

# Blair County

COURT ADMINISTRATOR'S OFFICE – CUSTODY DIVISION

423 Allegheny Street Suite 327

Hollidaysburg, PA 16648-2022

Phone (814) 693-3205

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## Introduction

This packet is designed to give you general information regarding the custody of children and the custody process in Blair County. The information and any instructions are general and may not be all a person needs to know to file for custody properly. Each custody case is different.

## **IT IS ALWAYS BEST TO BE REPRESENTED BY AN ATTORNEY IN A CUSTODY MATTER.**

If you do not have an attorney, you may call the Lawyer Referral Service at (814) 693-3090. The Lawyer Referral Service has a list of attorneys who practice family law. You will be given several names from which you may choose an attorney to assist you in your filings and the custody process.

## Preliminary Questions

The following questions may be helpful to you in deciding if and what custody action you may decide to file in Blair County:

1. Is there a custody order regarding the child in this or any other County or State? Existing custody order must be listed in any new custody filing
2. Where has the child lived for the last 6 months? If the child has not lived in Blair County for the last 6 months, the Blair County Courts may not have authority to hear the case.
3. Are you and the other parent in agreement regarding the custody situation? A custody agreement may be filed as an initial filing or at any time during the custody process and usually does not require the parties to participate or appear for any court proceeding.
4. Do you have "standing" to file for custody? Parties other than the natural parents have only limited circumstances in which they may file for custody.

**The Custody Office Staff cannot provide legal advice. If you are uncertain as to the answers to these or any other questions, please contact an attorney for legal advice.**

## GENERAL INFORMATION ON CUSTODY

### Public Policy

It is the policy of the Commonwealth of Pennsylvania and the Court of Common Pleas of Blair County when considering custody matters, that BOTH PARENTS have the right to have a relationship with their children and children have a right to have a relationship with both parents. There is a strong public policy against limiting the relationship between parent and child unless the parent presents a grave threat to the child's welfare. Generally, the rights and responsibilities of child rearing are to be shared by the parents.

### What to Expect

The custody of children is an emotionally charged situation that is taken very seriously by the court. While there eventually may be the need for a custody hearing with a judge, there are no quick fixes for the long term shared parenting of children. The court does not grant immediate custody after the filing of a petition. Both parents are given the opportunity to be notified of any proceeding scheduled and to reach an agreement through the custody conciliation process.

### Best Interest

**It is almost always better for the parents to decide what custody arrangement will be best for the children.** A judge does not know the parents or children and can only base a decision on a hearing in which it is likely that parents will be put in the worst light possible. The ability and effort of parents to cooperate in order to reach an agreement outside of court is considered critical to a child's well-being. When a custody case does go to court the parents lose control of the situation to a Judge. A custody decision by a Judge will most likely not meet the approval of be satisfactory to at least one or both of the parents.

### Grandparents and Third Parties

Pennsylvania law provides limited circumstances in which grandparents and "third parties" or persons other than a natural parent, may have rights to pursue either primary custody or partial custody and visitation. The right to petition for custody and the final determination as to any custody granted are based upon the circumstance of each case.

### Custody and Child Support

Child support and custody are separate matters under the law. A court will not prevent a parent from seeing a child just because the parent has not made support payments. Likewise, the payment of child support does not guarantee what the custody arrangement will be with the children. Both are determined for the benefit of the children.

**This is general information and may not apply to your case. If you have any questions, please consult an attorney for legal advice.**

**DEFINITIONS OF FILING TERMS  
USED IN THE CUSTODY PROCESS  
(revised 9/17/14)**

*Please take the time to read the following terms and definitions that may assist you in completing and understanding the custody filings and orders.*

CASE CAPTION – The heading at the top of custody filings and orders that states the parties names, the court the case has been filed with, and the docket number.

DOCKET NUMBER – The number assigned to the case by the Prothonotary Office/Clerk of Courts for the purpose of identification by the court filing system. The case caption and docket number must be used on any filing or order that relates to the custody case.

PLAINTIFF – The party name first on the caption as the person who has filed the initial custody complaint.

DEFENDANT – The party name second on the caption.

CUSTODY COMPLAINT – The legal document that initiates a custody case by providing specific information about the Plaintiff, Defendant, and the children involved as well as the type of custody the Plaintiff is asking for the Court to grant.

