

General Information on Filing for Custody

1. Both parents have a right to have a relationship with their child, and a child has a right to have a relationship with both parents. Usually it is best for the child if both parents can agree about custody and visitation. If an agreement cannot be reached and a Custody Complaint is filed with the Court, then the Court will decide what it believes is in the child's best interest.
2. If you and the other parent cannot agree and you file a Custody Complaint, be sure that you know what it is that you want and why you want this arrangement. Remember that the Court will almost always give the other parent extended visits with the child outside of your home, so be sure to think through your proposal to see if it seems reasonable.
3. Sometimes, it is best to take no action. For example, if there have been no problems with the other parent, or the other parent has not attempted to visit the child in a while, there should be no reason to file a Custody Complaint. Since the court will *most likely* give the other parent liberal periods of time with the child, such as every other weekend, holidays and a period of time in the summer, it may be better for you and your child to simply keep the current arrangement and to make the other parent file a Custody Complaint in the future if he/she wants to change the present schedule.
4. If you are sued for Custody, read the Complaint carefully so that you know what arrangement the other parent believes is in the best interests of the child. If you can talk with the other parent without fighting, it is possible that you can work out an agreement before the hearing.
5. It is up to each party to obey the Custody Order which you will receive after the Conciliation Conference. If the other parent is not following the Order, you should keep track of the incidents and notify the other parent in writing that you expect the Order to be followed. If the violations of the Order are serious, such as the other parent refuses to bring the child back after a period of partial custody, or refuses to allow you to visit the child on the schedule which was ordered by the Court, then you may file a Petition for Civil Contempt which would result in a hearing before the Judge to determine if the other parent should be punished for disobeying the Order.
6. The Custody Order can always be changed as long as both parents agree to the changes. If the changes are major, such as where the child will live, it is best to file a Motion to Modify Custody. If the changes are minor, such as what time the child will be picked up for a visit, then there is no need to change the Order as long as both of you agree to the changes.
7. Normally, the Court will grant custodial rights to biological parents, only. However, if someone else, such as a grandparent, aunt/uncle, sibling, or a close family friend feels that the child would be better off with them, then they will have to prove a great deal more to be given custody of the child than either of the child's parents will be required to prove. If the child is now living with someone other than a parent and has lived with this person for an extended period of time, then this person must be listed as a Defendant in your Custody Complaint along with the other parent, and this person must also be served with a copy of the Complaint so that he/she can attend the hearing.

Instructions for Completing the Custody Forms

(if you DO NOT have a current Custody Order)

THE INFORMATION REQUESTED IN THE FOLLOWING FORMS SHOULD BE TYPED OR NEATLY PRINTED IN THE BLANKS PROVIDED

I. CUSTODY SEMINAR:

- A. It is a requirement of the Court that all parties must attend the seminar “Venango County Co-Parenting Cooperative”. This two to three (2-3) hour seminar is offered by LeGoullon Counseling Services. A schedule can be obtained at the Law Library, Second Floor of the Venango County Courthouse. Registration occurs 15 minutes prior to the beginning of class. Each party must attend this seminar within 90 days after your case is filed.
- B. There is a \$50.00 attendance fee which is assessed against each party.
- C. The parties can attend together or separately. ONLY individuals with an ACTIVE PFA in place, are REQUIRED to contact LeGoullon Counseling Services. All others are to report directly to the class for registration.
- D. When you have successfully completed this seminar, the instructor will give you a certificate of completion. It is your responsibility to file this certificate with the Prothonotary.

II. IN FORMA PAUPERIS:

- A. You can expect that the Prothonotary will charge you a fee of around \$150.00 or more to file your Complaint. The Sheriff’s fee for service will run around \$60.00. If you can afford to pay these fees then you should do so. However, if you have to choose between buying food for your children and paying the filing fee, then you should ask the Court to waive these fees.
- B. If you wish to ask the Court to waive these fees, then you must file pleadings called a “Praecipe to Proceed *In Forma Pauperis*” and an “Affidavit in Support of Praecipe to Proceed *In Forma Pauperis*”. A copy of these pleadings is included in this packet after the Complaint. Detailed instructions on how to complete these pleadings is also included.

III. SELF-REPRESENTED PARTY FORM:

If you do not plan to hire an attorney to represent you in your custody case or if you have used an attorney in the past for your custody case, but now would like to represent yourself, then you MUST complete, file with the Court and serve on opposing parties and/or their counsel the form which is provided on page 13. After you have provided all of the information requested by this form, then you must sign and date it in the space provided.

IV. CAPTION:

- A. You are the plaintiff. Type or print your full name above the word “Plaintiff” in the caption.
- B. The other parent or the person who currently has physical possession of the child is the

defendant. Type or print that person's full name above the word "Defendant".

- C. Leave the civil number (in the order it is abbreviated "Civ. No.") blank. Your case will be assigned a number when you file your Complaint with the Court.

V. THE COMPLAINT:

A. The Body of the Complaint:

Complete the caption in the same way as you did on the Scheduling Order per instruction A.(1)(a) above.

