date of filing. Details regarding Mediation Orientation, including the cost of the session, are outlined in the Order of Court. Counsel are not permitted to attend. Mediators must hold a post-graduate degree in law, or a mental health field such as psychiatry, psychology, counseling or family therapy. ***If you fail to attend the Mediation Orientation session, the Court may impose sanctions.***

If your case is SETTLED OR RESOLVED prior to your scheduled Custody Conciliation Conference, an original agreement signed by all parties may be submitted to the Custody Conciliation Office. A sample Custody Agreement is available on the Court's website at http://www.courts.montcopa.org. If the agreement is approved and signed by the Master or Judge prior to your Conciliation date, parties will be excused from attending the Conference, and the agreement will be entered on the docket as an Agreed Order of the Court. Unless you are specifically excused you must attend the Conciliation Conference.

Step #2: **PARENTING PROGRAM.** Parties are required to attend an approved education seminar on the general responsibilities of separated/divorced parents or guardians. Course dates and the cost of this program are outlined in the Notice which is part of your packet. ***If you fail to attend this seminar, the Court may impose sanctions.***

Step #3: **CUSTODY CONCILIATION CONFERENCE**. All parties and counsel will receive notice in the mail from the Court when the Custody Conciliation Conference is scheduled. The Custody Conciliator is an attorney appointed by the Court for the purpose of attempting to resolve the dispute prior to the need for judicial involvement. There is no "record" or transcript of the conference. Counsel and parties must attend. Children are NOT to attend the initial conference. If deemed necessary, a separate interview will be scheduled with the child(ren).

If your case is resolved at the Conciliation level, an Agreed Order will be submitted to the Court for a Judge to sign, and no further court appearance is required. Cases that are not resolved by the Conciliator are "forwarded to Court" for scheduling before a Judge.

Step #4: **SHORT LIST HEARING before a Judge**. All parties and counsel will receive notice in the mail from the Court when the Short List Hearing/Conference is scheduled before the Judge. If the matter is not resolved at the short list hearing/conference – the matter will be scheduled for a "protracted" or full hearing before the Judge.

Child care is available by calling Court Care (610-292-4956) at least 2 days prior to your scheduled date.

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

FAMILY COURT COVER SHEET

NO: _____

_____ ID: _____
Attorney for Plaintiff

_____
Attorney for Plaintiff Phone Number & Email Address

_____
Plaintiff Phone Number & Email Address (REQUIRED)

VS.

_____ ID: _____
Attorney for Defendant

_____
Attorney for Defendant Phone Number & Email Address

_____
Defendant Phone Number & Email Address (REQUIRED)

AVERMENT OF CONSOLIDATION

On the space below, please provide the docket number of all other companion cases associated with this case (including any closed files involving the same party-litigants) that related to:

1. Divorce Annulment _____
2. Support _____
3. Equitable Distribution _____
4. Paternity _____
5. Custody/Visitation _____
6. Special Relief _____
7. Outstanding/Temporary/Final Protection from Abuse Order _____

I certify that the information provided above is comprehensive and complete to the best of my knowledge and that I have formally entered my appearance for the case captioned above:

BY: _____

☐ **Check the box if this is a Custody matter involving RELOCATION**.

8/30/18

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

: NO.

v. :

:

ORDER OF COURT

A complaint has been filed in the Court of Common Pleas of Montgomery County concerning (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the minor child(ren) named in the attached Complaint/Petition.

The Court has learned you may have a legal interest in custody of the child(ren) named. If you wish to assert your claim to custodial rights, you may file a counterclaim.

A **Custody Conciliation Conference** will be scheduled by the Court. If you fail to appear as provided by the scheduling order that will be mailed to you in the future, an order for custody may be entered against you or the Court may issue a warrant for your arrest.

You are also Ordered to attend both **Mediation Orientation** and the ***Parenting Program***, as described in the Orders attached to this notice, **prior** to the Custody Conciliation Conference. **Failure to attend either program may result in sanctions to be imposed by the Court.**

You must file with the court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before your initial court date, but no later than 30 days after service of the complaint or petition.

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.

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 THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP. 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.