CUSTODY SCHEDULING ORDER – The order required by Blair County Local Rule to be attached on top of any custody complaint filed. When signed by a Judge, it requires all parties to participate in the mandatory Custody Education Program and schedules the date and time for the Custody Intake Conference.

CUSTODY AGREEMENT – A document prepared by the parties, with or without the help of an attorney, that presents an agreement as to the custody of the children. An order of court is attached to the agreement for a Judge's signature and then forwarded for recording as a legal document. A custody agreement can be filed in place of a custody complaint or any time during the custody process.

FILING FEES – The cost of filing an initial custody complaint (currently ~~147.00~~ <sup>154.00</sup>) or custody agreement (currently ~~147.00~~) that is paid to the Blair County Prothonotary's Office. There are no filing fees for additional petitions filed to the same caption and docket number with the exception of a Petition for Modification (currently \$44.00).

PETITION TO PROCEED IN FORMA PAUPERIS (IFP) – A petition filed with the court asking permission to file the custody complaint without paying the filing fees due to the financial situation of the Plaintiff. A Judge will either grant or deny the petition based on the information given on the IFP form. If your request is denied, you must pay all filing fees or the case will be dismissed without scheduling.

PETITION FOR MODIFICATION – A petition which requests a change in the existing court order because circumstances have changed and without a change in the order, the best interest of the children will not be met. A custody order can be changed at any time by agreement of the parties. If an agreement is reached it is strongly suggested that a new custody agreement be written that include the changes.

SERVICE – The act and responsibility of the Plaintiff to give each defendant named in a complaint or petition a copy of all documents filed with the court including what you are requesting the court to do and the date, time, and location of any court proceedings scheduled in the case.

PETITION FOR CONTEMPT – A petition which requests the court to enforce the custody order by finding that the other party has willfully and directly violated the order and to issue penalties against the other party to insure compliance to the order.

RULE TO SHOW CAUSE – A document signed by the court setting a date in which the named party must appear to respond to show why they should not be held in contempt or why the requested relief should not be granted.

CUSTODY CONTINUANCE REQUEST – A form filed with the Custody Office requesting the court to change the date and time of a conference or hearing based on a serious and valid reason. The form requires that the other party be contacted as to whether they agree or object to the request. The court will either grant or deny the request based on the information provided.

PETITION FOR SPECIAL RELIEF – A petition requesting the court to intervene in a custody case due to a threat of serious and immediate harm to the child. A petition for special relief can only be filed to an existing custody case or after the filing of a custody complaint.

PRO SE – A person who proceeds on their own behalf in petitioning and appearing in court.

## DEFINITION OF TERMS USED IN A CUSTODY CASE

*Please take the time to read the following terms and definitions that may assist you in completing and understanding custody filings and orders.*

ACTION – All proceedings for legal and physical custody and proceedings for modification of prior orders of court.

PARTY – Person names in a custody complaint. Both parents (unless their rights have been terminated) and any other person who has physical custody of a child should be named as party in a custody case.

STANDING – The legal right to be part of a custody case.

JURISDICTION – The proper court in which to file the custody action, generally the county in which the child has lived for the past six (6) months.

CUSTODY – The legal right to keep, control, guard, care for and preserve a child and includes the terms “legal custody”, “physical custody”, and “shared custody.”

LEGAL CUSTODY – The right to make major decision on behalf of a child, including but not limited to medical, religious, and educational decisions.

SHARED LEGAL CUSTODY – The right of more than one individual to legal custody of the child.

SOLE LEGAL CUSTODY – The right of one individual to exclusive legal custody of the child.

PHYSICAL CUSTODY – The actual physical possession and control of a child.

PRIMARY PHYSICAL CUSTODY – The right to assume physical custody of the child for the majority of the time.

PARTIAL PHYSICAL CUSTODY – The right to assume physical custody of the child for less than a majority of the time.

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 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.

VISITATION – The right to visit with a child, but does not include the right to remove the child from the primary residence. (No longer in statute)

PRIMARY RESIDENCE – The home of the party that represents where the child spend most of the time.

RELOCATION – A change in residence of the child which significantly impairs the ability of a non-relocating party to exercise custodial rights.

BEST INTEREST OF THE CHILD – The standard used to decide a custody case. The court considers all of the factors related to the child's physical, intellectual, moral, and spiritual well-being.

PARENTAL DUTIES – Includes meeting the physical, emotional, and social needs of the child

AGENCY – Any organization, society, institution, court facility, or other entity which provides care of a child.