1. As you are the plaintiff, at number "1" of the Complaint, fill in your full name, your mailing address (street address, city, state, zip code and county), and telephone number.
2. At number "2", fill in the defendant's full name, mailing address (street address, city, state, zip code and county), and telephone number.
3. At number "3", circle the type of custody you want the court to award you. If you are unsure what the different types of custody are, please see the "DEFINITIONS" page attached to these instructions. You must also list the full name, present address and age of the child or children involved in the case.
4. At number "4", cross out the verb set which does not apply to your situation (that is, "was" or "was not") regarding whether you and the defendant were married when the child was born.
5. At number "5", fill in the blank with the full name and address of the person with whom the child or children now live.
6. At number "6", list all of the persons, addresses and dates where the child has lived in the past five years.
7. At number "7", fill in the biological mother's full name and current address. Indicate her marital status, that is, whether she is single, married or divorced.
8. At number "8", fill in the biological father's full name and current address. Indicate his marital status, that is, whether he is single, married or divorced.
9. At number "9", state your relationship to the child (mother, father, grandmother, etc). List everyone who now lives with you and your relationship to each of these persons.
10. At number "10", state the defendant's relationship to the child (mother, father, grandmother, etc). List everyone who now lives with the defendant and the defendant's relationship to each of these persons.
11. At number "11", cross-out whichever verb set does not apply. For example, if this is the first time that you have participated as a party or witness in litigation concerning this child, then cross-out "has". On the other hand, if you previously were a party or witness in a case involving this child in any kind of court case before, such as a Dependency proceeding or a Protection

from Abuse proceeding, then cross-out “has not” and write the name of the court, the civil number of that case, and its relationship to the present case in the space provided.

12. At number “12”, cross-out whichever verb set does not apply concerning whether you know of any other **custody case** which has been filed in another court concerning this child. If there was a previous **custody case** involving this child in **any** court—whether in this Commonwealth or another State—then write the name of that court, the civil number of that case, and its relationship to the present case in the space provided.
13. At number “13”, cross-out whichever verb set does not apply. For example, if no one else has physical custody of the child or claims a right to have physical custody, then cross-out “knows”. However, if you know the child is living with someone other than you or the defendant, or that someone else, such as, a grandparent, claims to have a right to custody, then cross-out “does not know”. If the latter is the case, then write down the full name and current address of the person who has custody or claims to have a right to custody in the space provided.
14. At number “14”, state briefly why you believe what you are asking for will be in the best interests of the child. **This may be the most important part of the Complaint.** This is where you tell the Court, the Conciliator, and the other party what you believe is in the child’s best interests and why. You may have a lot to say at this point. But remember, that space is limited. You will want to hit only the highlights, such as, “my housing situation is more stable than the defendant’s”; “I take better care of the child”; or “the child does better in school when she/he resides with me”. You can explain the details of your positions to the other party and the Conciliator at the Custody Conciliation Conference.
15. At number “15”, list any other person that you believe has a legal right to be a part of the hearing concerning custody. Someone may have a legal right because they have had possession, that is, custody of the child for a substantial and continuous amount of time. For example, a grandparent, in certain situations, may have a legal right to be part of the custody hearing.

16. At number “16(a)” must be filled out if you are a grandparent who is not *in loco parentis* to the child and you are seeking any form of physical custody and/or legal custody. In this section, you must state facts that establish that:

- a. your relationship with the child began with the consent of a parent of the child or pursuant to a Court Order;
- b. you are willing to assume responsibility for the child;

AND

- c. one of the following conditions exists:
 - i. the child has been determined by the Court to be a dependent child;
 - ii. the child is substantially at risk due to parental abuse, neglect, drug or alcohol abuse or incapacity;

OR

- iii. the child has resided with you for 12 consecutive months (excluding brief temporary absences from your home). If the child is removed from your home by the parents, then you must begin your action within six months after the removal of the child.

Number “16(b)” should be completed if you are a grandparent seeking only partial physical custody or supervised physical custody. If this is the case, then you must state facts that establish one of the following:

- a. the parent of the child is deceased and you are the parent of the deceased parent;
- b. the parents of the child have been separated for at least 6 months or have started a proceeding that will dissolve their marriage;

OR

- c. the child has resided with you for 12 consecutive months (excluding brief temporary absences from your home). If the child is removed from your home by the parents, then you must begin your action within six months after the removal of the child.

Number “16(c)” should be completed if you are filing for custody because you have acted as the child’s guardian or caretaker and have taken on some or all of the responsibilities of a parent.

17. Number “17” states that you are completing the “Criminal Record/Abuse History” Verification form and attaching it to the Complaint.
18. The “wherefore clause” simply summarizes what you are asking the court to do, that is, to grant you custody of the child. Circle the type of custody you are seeking.
19. Sign your full name to the Complaint in blue ink on the line provided after the words “respectfully submitted”.
20. The “Verification”, which is required by the Court, says that all of the information which you have provided in the Complaint is true and correct. If this is the case, then sign this form.

B. Scheduling Order:

1. As you are suing the defendant for custody, place the defendant’s full name after the word “you” in the blank in the first line of the scheduling order. Place the names of the child or children who are at issue in your case in the blank after the words “rights of the following child(ren)” and their date of birth.
2. Leave the name of the Custody Conciliator—*the blank line before the word “Esquire”*— blank (the Court will appoint this person).
3. Also, leave the date, time and place of the Custody Conciliation Conference blank (the Court will set the date, time and place).
4. Please note the paragraph which states that each party is required to fill-out and file with the Court “Criminal History/ Abuse History” forms. These forms are included in this packet.
5. In addition, please note the paragraph which states that each party is required to attend a seminar called “Venango County Co-Parenting Cooperative.” A schedule can be obtained at the Law Library, Second Floor of the Venango County Courthouse.
6. Also, please note the paragraph which states that neither party may change the child’s residence, in a way that would impair the other party’s ability to exercise custodial rights, without following the required relocation procedures.
7. On the last page of the scheduling order, leave the blank above the word “Judge” and the date blank (the Judge assigned to your case will sign and date the order when he approves it).
8. Last, as the Court has to mail the order to you to let you know date and time of your Custody Conciliation Conference, you must place your name and mailing address, and the defendant’s name and mailing address after the abbreviation “cc:”.