LAWYER REFERENCE SERVICE
MONTGOMERY BAR ASSOCIATION
100 WEST AIRY STREET, NORRISTOWN, PA 19401
610-279-9660, EXT. 201

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Montgomery County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business with the Court, please contact 610-278-3224. Arrangements must be made at least 72 hours prior to any hearing/business with the Court.
7/2019

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

	:	**NO.**
v.	:	
	:	

ORDER TO COMPLETE MEDIATION ORIENTATION

You are ordered to complete a Mediation Orientation session with the following Mediator:

Name: _____
Email Address: _____
Phone: _____

You are ordered to contact the Mediator assigned above **immediately** upon receipt of this Order for the purpose of scheduling a Mediation Orientation appointment.

Please note, however, that the Orientation session is NOT required if a party or a party's child is or has been the subject of abuse either during the pendency of this action or within 24 months preceding the filing of this action. You must still contact the assigned Mediator who will determine if your situation falls under this exception.

Failure to schedule and/or complete this session will result in the imposition of sanctions by the Court.

The total cost to the parties will be $200.00 for the Mediation Orientation session, to be allocated by the Mediator.

BY THE COURT:

Date:_____

_____
Ct. Admin.

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

	:	**NO.**
v.	:	
	:	

ORDER TO ATTEND "THE CHILDREN COME FIRST" PROGRAM

Pursuant to Montgomery County Local Rule 1915.3, in an action for custody, partial custody or visitation, parties must attend an approved educational seminar on the general responsibilities of parents or guardians. Please note, however, that seminar attendance is NOT required in connection with any petition to modify custody where the parties have already attended the seminar within the past two (2) years. Further note that seminar attendance is required of all parties, regardless of current or previous marital status, or relationship.

The Children Come First program is a **1 ½ hour workshop** in which instructors and participants will explore the potential social, emotional, and psychological implications on children during the divorce or separation process. *This seminar is for adults only; no childcare is available and children are not permitted to attend.*

You are directed to attend **The Children Come First** program on the following, *suggested* date:

Date: _____
(*NOTE – if you are unable to attend on the above date, please access the* **montcoparentingseminar.com** *website to select another date)*

Location: **Hyatt Place - King of Prussia**
440 American Ave.
King of Prussia, PA 19406

Pre-Registration for the Program is required. The cost to each party is **$60.00** for the Program. You are directed to immediately pre-register and remit payment by:

1. ***PREFERRED METHOD*** - Registering online and submitting payment by credit card or PayPal at **montcoparentingseminar.com**

OR IF YOU CAN'T ACCESS THE INTERNET:

2. Completing the attached Registration Form and mailing with check or money order payable to **Marty Matika,** at **1003 W. 9th Ave, Suite B, King of Prussia, PA 19406.**

Please select your time preference on the Registration Form. The Registration Form is also available on the website **montcoparentingseminar.com.** If you fail to complete and send the attached Registration Form, you will not be able to attend the Program. **Failure to attend this Program may result in the imposition of Sanctions by the Court.**

BY THE COURT:

Date:_____ _____
Court Administrator

9/29/22

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

"THE CHILDREN COME FIRST" PROGRAM

Pre-Registration for the Program is required. To Register:

1. Register online and submit payment by credit card or PayPal at **montcoparentingseminar.com**.

OR IF YOU CAN'T ACCESS THE INTERNET

2. Complete the form below and enclose **$60.00** by check or money order, payable to **Marty Matika** (do not send cash); Mail check and completed registration form to: **Marty Matika, 1003 W. 9th Ave, Suite B, King of Prussia, PA 19406.**

A refund will be given only if notice of cancellation is received 7 days prior to the scheduled date. If you are receiving Legal Aid, the fee will be waived if you submit written proof of Legal Aid with this registration.

***PLEASE NOTE* IF YOU HAVE A PROBLEM WITH THE ASSIGNED DATE, PLEASE ACCESS montcoparentingseminar.com WEBSITE TO SEE A CALENDAR OF OTHER AVAILABLE DATES.** *If you need to select another date, you may change the date listed on your Registration form. If there is an immediate scheduling problem (other than needing to pick another date) please email us at **thechildrencomefirstseminar@gmail.com**. Confirmation of your registration will be sent to you by **e-mail only**.*

DO NOT appear at the Program unless you receive a confirmation.