INSTRUCTIONS FOR COMPLETING THE COMPLAINT FOR CUSTODY  
(FORM 2)

ALL FORMS SHOULD BE TYPED IF POSSIBLE, OR NEATLY PRINTED

I. CAPTION

- a. The caption is the top part of page one of the Complaint. The names of the parties, the docket number, the type of Complaint, and the Court's name are found here.
- b. The Plaintiff is you. Type or print your full name above the word "Plaintiff" in the caption.
- c. The Defendant is the person you are filing the suit against. Fill in that person's full, legal name above the word "Defendant".
- d. Leave the docket number blank. Your case will be assigned a number when you file the papers with the Court.

II. COMPLAINT

- a. The following instructions correspond to each numbered paragraph in your Custody Complaint.
  1. Fill your full legal name and your full mailing address (street number/route/box number, city, state, and zip code).
  2. Fill in the defendant's full legal name and full mailing address (street number/route/box number, city, state, and zip code).
  3. Check type of custody that you are pursuing. List the child (ren) who will be part of this custody action on the Confidential Information Form first column. (204 Pa.Code § 213.81)
    - a. Indicate whether the children were or were not born out of wedlock.
    - b. Fill in the blank with the full name and address of the person with whom the child or children now live.
    - c. List all person's addresses and dates where the child has lived in the past five years.
    - d. Fill in the child's natural mother's name and address.
    - e. Fill in the child's natural father's name and address.

4. State your relationship to the child (mother, father, grandmother, etc.) List everyone who now lives with you and your relationship to each of these people.

5. State the Defendant's relationship to the child (mother, father, grandmother, etc.) List everyone who now lives with the Defendant and the relationship between the Defendant and each of those people.

6. Cross out whichever phrase does not apply. If this is the first time there has been a Custody Case involving this child, cross out "has". If there was a case involving this child in any Court before, cross out "has not" and write the name of the Court and docket number of that case.

- a. Cross out whichever phrase does not apply concerning whether you know of any custody case being filed with any other Court.
- b. Cross out whichever phrase does not apply concerning whether the child is living with someone other than the Defendant or one of the child's parents.
- c. State briefly why you believe that what you are asking for will be best for the child.

7. List any other person that you believe has a right to be a part of the hearing concerning custody because they have standing (see definitions). These individuals must be served with a copy of the Complaint.

8. If you are a grandparent or person (not a parent) seeking any type of custody, review this section and fill out any part that pertains to you.

9. Complete the Criminal Record/Abuse History Verification form and file with this complaint.

III. WHEREFORE: Check the type of custody that you are seeking (See Definitions)

IV. Sign your full name and date the Complaint.

V. VERIFICATION:

- a. This form states that all of the information which you have listed in the Complaint is true.  
Sign this form



# INSTRUCTIONS FOR COMPLETING THE CUSTODY SCHEDULING ORDER

TYPE OR PRINT NEATLY

## **STEP 1 – The Caption**

1. Fill in the full legal name of the Plaintiff exactly as completed on the Custody Complaint
2. Fill in the full legal name of the Defendant exactly as completed on the Custody Complaint

## **STEP 2 – The Scheduling Order**

1. Fill in the name of the Defendant (respondent) to the custody action on the line provided.
2. Fill in the names and birthdays of all minor children that are subjects to the custody case on the Confidential Information Form first column. (204 Pa.Code § 213.81)
3. **READ THE SCHEDULING ORDER**
4. Write down the Children First Education Program telephone number and be prepared to register for the Program.
5. Be prepared for notification of the date and time of your Intake Conference that will be scheduled in approximately 30 days for the filing of the complaint.
6. **DO NOT SIGN THE SCHEDULING ORDER**

IN THE COURT OF COMMON PLEAS OF BLAIR COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Plaintiff  
Vs.  
\_\_\_\_\_  
Defendant  
No. \_\_\_\_\_  
Custody/Visitation

CUSTODY SCHEDULING ORDER

You, \_\_\_\_\_ (Respondent) have been sued in Court to obtain custody, partial custody or supervised physical custody of the child(ren) identified on the Confidential Information Form first column. (204 Pa.Code § 213.81)

\*\*\*Do not list names and date of birth of children on this form, identify by initials corresponding to attached Confidential Information Form.