VI. COPIES OF YOUR COMPLAINT & FILING:

- A. Before you file your Complaint you will need to make *two copies* of the Complaint. You will then file the original (the one that you signed in blue ink) and your two copies at the Prothonotary's Office which is located on the 1st floor of the Venango County Courthouse, 1168 Liberty Street, Franklin, Pennsylvania. The Prothonotary's Office will write the docket number on the Complaint and copies. They will then keep the original Complaint and return the copies to you.
- B. If you can afford to pay the Prothonotary's filing fee, you will want to bring a check, money order or cash with you and pay the Prothonotary at this time.
- C. If you cannot afford to pay the Prothonotary's filing fee, then you should file the original and *one copy* of the Praecepte to Proceed *In Forma Pauperis* and the supporting Affidavit at the Prothonotary's Office at this time.

VII. SERVING COPIES OF YOUR COMPLAINT:

- A. Obviously, for the defendant to be able to participate in your custody case, he/she must know that you sued him/her for custody of your child. The Court will not notify him/her and the Court will not schedule a Conciliation Conference until the defendant is notified.¹ When you have properly notified the defendant of your lawsuit, then you have properly "served" him/her.
- B. You must serve the defendant within thirty (30) days of filing your Complaint. See the instructions that follow for the four alternative ways to make service.

VIII. PLAINTIFF'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION:

- A. You must complete and file this form and the Confidential Document form with the Custody Complaint. There are two copies of this form in this packet. You must complete one and file it with your complaint. You must include the other blank form with the complaint when you serve the opposing party. This form may be used by the Custody Conciliator and the Court during your custody proceedings.
- B. You must check the box next to a crime that either you or a household member has been convicted of, pled guilty to, or pled no contest to and you must check the appropriate boxes if there has been a finding of abuse either by a CYS agency or in a PFA proceeding. You must also check the box and state whether there have been any CYS investigations concerning you or any members of your house involving any of your children whether or not they are the subjects of this custody case. You must also answer the questions that follow, if applicable.

¹ Incidentally, if a Conciliation Conference is somehow scheduled and held without the defendant being properly notified, then the Court will reverse whatever you achieved at the Conciliation Conference and force you to notify the defendant properly.

- C. You must be truthful on this form or you could be fined, imprisoned or both. If you are not sure of a crime that you or a household member should list, you can visit the website listed which provides access to search, view and print the docket sheets for Pennsylvania's courts. You should check both the Magisterial Court Docket Sheets and the Court of Common Pleas Docket Sheet:

<http://ujportal.pacourts.us/DocketSheets/CP.aspx>

IX. DEFENDANT'S CRIMINAL HISTORY / ABUSE HISTORY VERIFICATION:

A second copy of the Criminal History / Abuse History Verification and the Confidential Document form are included in this packet. Both forms must be sent to the defendant when you send the Complaint. The defendant must fill the forms out and file them with the Court.

**PLEASE REMEMBER TO TYPE OR PRINT NEATLY THE INFORMATION WHICH
IS REQUESTED IN THE FOLLOWING FORMS**

DEFINITIONS

PLAINTIFF – the person who starts the lawsuit.

DEFENDANT – the person who is being sued.

DEPONENT – a person who makes a deposition or affidavit under oath.

LEGAL CUSTODY – means the right to make major decisions on behalf of the 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 – means 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 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 – means the 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.

NON-CUSTODIAL PARENT – the parent who has custodial rights, but with whom the child does not live with most of the time.

THIRD PARTY – any person who is not a natural parent of the child.

IN LOCO PARENTIS – a person who has acted as a parent for a child and taken on responsibilities of parenthood for a period of time.

STANDING – the legal right to be a part of a custody lawsuit.

BEST INTERESTS OF THE CHILD – the factors which the Court looks at in deciding with whom and where the child should reside.

IN FORMA PAUPERIS FORM INSTRUCTIONS

If you want to file a Complaint, but you cannot afford to pay the filing fee at the Prothonotary's Office or fee for service at the Sheriff's Office, then you must fill-out the enclosed Praecipe to Proceed *In Forma Pauperis* and the supporting Affidavit (collectively known as the "IFP"). The IFP will ask the Court to waive the Prothonotary's filing fee based on your financial circumstances.

Please be sure to read these instructions and fill-out these forms as completely and carefully as you can. Remember to print or type neatly. Your answers must be truthful and complete. Do not leave blanks. **If a question or section does not apply to you, then neatly write "not applicable" or "none" in the space provided.**

Step 1: Fill-out the Praecipe to Proceed *In Forma Pauperis* as follows:

- (1) Complete the caption of the Praecipe to Proceed *In Forma Pauperis* in the same way as you did on the Scheduling Order per the instructions for the Complaint in section A.(1)(a) above.
- (2) The first paragraph of the Praecipe to Proceed *In Forma Pauperis* should be completed as follows:
 - (a) Kindly allow (your name), the plaintiff in this matter, to proceed *in forma pauperis*.
 - (b) Date and sign your name on the Praecipe to Proceed *In Forma Pauperis*.