Program Location: **Hyatt Place - King of Prussia**
440 American Ave.
King of Prussia, PA 19406

PLEASE COMPLETE ALL LINES ON THE REGISTRATION FORM BELOW

- -

REGISTRATION FORM

Date Assigned: ____

Custody Case # ____________________ (**REQUIRED** for filing of Certificate of Attendance)

Name: ____

Address: ____

____

Phone: ____

E-Mail: ____

Time Preference: ☐ 2:30 PM or ☐ 4:30 PM

I prefer not to attend with the opposing party. If ____
(name)

has registered for the above program, please schedule me for a different one.

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

_____	:	
_____	:	**NO.** _____
VS.	:	
_____	:	
_____	:	

COMPLAINT FOR CUSTODY

1. The plaintiff is _____

residing at _____

2. The defendant is _____

residing at _____

3. Plaintiff seeks (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the following child(ren):

Name of Child	Date of Birth	Present Residence
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The child(ren) was/were (not) born out of wedlock.

The child(ren) is/are presently in the custody of _____

who resides at _____

During the past five years, the child(ren) has/have resided with the following persons and at the following addresses:

(List all persons)	(List all addresses)	(Dates)
_____	_____	_____
_____	_____	_____
_____	_____	_____

The mother of the child(ren) is _____

currently residing at _____

She is (married) (divorced) (single)

The father of the child(ren) is _____

currently residing at _____

He is (married) (divorced) (single)

4. The relationship of the plaintiff to the child(ren) is that of _____

The plaintiff currently resides with the following people:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. The relationship of the defendant to the child(ren) is that of _____

The defendant currently resides with the following people:

Name	Relationship
_____	_____
_____	_____
_____	_____

6. Plaintiff has (not) participated as a party or witness, or in another capacity, in other litigation concerning the custody of the child(ren) in this, or another court. The court, term and number, and its relationship to the action is _____.

Plaintiff has (no) information of a custody proceeding concerning the child(ren) pending in a court of the Commonwealth. The court, term and number, and its relationship to this action is

_____

Plaintiff (knows) (does not know) of a person not a party to the proceedings who has physical custody of the child(ren) or claims to have custodial rights with respect to the child(ren).

The name and address of such person is _____

7. The best interest and permanent welfare of the child(ren) will be served by granting the relief requested because: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

8. Each parent whose parental rights to the child(ren) have not been terminated and the person who has physical custody of the child(ren) have been named as parties to this action. All other people, named below, who are known to have or claim a right to custody of the child(ren) have been given notice of the pendency of this action and the right to intervene:

Name	Address	Basis of Claim
_____	_____	_____
_____	_____	_____

9. (a) If the plaintiff is a grandparent who is not in loco parentis to the child and is seeking physical and/or legal custody pursuant to 23 Pa.C.S. §5323, you must plead facts establishing standing pursuant to 23 Pa.C.S. §5324(3).

_____
_____
_____
_____

(b) If the plaintiff is a grandparent or great-grandparent who is seeking partial physical custody or supervised physical custody pursuant to 23 Pa.C.S. §5325, you must plead facts establishing standing pursuant to §5325.

_____
_____
_____
_____

(c) If the plaintiff is a person seeking physical and/or legal custody pursuant to 23 Pa.C.S. §5324(2) as a person who stands in loco parentis to the child, you must plead facts establishing standing.

_____
_____
_____
_____

10. I have attached the Criminal Record/Abuse History Verification form required pursuant to Pa.R.C.P. No. 1915.3-2.

WHEREFORE, the Plaintiff respectfully requests that this Honorable Court grant (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child(ren).

Respectfully submitted

_____ _____
Date Petitioner

_____

_____
(print your address)

I verify that the statements made in this Complaint are true and correct as to my personal knowledge, information and 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.

_____ _____

Date Petitioner

8/27/13

FACTORS TO CONSIDER WHEN AWARDING CUSTODY

23 Pa. C.S. sec. 5328

(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.

(a) Child abuse and involvement with protective services).

(b) Violent or assaultive behavior committed by a party.