Child \_\_\_\_\_ Child \_\_\_\_\_ Child \_\_\_\_\_ Child \_\_\_\_\_

(List additional children as necessary.)

All parties of this custody action are hereby **ORDERED** to attend the Mandatory Parent Education Children First Program within forty -five (45) days of this order. **All parties are required to contact the Children First Program at (814) 693-3292 within five (5) days of receipt of this order to register for said program.**

If you have already attended the Children First Program, you are not required to register again.

Should the moving party fail to pay fees or fail to appear for the Education Program, the custody action shall be dismissed without prejudice and any fees paid by such party shall be forfeited.

Should the non-moving party fail to pay fees or fail to appear for the Education Program, an immediate Rule to Show Cause why such party should not be held in Contempt shall be issued from the court.

You are hereby **ORDERED** to appear in person on:

\_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. for an

Intake/Conciliation Conference with Lynn Yeager at the Blair County Courthouse, 423 Allegheny Street,

Third Floor, Suite 327 Hollidaysburg, Pa. 16648.

If you fail to appear for the Intake Conference, Conciliation Conference or any other scheduled proceeding as provided by this Order, an Order for Custody, Partial Custody or Supervised physical custody may be entered against you or the Court may issue a Warrant for your arrest. 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.

**IF YOU CANNOT AFFORD A LAWYER**

**MIDPENN LEGAL SERVICES**

205 Lakemont Park Blvd.  
ALTOONA, Pa. 16602  
(800) -326-9177

**IF YOU DO NOT HAVE A LAWYER**

**BLAIR COUNTY LAWYER  
REFERRAL LAW LIBRARY**

Third Floor, New Wing (3C)  
Blair County Court House  
Hollidaysburg, Pa. 16648  
(814) 693-3090

**AMERICANS WITH DISABILITIES ACT OF 1990**

The court of Common Pleas of Blair 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 before the Court, please contact (814) 693-3050. All arrangements must be made seventy-two (72) hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT

Date \_\_\_\_\_

\_\_\_\_\_  
J.

**NO CHILDREN SHALL BE PERMITTED TO ATTEND THIS CONFERENCE**

INSTRUCTIONS FOR COMPLETING THE COMPLAINT FOR CUSTODY  
(FORM 2)

ALL FORMS SHOULD BE TYPED IF POSSIBLE, OR NEATLY PRINTED

I. CAPTION

- a. The caption is the top part of page one of the Complaint. The names of the parties, the docket number, the type of Complaint, and the Court's name are found here.
- b. The Plaintiff is you. Type or print your full name above the word "Plaintiff" in the caption
- c. The Defendant (respondent) is the person you are filing the suit against. Fill in that person's full, legal name above the word "Defendant".
- d. Leave the docket number blank. Your case will be assigned a number when you file the papers with the Court.

II. COMPLAINT

- a. The following instructions correspond to each numbered paragraph in your Custody Complaint.
  1. Fill your full legal name and your full mailing address (street number/route/box number, city, state, and zip code).
  2. Fill in the defendant's full legal name and full mailing address (street number/route/box number, city, state, and zip code).
  3. Check type of custody that you are pursuing. List the child(ren) who will be part of this custody action on **the Confidential Information Form first column. (204 Pa.Code § 213.81)**
    - a. Indicate whether the children were or were not born out of wedlock.
    - b. Fill in the blank with the full name and address of the person with whom the child or children now live.
    - c. List all person's addresses and dates where the child has lived in the past five years.
    - d. Fill in the child's natural mother's name and address.
    - e. Fill in the child's natural father's name and address.

4. State your relationship to the child (mother, father, grandmother, etc.) List everyone who now lives with you and your relationship to each of these people.
5. State the Defendant's relationship to the child (mother, father, grandmother, etc.) List everyone who now lives with the Defendant and the relationship between the Defendant and each of those people.
6. Cross out whichever phrase does not apply. If this is the first time there has been a Custody Case involving this child, cross out "has". If there was a case involving this child in any Court before, cross out "has not" and write the name of the Court and docket number of that case.
  - a. Cross out whichever phrase does not apply concerning whether you know of any custody case being filed with any other Court.
  - b. Cross out whichever phrase does not apply concerning whether the child is living with someone other than the Defendant or one of the child's parents.
  - c. State briefly why you believe that what you are asking for will be best for the child.
7. List why the relief should be granted and is in the best interest of the child.
8. List any other person that you believe has a right to be a part of the hearing concerning custody because they have standing (see definitions). These individuals must be served with a copy of the Complaint.
9. If you are a grandparent or person (not a parent) seeking any type of custody, review this section and fill out any part that pertains to you.
10. Complete the Criminal Record/Abuse History Verification form and file with this complaint.