Step 2: Fill out the Affidavit in Support of Praecipe to Proceed *In Forma Pauperis* as follows:

- (1) Complete the caption of the Affidavit in Support of Praecipe to Proceed *In Forma Pauperis* in the same way as you did on the Scheduling Order per the instruction for the Complaint in section A.(1)(a) above.
- (2) Insert your full name and current street address in section (a).
- (3) Insert information concerning your employment or unemployment situation, as may be applicable, in section (b).
- (4) List all business or self-employment income (e.g., babysitting or selling Avon); investment income (e.g., stock market, pension/retirement account or bank-related investments); or government benefit income (e.g., Social Security, Workers' Compensation, Unemployment Compensation or Welfare benefits) which you have received within the past 12 months in section (c).
- (5) If your husband or wife works, receives self-employment or non-employment income; your children work, receive Social Security income or child support payments; or your parents or others support you or contribute to your household income, then please list the amount and frequency of this income in the space provided in section (d).

(6) List the amount of money which you have in your pocket or your bank accounts and the value of all assets which you own, such as, real estate, vehicle(s) (make, year, cost and amount owed) and any other investments in section (e).

(7) List the monthly amount of all of your debts and other financial obligations (don't forget about credit card bills, personal loans, medical bills, student loans, utility bills, government benefit overpayments, debts owed to former landlords or car loans) that you **actually** pay on a monthly basis in section (f). For this section, it is important to honestly state all of your debts, since it is more likely that your IFP will be granted if your disposable income (that is, the difference between your income and expenses) is very low.

(8) List all of the people who are dependent upon you for financial support, e.g., your husband or wife, children or other persons in section (g).

(9) Sign and date the verification clause in paragraph 5 where indicated.

Step 3: Complete the caption of the Order according to the instructions for the Complaint in section A.(1)(a) above.

Step 4: File the completed IFP form along with your Complaint. Remember to keep a copy for yourself.

***** ALL HOUSEHOLD INCOME AND BENEFITS RECEIVED
MUST BE ATTACHED *****

_____	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	VENANGO COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL DIVISION—CUSTODY ACTION
	:	
_____	:	CIV. NO: _____
Defendant	:	

PRAECIPE TO PROCEED IN FORMA PAUPERIS

To the Prothonotary:

Kindly allow _____, the plaintiff in this matter, to proceed *in*
(your name here)
forma pauperis.

I hereby certify that I am unable to pay the costs associated with this action. My affidavit showing inability to pay the costs of litigation is attached hereto.

Respectfully submitted,

Plaintiff

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

**AFFIDAVIT IN SUPPORT OF PRAECIPE
TO PROCEED IN FORMA PAUPERIS**

1. I am the plaintiff in the above matter and because of my financial condition am unable to pay the fees and costs of prosecuting or defending the action or proceeding.

2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.

3. I represent that the information below relating to my ability to pay the fees and costs is true and correct.

(a) Name: _____

Address: _____

(b) Employment:

If you are presently employed, state:

Employer: _____

Address: _____

Salary or wages per month: _____

Type of work: _____

If you are presently unemployed, state:

Date of last employment: _____

Salary or wages per month: _____

Type of work: _____

(c) Other income within the past twelve months:

Business or profession: _____

Other self-employment: _____

Interest: _____

Dividends: _____

Pension and annuities: _____

Social Security benefits: _____

Support payments: _____

Disability payments: _____

Unemployment Compensation and supplemental benefits: _____

Workers' Compensation: _____

Public Assistance: _____

Other: _____

(d) Other contributions to household support:

(Wife/Husband) Name: _____

If your wife/husband is employed, state:

Employer: _____

Salary or wages per month: _____

Type of work: _____

Contributions from children: _____

Contributions from parents: _____

Other contributions: _____

(e) Property owned:

Cash: _____

Checking account: _____

Savings account: _____

Certificates of Deposit: _____

Real Estate (including home): _____

Motor Vehicle: Make: _____ Year: _____

Cost: _____ Amount Owed: _____

Stocks and bonds: _____

Other: _____

(f) Debts and obligations:

Mortgage: _____

Rent: _____

Loans: _____

Other: _____

(g) Persons dependent upon you for support:

(Wife/Husband) Name: _____

Children, if any:

Name: _____ Age _____

_____ Age _____

_____ Age _____

Other persons:

Name: _____

Relationship: _____

4. I understand that I have a continuing obligation to inform the court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. 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 falsification to authorities.

Date

Plaintiff

***** ALL HOUSEHOLD INCOME AND BENEFITS RECEIVED
MUST BE ATTACHED *****

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

ORDER

AND NOW, this _____ day of _____, 202__, upon presentation of the within In Forma Pauperis Petition in the above-captioned case, it is hereby ORDERED that the Plaintiff / Defendant be permitted to proceed *in forma pauperis*. The Prothonotary's Office accepts this Complaint in Custody for filing and the Sheriff's Office shall serve it without costs to the Plaintiff.

IT IS FURTHER ORDERED that costs in this matter may be assessed at the time of the hearing.

JUDGE

cc: _____
(your name and address)
Sherriff

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

Praecipe for Entry of Appearance/Self-Represented Party

TO THE PROTHONOTARY:

Please enter my appearance in the above-captioned matter. I understand that I am under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

[Please remove the name of _____, Esquire, in this matter. I certify that I have given written notice to the above-named counsel via first-class mail to _____ or via hand-delivery to _____ on _____ (date)].

I have provided a copy of this entry of appearance to all other parties and/or their respective attorneys of record as follows:

Papers may be served at the address set forth below:

 Name

 Address

 City, State, Zip Code

 Telephone Number

I hereby certify that this change is not intended to, nor will it, delay this proceeding to the best of my knowledge, information and belief.