(c) The level of cooperation and conflict between the parties, including:

- Which party is more likely to encourage and permit frequent and continuing contact between the child and the other party or parties if contact is consistent with the safety needs of the child; and
- The attempts by 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.

(3) A willingness and ability of a party to prioritize the needs of the child by providing appropriate care, stability and continuity for the child, considering the parental duties performed by the party on behalf of the child in the past and whether the party is willing and able to perform the duties in the future, and attend to the daily physical, emotional, developmental, educational and special needs 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 child's sibling and other familial relationships.

(6) The well-reasoned preference of the child, based on the child's developmental stage, maturity and judgment.

(7) The proximity of the residences of the parties.

(8) Each party's employment schedule and availability to care for the child or ability to make appropriate child-care arrangements.

(9) The history of drug or alcohol abuse of a party or member of a party's household.

(10) The mental and physical condition of a party or member of a party's household.

(11) Any other relevant factor.

A copy of these Factors shall be served as an attachment to the Custody Complaint or Petition to all parties or counsel.

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

AFFIDAVIT PURSUANT TO 23 Pa.C.S.A. §5328 and §5329

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:

Please state whether or not you and/or **another adult living in your household** have been convicted of, pled guilty or no contest to the following crimes in Pennsylvania or any other jurisdiction, as follows:

NO	YES	Crime	Self	Other Household Member	Date Of Conviction & Plea	Sentence
☐	☐	18 Pa.C.S. Ch. 25 Criminal homicide; Murder;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2701 Simple Assault;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2702 Aggravated Assault;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2705 Reckless Endangerment;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2706 Terroristic Threats;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2709.1 Stalking;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2718 Strangulation;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2901 Kidnapping;	☐	☐ Name:		

NO	YES	Crime	Self	Other Household Member	Date Of Conviction & Plea	Sentence
☐	☐	18 Pa.C.S. §2902 Unlawful restraint;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2903 False imprisonment;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2904 Interference w/custody of children;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §2910 Luring child into motor vehicle or structure;	☐	☐ Name:		
☐	☐	18 Pa.C.S. Ch. 30 Human Trafficking	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3121 Rape;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3122.1 Statutory sexual assault	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3123 Involuntary deviate sexual intercourse	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3124.1 Sexual assault	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3125 Aggravated indecent assault	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3126 Indecent assault	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3127 Indecent Exposure	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3129 Sexual intercourse with animal	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3130 Conduct relating to sex offenders	☐	☐ Name:		
☐	☐	18 Pa.C.S. §3301 Arson and related offenses;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §4302 Incest	☐	☐ Name:		
☐	☐	18 Pa.C.S. §4303 Concealing death of a child;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §4304 Endangering the welfare of children;	☐	☐ Name:		

NO	YES	Crime	Self	Other Household Member	Date Of Conviction & Plea	Sentence
☐	☐	18 Pa.C.S. §4305 Dealing in infant children;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §5533 Cruelty to Animals;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §5534 Aggravated Cruelty to Animals;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §5543 Animal Fighting;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §5544 Possession of Animal Fighting Paraphernalia;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §5902(b) or (b)(1) Prostitution and related offenses;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §5903(c)(d) Obscene and other sexual materials and performances;	☐	☐ Name:		
☐	☐	18 Pa.C.S. §6301 Corruption of minors	☐	☐ Name:		
☐	☐	18 Pa.C.S. §6312 Sexual abuse of children	☐	☐ Name:		
☐	☐	18 Pa.C.S. §6318 Unlawful contact with minor	☐	☐ Name:		
☐	☐	18 Pa.C.S. §6320 Sexual exploitation of children	☐	☐ Name:		
☐	☐	18 Pa.C.S. §6114 Contempt for violation of a Protection from Abuse order or agreement;	☐	☐ Name:		
☐	☐	Driving under the Influence of alcohol or a controlled substance or drugs;	☐	☐ Name:		
☐	☐	Manufacture, sale, delivery, holding or offering for sale or possession of any controlled substance or other drug or device;	☐	☐ Name:		

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:

NO	YES		Self	Adult in my Household	Date Of Finding	If YES, Where?
☐	☐	A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	☐	☐ Name: _____	_____	
☐	☐	Abusive conduct as defined under the Protection from Abuse act in Pennsylvania or similar statute in another jurisdiction	☐	☐ Name: _____	_____	
☐	☐	Involvement with a Children & Youth Agency or similar agency in Pennsylvania in or another jurisdiction.	☐	☐ Name: _____	_____	

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

_____

_____

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

_____

_____

_____

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

_____

_____

I verify that the statements made in this affidavit are true and correct to the best of my knowledge, information or belief. I understand that any false statements herein are subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

_____

Signature

_____

Printed name

CRIMINAL CHARGE INFORMATION FOR INDIVIDUALS INVOLVED IN CHILD CUSTODY CASES CAN BE FOUND BY ACCESSING THE JEN & DAVE PROGRAM AT WWW.JENDAVEPROGRAM.US

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

FAMILY DIVISION

_____
Plaintiff

v. No.:

_____
Defendant

FAMILY COURT CERTIFICATE OF SERVICE

I certify that on _____, 20___, a true copy of the

foregoing _____ has been served upon:
Title of Filing

_____
Name

_____
Address

_____
Address

Manner of Service:

Regular First Class Mail _____

Certified Mail _____

Email (address) _____@_____._____

Other (specify) : _____

Signed: _____

Dated: _____

IF PETITION WAS FILED AS AN EMERGENCY, PLEASE FAX COMPLETED FORM TO: 610-292-2027
OTHERWISE, PLEASE MAIL THIS FORM TO THE FOLLOWING ADDRESS:

PROTHONOTARY
P.O. BOX 311
NORRISTOWN, PA 19404

_____ IN THE COURT OF COMMON PLEAS
PLAINTIFF MONTGOMERY COUNTY, PENNSYLVANIA

vs.

NO. _____

_____
DEFENDANT

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the ☐ Plaintiff ☐ Defendant in the above-captioned case and,
2. ☐ I intend to represent myself in the abovementioned case.

3. **Check only one box below:**

. ☐ This is a new case and I am representing myself. I have decided not to hire an attorney to represent me.

OR

☐ This is **not** a new case and I am representing myself. I have decided **not** to hire an attorney to represent me.

OR

☐ This is **not** a new case and _____,Esq. previously
(Name of Attorney

represented me in this case. However, **I have decided not to be represented by that attorney** and hereby direct the Prothonotary to remove that attorney as counsel of record in this case. I will provide a copy of this form to the attorney listed above at the following address:

_____

The attorney shall acknowledge his/her withdrawal from this case by his/her signature below:

Attorney Signature _____, Esq.

4. ☐ By my signature below, I enter my appearance as a self-represented party:

Your Signature _____

5. I understand that I must provide a street address or P.O. Box for the purpose of receiving all future pleadings and other legal notices. I further understand that this does not need to be my home address. My address below for the purpose of receiving all future pleadings and other legal notices **[IS] [IS NOT]** my home address:

_____;

I understand that this address will be the only location to which important documents are sent, and that I am fully responsible to regularly check my mail at such address to ensure that I do not miss important dates or proceedings.

☐ I am not providing my address because it is a CONFIDENTIAL address protected by the Protection from Abuse Act, 23 Pa. C.S§6112 and/or the Address Confidentiality Program, 23 Pa. C.S.§6701-6713, and the Child Custody Act, 23 Pa. C.S.§5336(b).

6. My home telephone number is: _____ My email address is _____
My cellular telephone number is: _____ My facsimile number is _____

☐ I am not providing my telephone number or Email because it is CONFIDENTIAL, protected by the Protection from Abuse Act, 23 Pa. C.S§6112 and/or the Child Custody Act, 23 Pa. C.S§5336(c).

.

7. ☐ **I UNDERSTAND THAT I MUST FILE A NEW FORM EVERY TIME MY ADDRESS, HOME TELEPHONE NUMBER OR CELLULAR TELEPHONE NUMBER CHANGES – NO EXCEPTIONS!**

8. ☐ I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (attach additional page if you need more space)

Name_____ Address_____

Name_____ Address_____

9. **I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term**.

_____ _____
Date Signature (Your Signature)