III. WHEREFORE: Check the type of custody that you are seeking (See Definitions)

IV. Sign your full name and date the Complaint.

V. VERIFICATION:

- a. This form states that all of the information which you have listed in the Complaint is true.  
Sign this form

**THERE IS A FILING FEE IN THE AMOUNT OF \$155 FOR NEW COMPLAINTS, PLEASE SUBMIT TO PROTHONOTARY**

IN THE COURT OF COMMON PLEAS OF BLAIR COUNTY, PENNSYLVANIA

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

: NO.  
:  
:  
: CUSTODY  
:  
:

COMPLAINT FOR CUSTODY

1. The Plaintiff is \_\_\_\_\_, residing at

\_\_\_\_\_  
(street) (city)

\_\_\_\_\_  
(state) (zip code) (county)

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

2. The Defendant is \_\_\_\_\_, residing at

\_\_\_\_\_  
(street) (city)

\_\_\_\_\_  
(state) (zip code) (county)

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

3. Plaintiff seeks:

**LEGAL CUSTODY:**

\_\_\_\_\_ shared legal custody (important decisions are made by both parents working together)

\_\_\_\_\_ sole legal custody (important decisions are made by one parent)

**PHYSICAL CUSTODY**

\_\_\_\_\_ partial physical custody (where the child lives some of the time)

\_\_\_\_\_ primary physical custody (where the child lives most of the time)

\_\_\_\_\_ shared physical custody (when the child lives with each parent on an approximately equal basis.)

\_\_\_\_\_ sole physical custody (when the child lives only with one parent)

\_\_\_\_\_ supervised physical custody (when time together is supervised)

of the of the child (ren) identified on the Confidential Information Form first column. (204 Pa.Code § 213.81)

**\*\*\*Do not list names and date of birth of children on this form, identify by numerals or initials corresponding to attached Confidential Information Form.**

Child \_\_\_\_ Child \_\_\_\_ Child \_\_\_\_ Child \_\_\_\_

List additional children as necessary.

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

The child(ren) is/are presently in the custody of \_\_\_\_\_ who resides at \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (county)

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

List all persons	List all addresses	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Mother of the child is \_\_\_\_\_, currently residing at \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (county)

The Mother of the child(ren) is currently (married) (divorced) (single)



The Father of the child is \_\_\_\_\_, currently residing at

\_\_\_\_\_  
(street) (city) (state) (zip code) (county)

The Father of the child(ren) is currently (married) (divorced) (single)

4. The relationship of the Plaintiff to the child(ren) is that of \_\_\_\_\_ The

Plaintiff currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____

5. The relationship of the Defendant to the child(ren) is that of \_\_\_\_\_

The Defendant currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____

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

Plaintiff (has) (has no) information of a custody proceeding concerning the child pending in a court of this Commonwealth or any other state. 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 or claims to have custodial rights with respect to the child. 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 (set forth facts showing that the granting of the relief requested will be in the best interest and permanent welfare of the child) \_\_\_\_\_

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

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 persons, named below, who are known to have or claim a right to custody of the child (ren) will be given notice of the pendency of this action and the right to intervene:

Name	Address	Basis of Claim
_____	_____	_____
_____	_____	_____

9. A. If the plaintiff is seeking physical or legal custody of a child and is *in loco parentis* to the child, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. §5324(2). \_\_\_\_\_

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B. If the plaintiff is a grandparent seeking physical or legal custody of a grandchild and is not in *loco parentis* to the child, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. §5324(3). \_\_\_\_\_

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C. If the plaintiff is seeking physical or legal custody of a child and is not in *loco parentis* to the child, the plaintiff shall plead facts establishing standing pursuant to 23 Pa.C.S. §5324(4) and (5) \_\_\_\_\_

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D. If the plaintiff is a grandparent or great-grandparent seeking partial physical custody or supervised physical custody of a grandchild or great-grandchild, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. §5325 \_\_\_\_\_

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

WHEREFORE, Plaintiff requests the Court to grant Plaintiff

**LEGAL CUSTODY**

\_\_\_\_\_ shared legal custody \_\_\_\_\_ sole legal custody

**PHYSICAL CUSTODY**

\_\_\_\_\_ partial physical custody \_\_\_\_\_ primary physical custody

\_\_\_\_\_ shared physical custody \_\_\_\_\_ sole physical custody

\_\_\_\_\_ supervised physical custody

\_\_\_\_\_  
Plaintiff

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff

IN THE COURT OF COMMON PLEAS OF BLAIR COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Plaintiff

vs.