Date: _____ Signature: _____

Plaintiff	: IN THE COURT OF COMMON PLEAS OF : VENANGO COUNTY, PENNSYLVANIA : : CIVIL DIVISION—CUSTODY ACTION : : CIV. NO: _____
vs.	
Defendant	:

COMPLAINT FOR CUSTODY

1. The plaintiff is _____, an adult individual, residing at _____.
The plaintiff can be reached at the following telephone number: _____.
2. The defendant is _____, an adult individual, residing at _____.
The defendant can be reached at the following telephone number: _____.
3. The 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):

<u>Name</u>	<u>Permanent Residence</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. The child (was or was not) born out of wedlock.
5. The child is presently in the custody of _____ who resides at _____.
6. During the past five years, the child has resided with the following persons and at the following addresses:

<u>Name</u>	<u>Addresses</u>	<u>Dates</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

7. The mother of the child is _____. She currently resides at _____.
Her marital status is _____.
8. The father of the child is _____. He currently resides at _____.
His marital status is _____.

9. The relationship of the plaintiff to the child is that of _____.
The plaintiff currently resides with the following persons:

Name

Relationship

10. The relationship of the defendant to the child is that of _____.
The defendant currently resides with the following persons:

Name

Relationship

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

12. The plaintiff (has or 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:

13. The plaintiff (knows or 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:

14. The best interest and permanent welfare of the child will be served by granting the relief requested because:

15. Each parent whose parental rights to the child have not been terminated and the person who has physical custody of the child 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 will be given notice of the pendency of this action and the right to intervene.

Name

Address

Base of Claim

16. (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 23 Pa.C.S. §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.

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 this Honorable Court to grant him/her (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the said minor child(ren).

Respectfully submitted,

Plaintiff

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

VERIFICATION

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. Section 4904 relating to unsworn falsification to authorities.

Date: _____

Plaintiff

_____	:	IN THE COURT OF COMMON PLEAS OF
Plaintiff	:	VENANGO COUNTY, PENNSYLVANIA
	:	
vs.	:	CIVIL DIVISION—CUSTODY ACTION
	:	
_____	:	CIV. NO: _____
Defendant	:	

ORDER OF COURT

You, _____, have been sued in Court to obtain (shared
(**Defendant's name here**)
legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared
physical custody) (sole physical custody) (supervised physical custody) rights of the following
child(ren) _____.

_____, Esquire, is appointed conciliator, for the purpose of conducting a conference with respect to the issues raised in the Petition. The conciliator shall conduct such a conference and shall report to the Court as to whether or not the issues raised in the Petition are capable of resolution by agreement between the parties. The conciliator shall confer with the parties and make every effort to achieve negotiated resolutions of the issues raised in the Petition. No testimony will be taken at the conciliation conference. The parties should bring with them any relevant expert reports. If no such resolution can be achieved, the conciliator shall so report to the Court. He/she shall also submit an interim proposed order, which shall include a hearing date before the Court.

You are ordered to appear for a custody conciliation conference which has been fixed for the ____ day of _____, 20____, at _____.m., at the Lawyer's Conference Room on the Second Floor of the Venango County Courthouse, Franklin, Pennsylvania. If you fail to appear as provided by this Order, an Order for legal or physical custody may be entered against you or the Court may issue a warrant for your arrest.

All parties are directed to attend the court-approved seminar “Venango County Co-Parenting Cooperative” *UNLESS PREVIOUSLY ATTENDED*. A schedule can be obtained by contacting your attorney or at the Law Library, Second Floor of the Venango County Courthouse. Registration occurs 15 minutes prior to the beginning of the class, which lasts 2.5-3 hours in length. ONLY individuals with an ACTIVE PFA or disability are REQUIRED to contact LeGoullon Counseling Services at (814) 657-2067 prior to registration. All others are to report directly to the class for registration. Each party shall attend the seminar within 90 days after the filing of a complaint or petition.

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 the initial in-person contact with the court (including, but not limited to, a conference with a conference officer or judge or conciliation), but not later than 30 days after the service of the complaint or petition, whichever first occurs. These forms are available at the Prothonotary's Office on the First Floor of the Venango County Courthouse, Franklin, Pennsylvania.

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.

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.

NORTHWESTERN LEGAL SERVICES
1001 STATE STREET, SUITE 700
ERIE, PA 16501
TELEPHONE NO: (800) 665-6957

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Venango 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 the Court Administrator's Office at (814) 432-9610. All arrangements must be at least 72 hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

**NOTICE TO INCARCERATED PARTIES AND PARTIES WHO DESIRE TO
OBTAIN THE TESTIMONY OF AN INCARCERATED INDIVIDUAL**

An incarcerated individual has a right to apply to the court for a writ of habeas corpus ad testificandum to enable him or her to participate in a hearing in this matter. Any party who desires that an incarcerated individual testify at the hearing in this matter also has a right to apply to the court for a writ of habeas corpus ad testificandum to enable the incarcerated person to testify.

BY THE COURT,

Date: _____, Judge

cc: _____
(your name and mailing address)

(other party's name and mailing address)
_____, Esquire
(Custody Conciliator)
Custody Coordinator

INSTRUCTIONS FOR MAKING SERVICE OF THE CUSTODY COMPLAINT

There are four alternative ways to properly notify or serve the defendant:

1. You can serve the Complaint on the defendant by mail.

- a) If you serve the defendant by mail, then you must ask the Prothonotary's Office to "certify" two copies of your Complaint when you file it.
- b) You must then serve one of these certified copies by mailing it to the defendant by first-class mail, postage pre-paid. You must serve the other certified copy by mailing it to the defendant by certified mail, return receipt requested, and restricted delivery.
- c) Once you receive the return receipt requested postcard back from the defendant, then you can attach it to the "Affidavit of Service by Mail" form, which is enclosed in this packet.
- d) You then must complete and sign this Affidavit in the presence of a notary, make a copy of both the postcard and Affidavit, and then file your original Affidavit and a copy at the Prothonotary's Office. The Prothonotary's Office will "time stamp" both of your Affidavits, retain the original for its records and return the copy to you.