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

\_\_\_\_\_  
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:

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

<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other household member</u>	<u>Date of conviction, guilty plea, no contest plea or pending charges</u>	<u>Sentence</u>
_____	<u>18 Pa.C.S. §2901 (relating to kidnapping)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §2902 (relating to unlawful restraint)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §2903 (relating to false imprisonment)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3121 (relating to rape)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3122.1 (relating to statutory sexual assault)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3124.1 (relating to sexual assault)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3125 (relating to aggravated indecent assault)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3126 (relating to indecent assault)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3127 (relating to indecent exposure)</u>	_____	_____	_____	_____

<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other household member</u>	<u>Date of conviction, guilty plea, no contest plea or pending charges</u>	<u>Sentence</u>
_____	<u>18 Pa.C.S. §3129 (relating to sexual intercourse with animal)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §3301 (relating to arson and related offenses)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §4302 (relating to incest)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §4303 (relating concealing death of child)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §4304 (relating to endangering welfare of children)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §4305 (relating to dealing in infant children)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §5902(b) (relating to prostitution and related offenses)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §6301 (relating to corruption of minors)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §6312 (relating to sexual abuse of children)</u>	_____	_____	_____	_____

<u>Check all that apply</u>	<u>Crime</u>	<u>Self</u>	<u>Other household member</u>	<u>Date of conviction, guilty plea, no contest plea or pending charges</u>	<u>Sentence</u>
_____	<u>18 Pa.C.S. §6318 (relating to unlawful contact with minor)</u>	_____	_____	_____	_____
_____	<u>18 Pa.C.S. §6320 (relating to sexual exploitation of children)</u>	_____	_____	_____	_____
_____	<u>23 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement)</u>	_____	_____	_____	_____
_____	<u>Driving under the influence of drugs or alcohol</u>	_____	_____	_____	_____
_____	<u>Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device</u>	_____	_____	_____	_____

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:

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



**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.**

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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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**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**

**COMMON PLEAS CASE MANAGEMENT SYSTEM**

**WEBSITE—CRIMINAL ONLY**

**GO TO: [ujportal.pacourts.us](http://ujportal.pacourts.us)**

**THEN CLICK ON:**

**Docket Sheets + Common Pleas Courts**

**Then: Search Type + Participant**

**CONFIDENTIAL  
INFORMATION  
FORM**



**APPELLATE/TRIAL COURT  
CASE RECORDS**

**Instructions for Completing the Confidential Information Form**

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S. § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**THIS FORM IS CONFIDENTIAL**

**CONFIDENTIAL  
INFORMATION  
FORM**



**APPELLATE/TRIAL COURT  
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:  
Case Records of the Appellate and Trial Courts  
204 Pa. Code § 213.81  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)*

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>_____ Social Security Number (SSN):</p> <p>_____ Financial Account Number (FAN):</p> <p>_____ Driver's License Number (DLN):</p> <p>_____ State of Issuance:</p> <p>_____ State Identification Number (SID):</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>_____ Social Security Number (SSN):</p> <p>_____ Financial Account Number (FAN):</p> <p>_____ Driver's License Number (DLN):</p> <p>_____ State of Issuance:</p> <p>_____ State Identification Number (SID):</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL  
INFORMATION  
FORM**



**APPELLATE/TRIAL COURT  
CASE RECORDS**

Additional page(s) attached. \_\_\_\_\_ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Attorney Number: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.**

**CONFIDENTIAL  
INFORMATION  
FORM**



**APPELLATE/TRIAL COURT  
CASE RECORDS**

Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>
<p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN _____</p> <p>Alternative Reference: FAN _____</p> <p>Alternative Reference: DLN _____</p> <p>Alternative Reference: SID _____</p>



**Abuse Victim Addendum**

**Instructions for Completing the Abuse Victim Addendum:** The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, in family court actions (see Pa.R.C.P. No. 1931(a)), as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter. This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____	AV Address:	Alternative Reference: AV 1 Address
(full name of abuse victim)	_____	Alternative Reference: AV 1 Employer's Name & Address
_____	AV Employer's Name & Address:	Alternative Reference: AV 1 Work Schedule
Docket/Case No. of Protection Order	_____	Alternative Reference: AV 1 Other contact information
_____	AV Work Schedule:	
Court/County	_____	
	AV Other contact information:	

Attach additional page(s) if necessary.