2. The defendant can accept service of the Complaint by simply completing and signing the "Acceptance of Service" form.

- a) A copy of this form is enclosed in this packet. The defendant should sign this form in the presence of a notary.
- b) You can then make a copy of this form and file it at the Prothonotary's Office. The Prothonotary's Office will "time stamp" both of your "Acceptance of Service" forms, retain the original for its records and return the copy to you.

3. The Sheriff can make service of the Complaint for you.

- a) If you go this route, you must have the Prothonotary "certify" two copies of the Complaint for you. Then you must fill-out the "Sheriff's Instructions" which is enclosed with this packet.
- b) You must give the Sheriff, who is a few doors down from the Prothonotary's Office, a copy of your instructions and your certified copies of the Complaint.
- c) If you are able to pay the Sheriff's fees then you should do so. If you are unable to afford these fees, then the Order approving your Praeceptum to Proceed *In Forma Pauperis*, which you may have already filed at the Prothonotary's Office, should waive these fees.
- d) After the Sheriff has made service on the defendant, then he will file a "Return of Service" form at the Prothonotary's Office which says that he has served the defendant. You should give the Sheriff a self-addressed, stamped envelope when you give him your instructions if you want a copy of this "Return of Service" form sent to you.

4. A "competent adult", who is 18 years of age or older, is not a party, a relative of a party, or

an employee of a party, may serve a certified copy of the Complaint on the defendant simply by handing a copy of the Complaint to him/her.

- Once this person has made service, then that person must complete the enclosed “Affidavit of Service by Personal Delivery” form in the presence of a notary. You must then make a copy of this form and file it at the Prothonotary’s Office.

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

AFFIDAVIT OF SERVICE BY MAIL PURSUANT TO Pa. R.C.P. 1930.4

COMMONWEALTH OF	:	
PENNSYLVANIA	:	SS.
	:	
COUNTY OF VENANGO	:	

I, _____, being duly sworn according to law, deposes and says that he/she mailed a copy of the Complaint for Custody filed in this matter by certified mail, return receipt requested, addressee only, and separately by first-class mail, postage prepaid to the Defendant at _____, on the ____ day of _____, 20___. The return receipt signed by the Defendant is evidence of delivery to him/her and is attached hereto as Exhibit "A".

Plaintiff

Sworn to and subscribed
before me this _____ day
of _____, 20__.

Notary Public

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

ACCEPTANCE OF SERVICE

I, the undersigned, hereby accept service of a true and correct copy of the Complaint for Custody which was filed in the above-captioned action.

[Defendant]

[Street Address]

[City, State, Zip]

Sworn to and subscribed
before me this _____ day
of _____, 20____.

Notary Public

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

SHERIFF'S INSTRUCTIONS

TO THE SHERIFF OF VENANGO COUNTY:

Please serve the within Complaint for Custody on the Defendant, _____,
 who is residing at _____ and employed at _____
 _____ (use actual street addresses).

You can find the Defendant at his/her residence on these days: _____ between
 the hours of _____.M. and _____.M. You can find the Defendant at his/her job on
 these days: _____ between the hours of _____.M. and _____.M.

A physical description of the Defendant is as follows:

_____.

The Defendant's telephone number is: _____ and his/her cell number is: _____.

When service is complete, please file a return of service and provide proof thereof to the undersigned. A self-addressed, stamped envelope is enclosed for this purpose. Thank you.

Respectfully submitted,

 Date

 Plaintiff (signature)

Address: _____

Phone: _____

The Plaintiff was granted leave to proceed *in forma pauperis* on _____, 20____.
 A copy of the Order is attached hereto and filed of record at the above term and number.

_____	: IN THE COURT OF COMMON PLEAS OF
Plaintiff	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
_____	: CIV. NO: _____
Defendant	:

AFFIDAVIT OF SERVICE BY PERSONAL DELIVERY

COMMONWEALTH OF	:	
PENNSYLVANIA	:	SS.
	:	
COUNTY OF VENANGO	:	

I, _____, being duly sworn according to law, deposes and says that he/she is a competent adult over 18 years of age; that he/she served a true and correct copy of the Complaint for Custody filed in this matter upon the Defendant, _____, who identified himself/herself to the deponent, by personally handing him/her a true and correct copy thereof and informing him/her of its contents at:

on the ____ day of _____, 20____, at _____ o'clock ____ .M.

Deponent further avers that at the time of such service, the deponent identified himself/herself to the Defendant.

Signature of Deponent

Sworn to and subscribed
before me this _____ day
of _____, 20____.

Notary Public

CONFIDENTIAL DOCUMENT FORM



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
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 *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian. **Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
☐ Financial Source Documents	
☐ Tax Return and schedules	
☐ W-2 forms and schedules including 1099 forms or similar documents	
☐ Wage stubs, earning statements, or other similar documents	
☐ Credit card statements	
☐ Financial institution statements (e.g., investment/bank statements)	
☐ Check registers	
☐ Checks or equivalent	
☐ Loan application documents	
☐ Minors' education records	
☐ Medical/Psychological records	
☐ Children and Youth Services' records	
☐ Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
☐ Income and Expense Statement as provided in Pa.R.C.P. No 1910.27(c)	
☐ Agreements between the parties as used in 23 Pa. C.S. §3105	
☐ Criminal Record / Abuse History Verification	
☐ Report of Child Abuse and Protective Services Requested by Court	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* 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: _____

Plaintiff	: IN THE COURT OF COMMON PLEAS OF
	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
Defendant	: CIV. NO: _____
	:

☐ **PLAINTIFF**

☐ **DEFENDANT**

☐ **CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

☐ **REPORT OF CHILD ABUSE AND PROTECTIVE SERVICES REQUESTED BY COURT**

(Court may use the first page of the parties' criminal record/abuse history verification or may complete a new form)

1. Participants. Please list ALL members in your/the participant's household and attach sheets if necessary:

NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)

☐ Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701 - 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

Please list ALL members in the **opposing party's** household and attach sheets if necessary:

NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)

☐ Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701 - 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

SUBJECT CHILD(REN) – Attach additional sheets if necessary:

NAME	DATE OF BIRTH

2. Criminal Offenses. As to the following listed Pennsylvania crimes or offenses, or another jurisdiction's substantially equivalent crimes or offenses, check the box next to any applicable crime or offense in which you or a household member:

- has pleaded guilty or no contest;
- has been convicted;
- has charges pending; or
- has been adjudicated delinquent under the Juvenile Act, 42 Pa.C.S. §§ 6301 - 6375, and the record is publicly available as set for in 42 Pa.C.S. § 6307.

You should also check the box next to a listed criminal offense even if the offense has been resolved by Accelerated Rehabilitative Disposition (ARD) or another diversionary program, unless it has been expunged pursuant to 18 Pa.C.S. § 9122, or a court has entered an order for limited access, e.g., Clean Slate, pursuant to 18 Pa.C.S. §§ 9122.1 or 9122.2.

<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>
☐	18 Pa.C.S. Ch.25 (relating to criminal homicide)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2701 (relating to simple assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2702 (relating to aggravated assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2705 (relating to recklessly endangering another person)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2706 (relating to terroristic threats)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2709.1 (relating to stalking)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2718 (relating to strangulation)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2901 (relating to kidnapping)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2902 (relating to unlawful restraint)	☐	☐	_____	_____

<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>
☐	18 Pa.C.S. § 2903 (relating to false imprisonment)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2904 (relating to interference with custody of children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2910 (relating to luring a child into a motor vehicle or structure)	☐	☐	_____	_____
☐	18 Pa.C.S. Ch. 30 (relating to human trafficking)	☐	☐	_____	_____
☐	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)	☐	☐	_____	_____

<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>
☐	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 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. § 5533 (relating to cruelty to animals)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5534 (relating to aggravated cruelty to animals)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5543 (relating to animal fighting)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5544 (relating to possession of animal fighting paraphernalia)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5902(b) or (b.1) (relating to prostitution and related offenses)	☐	☐	_____	_____

<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>
☐	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)	☐	☐	_____	_____
☐	Finding of contempt of a Protection from Abuse order or Agreement under 23 Pa.C.S. § 6114	☐	☐	_____	_____
☐	Finding of contempt of a Protection of Victims of Sexual Violence and Intimidation order or agreement under 42 Pa.C.S. § 62A14	☐	☐	_____	_____
☐	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	☐	☐	_____	_____

3. Abuse or Agency Involvement. Check the box next to any statement that applies to you, a household member, or your child.

<u>Check all that apply</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Child</u>
☐ Involvement with a children and youth social service agency in Pennsylvania or a similar agency in another jurisdiction. What jurisdiction? _____	☐	☐	☐
☐ A determination or finding of abuse (i.e., indicated or founded report) by a children and youth social service agency or court in Pennsylvania or a similar agency or court in another jurisdiction. What jurisdiction? _____	☐	☐	☐
☐ A adjudication of dependency involving this child or any other child under Pennsylvania’s Juvenile Act, or a similar law in another jurisdiction. What jurisdiction? _____ Is this case active? _____	☐	☐	☐
☐ A history of perpetrating “abuse” as that term is defined in the Protection from Abuse Act, 23 Pa.C.S. § 6102.	☐	☐	☐
☐ A history of perpetrating “sexual violence” or “intimidation” as those terms are defined in 42 Pa.C.S. § 62A03 (relating to protection of victims of sexual violence and intimidation).	☐	☐	☐
☐ Other: _____ _____ _____	☐	☐	☐

4. If you checked a box in (2) or (3), list any evaluation, counseling, or other treatment received as a result:

5. If you checked a box in (2) or (3) that applies to your household member, who is not a party, state that person's name, date of birth, and relationship to the child(ren).

6. If you are aware that the other party or the other party's household member has a criminal record or abuse history, please explain:

ONLY A PARTY CAN SIGN THIS FORM. IF A PARTY IS REPRESENTED BY AN ATTORNEY, THE ATTORNEY CANNOT SIGN THIS FORM ON BEHALF OF THE PARTY.

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.