**Abuse Victim Addendum**

Additional page (if necessary)

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____</p> <p>(full name of abuse victim)</p> <p>_____</p> <p>Docket/Case No. of Protection Order</p> <p>_____</p> <p>Court/County</p>	<p>AV Address:</p> <p>_____</p> <p>AV Employer's Name &amp; Address:</p> <p>_____</p> <p>AV Work Schedule:</p> <p>_____</p> <p>AV Other contact information:</p> <p>_____</p>	<p>Alternative Reference: AV __ Address</p> <p>Alternative Reference: AV __ Employer's Name &amp; Address</p> <p>Alternative Reference: AV __ Work Schedule</p> <p>Alternative Reference: AV __ Other contact information</p>

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____</p> <p>(full name of abuse victim)</p> <p>_____</p> <p>Docket/Case No. of Protection Order</p> <p>_____</p> <p>Court/County</p>	<p>AV Address:</p> <p>_____</p> <p>AV Employer's Name &amp; Address:</p> <p>_____</p> <p>AV Work Schedule:</p> <p>_____</p> <p>AV Other contact information:</p> <p>_____</p>	<p>Alternative Reference: AV __ Address</p> <p>Alternative Reference: AV __ Employer's Name &amp; Address</p> <p>Alternative Reference: AV __ Work Schedule</p> <p>Alternative Reference: AV __ Other contact information</p>

Rule 1930.8. Self-Represented Party.

a. A party representing himself or herself shall enter a written appearance which shall state an address, which need not be his or her home address, where the party agrees that pleadings and other legal papers may be served, and a telephone number through which the party may be contacted. The entry of appearance may include a facsimile number as provided by Pa.R.C.P. No. 1012.

b. A self-represented party is under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

c. When a party has an attorney of record, the party may assert his or her self-representation by:

(1) Filing a written entry of appearance and directing the prothonotary/court clerk to remove the name of his or her counsel of record with  
? - contemporaneous notice to said counsel, or

(2) Filing an entry of appearance with the withdrawal of appearance signed by his or her attorney of record.

d. The self-represented party shall provide a copy of the entry of appearance to all self-represented parties and attorneys of record.

e. The assertion of self-representation shall not delay any stage of the proceeding.

Explanatory Comment 2013

Withdrawal of appearance by counsel of record is governed by Pa.R.C.P. No. 1012. Service of original process in domestic relations matters is governed by Pa.R.C.P. No. 1930.4. Service of legal papers other than original process is governed by Pa.R.C.P. No. 440.



PLAINTIFF

vs.

IN THE COURT OF COMMON PLEAS  
BLAIR COUNTY, PENNSYLVANIA

NO. \_\_\_\_\_

DEFENDANT

**ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY**

1. I am the  Plaintiff  Defendant in the above-captioned (MARK ONE)  custody,  divorce,  support,  protection from abuse,  paternity case.
2.  This (MARK ONE)  is  is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

OR (check only one box)

- This is NOT a new case and \_\_\_\_\_ previously represented me in this case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case.  
(Name of Attorney)

I have provided a copy of this form to that attorney listed above at the following address:

\_\_\_\_\_

OR (check only one box)

- I am entering my appearance as a self-represented party (sign) \_\_\_\_\_  
My attorney acknowledges his/her withdrawal as my attorney in this case.  
(Attorney signature) \_\_\_\_\_, Esq.

3. My address for the purpose of receiving all future pleadings and other legal notices is: \_\_\_\_\_  
\_\_\_\_\_. I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

- This is my home address.  This is not my home address.

4. My telephone number where I can be reached during normal business hours (8:00 a.m. – 4:30 p.m. Monday – Friday) is \_\_\_\_\_ My email address is \_\_\_\_\_

- My telephone number and email address are confidential pursuant to a Protection From Abuse Order.

5. I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

6. I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

7. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

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)