Date

Plaintiff/Defendant Signature

Printed Name

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

Signature of Filer

Printed Name

CONFIDENTIAL DOCUMENT FORM



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
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 *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian. **Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
☐ Financial Source Documents	
☐ Tax Return and schedules	
☐ W-2 forms and schedules including 1099 forms or similar documents	
☐ Wage stubs, earning statements, or other similar documents	
☐ Credit card statements	
☐ Financial institution statements (e.g., investment/bank statements)	
☐ Check registers	
☐ Checks or equivalent	
☐ Loan application documents	
☐ Minors' education records	
☐ Medical/Psychological records	
☐ Children and Youth Services' records	
☐ Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
☐ Income and Expense Statement as provided in Pa.R.C.P. No 1910.27(c)	
☐ Agreements between the parties as used in 23 Pa. C.S. §3105	
☐ Criminal Record / Abuse History Verification	
☐ Report of Child Abuse and Protective Services Requested by Court	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* 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: _____

Plaintiff	: IN THE COURT OF COMMON PLEAS OF
	: VENANGO COUNTY, PENNSYLVANIA
	:
vs.	: CIVIL DIVISION—CUSTODY ACTION
	:
Defendant	: CIV. NO: _____
	:

☐ **PLAINTIFF**

☐ **DEFENDANT**

☐ **CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

☐ **REPORT OF CHILD ABUSE AND PROTECTIVE SERVICES REQUESTED BY COURT**

(Court may use the first page of the parties' criminal record/abuse history verification or may complete a new form)

1. Participants. Please list ALL members in your/the participant's household and attach sheets if necessary:

NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)

☐ Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701 - 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

Please list ALL members in the **opposing party's** household and attach sheets if necessary:

NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD(REN)

☐ Party requests their residence remain confidential as they are protected by the Protection from Abuse Act, 23 Pa.C.S. § 6112, or the Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. §§ 6701 - 6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

SUBJECT CHILD(REN) – Attach additional sheets if necessary:

NAME	DATE OF BIRTH

7. Criminal Offenses. As to the following listed Pennsylvania crimes or offenses, or another jurisdiction's substantially equivalent crimes or offenses, check the box next to any applicable crime or offense in which you or a household member:

- has pleaded guilty or no contest;
- has been convicted;
- has charges pending; or
- has been adjudicated delinquent under the Juvenile Act, 42 Pa.C.S. §§ 6301 - 6375, and the record is publicly available as set for in 42 Pa.C.S. § 6307.

You should also check the box next to a listed criminal offense even if the offense has been resolved by Accelerated Rehabilitative Disposition (ARD) or another diversionary program, unless it has been expunged pursuant to 18 Pa.C.S. § 9122, or a court has entered an order for limited access, e.g., Clean Slate, pursuant to 18 Pa.C.S. §§ 9122.1 or 9122.2.

<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>
☐	18 Pa.C.S. Ch.25 (relating to criminal homicide)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2701 (relating to simple assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2702 (relating to aggravated assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2705 (relating to recklessly endangering another person)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2706 (relating to terroristic threats)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2709.1 (relating to stalking)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2718 (relating to strangulation)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2901 (relating to kidnapping)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2902 (relating to unlawful restraint)	☐	☐	_____	_____

<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>
☐	18 Pa.C.S. § 2903 (relating to false imprisonment)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2904 (relating to interference with custody of children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2910 (relating to luring a child into a motor vehicle or structure)	☐	☐	_____	_____
☐	18 Pa.C.S. Ch. 30 (relating to human trafficking)	☐	☐	_____	_____
☐	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)	☐	☐	_____	_____

<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>
☐	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 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. § 5533 (relating to cruelty to animals)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5534 (relating to aggravated cruelty to animals)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5543 (relating to animal fighting)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5544 (relating to possession of animal fighting paraphernalia)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5902(b) or (b.1) (relating to prostitution and related offenses)	☐	☐	_____	_____

<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>
☐	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)	☐	☐	_____	_____
☐	Finding of contempt of a Protection from Abuse order or Agreement under 23 Pa.C.S. § 6114	☐	☐	_____	_____
☐	Finding of contempt of a Protection of Victims of Sexual Violence and Intimidation order or agreement under 42 Pa.C.S. § 62A14	☐	☐	_____	_____
☐	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	☐	☐	_____	_____

8. Abuse or Agency Involvement. Check the box next to any statement that applies to you, a household member, or your child.

<u>Check all that apply</u>	<u>Self</u>	<u>Other Household Member</u>	<u>Child</u>
☐ Involvement with a children and youth social service agency in Pennsylvania or a similar agency in another jurisdiction. What jurisdiction? _____	☐	☐	☐
☐ A determination or finding of abuse (i.e., indicated or founded report) by a children and youth social service agency or court in Pennsylvania or a similar agency or court in another jurisdiction. What jurisdiction? _____	☐	☐	☐
☐ A adjudication of dependency involving this child or any other child under Pennsylvania's Juvenile Act, or a similar law in another jurisdiction. What jurisdiction? _____ Is this case active? _____	☐	☐	☐
☐ A history of perpetrating "abuse" as that term is defined in the Protection from Abuse Act, 23 Pa.C.S. § 6102.	☐	☐	☐
☐ A history of perpetrating "sexual violence" or "intimidation" as those terms are defined in 42 Pa.C.S. § 62A03 (relating to protection of victims of sexual violence and intimidation).	☐	☐	☐
☐ Other: _____ _____ _____	☐	☐	☐

9. If you checked a box in (2) or (3), list any evaluation, counseling, or other treatment received as a result:

10. If you checked a box in (2) or (3) that applies to your household member, who is not a party, state that person's name, date of birth, and relationship to the child(ren).

11. If you are aware that the other party or the other party's household member has a criminal record or abuse history, please explain:

ONLY A PARTY CAN SIGN THIS FORM. IF A PARTY IS REPRESENTED BY AN ATTORNEY, THE ATTORNEY CANNOT SIGN THIS FORM ON BEHALF OF THE PARTY.

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.

Date

Plaintiff/Defendant Signature

Printed Name

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

Signature of Filer

Printed Name