



**THERE ARE SIGNIFICANT CHANGES TO THE FORMS AND INSTRUCTIONS BECAUSE OF THE CASE RECORDS PUBLIC ACCESS POLICY OF THE UNIFIED JUDICIAL SYSTEM OF PENNSYLVANIA. THESE CHANGES WERE EFFECTIVE JANUARY 6, 2018. READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORMS.**

**PETITION FOR MODIFICATION OF AN EXISTING CUSTODY ORDER INSTRUCTIONS**

***IT IS STRONGLY RECOMMENDED THAT YOU CONSULT AN ATTORNEY***

**DISCLAIMER**

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***PLEASE NOTE: A free custody clinic is available for eligible individuals through MidPenn Legal Services. At each monthly clinic, attorneys explain the custody process, help you prepare the custody forms, and file the forms on your behalf. Although the attorneys are not representing you, the service is an excellent way to ensure that your forms are completed correctly. For more information, please telephone (717) 232-0581.***

## INSTRUCTIONS FOR PETITION FOR MODIFICATION OF AN EXISTING CUSTODY ORDER

### PLEASE TAKE THE TIME TO READ THESE INSTRUCTIONS CAREFULLY BEFORE FILING FOR MODIFICATION OF AN EXISTING CUSTODY ORDER

#### A. OVERVIEW OF PENNSYLVANIA CUSTODY LAW

1. Child support payments and custody arrangements are separate proceedings involving different forms and procedures. For example, a parent who does not pay child support may have a right to some sort of custodial arrangement with the child(ren). You must file separately for child support. Child support matters are handled through the Domestic Relations Office, 25 South Front Street, Eighth Floor, Harrisburg, PA 17101.
2. In child custody matters, the courts will focus on the **“best interests of the child.”** In general, both parents have a right to have a relationship with their child. A parent who does not have primary physical custody will usually have partial custody, shared custody or supervised physical custody.
3. If there is a current custody order in place, which was filed in **Dauphin County**, and you believe that circumstances have changed and that the order should be modified, use these forms to seek modification of the custody order. **If there is no custody order in place, you should file a custody complaint.** (See Self Help Center Custody Complaint forms and instructions.)
4. If there is a current custody order in place, which was filed in Dauphin County, and you believe that circumstances have changed and that the order should be modified, but you are not a party to that current custody action, you must file a Petition to Intervene to receive court permission to join the existing custody case. The Self-Help Center does not have a form for a Petition to Intervene. If that is the situation, you are strongly recommended to hire an attorney.
5. If there is a health and safety issue involving the child(ren), a parent may file an Emergency Petition for Special Relief along with the Custody Complaint or a Petition for Modification of an Existing Custody Order. **However**, please carefully consider this before doing so. Not every custody dispute is an “emergency” and simply alleging that the other parent has the child(ren) and will not permit the other parent to see the child(ren) **DOES NOT** constitute an emergency. Only when there are serious, factually-provable risks to the health and safety of the child(ren) will the court consider granting any type of relief before the parties appear before the Custody Conference Officer.
6. Criminal convictions of some specific crimes, usually violent crimes or those involving child victim(s) are a factor (among many) the court will consider in making a custody decision.



## B. DEFINITIONS

Below are some definitions of legal terms that you may encounter in filing for custody. Please review these definitions carefully.

- Custody – means 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 – means the right to make major decisions on behalf of the child including but not limited to medical, religious and educational decisions.
- Physical Custody – means the actual physical possession and control of the child.
- Sole Legal Custody -- means the right of one individual to exclusive legal custody of the child.
- Shared Legal Custody -- means the right of more than one individual to legal custody of the child.
- Partial Physical Custody -- means the right to assume physical custody of the child for less than the majority of the time.
- Primary Physical Custody -- means the right to assume physical custody of the child for the majority of the time.
- Shared Physical Custody -- means 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 -- means the right of one individual to the 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.

## C. STEPS IN THE CUSTODY PROCESS

### ***PLEASE NOTE:***

**IF YOU DO NOT HAVE AN ADDRESS FOR ANY OF THE OTHER PARTY(IES), YOU SHOULD NOT FILE THESE FORMS BUT CONSULT AN ATTORNEY TO LEARN ABOUT OTHER OPTIONS.**

**ALL BIOLOGICAL PARENTS MUST BE NAMED AS A PARTY TO THE ACTION UNLESS A PARENT IS DECEASED, THEIR PARENTAL RIGHTS HAVE BEEN TERMINATED BY AN ORDER OF COURT, OR THE IDENTITY OF THE BIOLOGICAL PARENT IS UNKNOWN.**

1. **Read the instructions carefully and print legibly.**
2. You are required to complete six (6) forms – Seminar Attendance and Custody Conference Scheduling Order, Modification of Custody Petition, Confidential Information Form, Self-Represented Party Entry of Appearance, Prior Court Involvement Statement and the Criminal Record/Abuse History Verification. **If you are a victim of abuse and you do not want the other party to know your contact information, you must also complete the Confidential Information Form (CIF) Abuse Victim Addendum. This form is to be filed with the Prothonotary and should not be sent to the other party(ies). This contact information will only be available to the Court and Court staff.**
3. Make two (2) copies of the completed form. Therefore, you will have at least three (3) total (the original and two (2) copies).
4. Take the original and the copies to the Dauphin County Prothonotary's Office, which is located on the first floor of the Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101. The Prothonotary's Office is open from 8:00 a.m. to 4:30 p.m. Monday – Friday.
5. The Prothonotary's Office will date stamp your forms. The Prothonotary's Office will keep the original and one (1) copy and give you the remaining copy for your records.
6. See the Prothonotary's Fee Schedule for the amount of the filing fee. The filing fee is payable by cash, certified check or money order made payable to the Dauphin County Prothonotary. If you do not think that you can afford to pay the filing fee, you may file a Petition to Proceed *In Forma Pauperis* (IFP), an Affidavit and supporting documentation (see Self Help Center *In Forma Pauperis* forms and instructions for family law cases).
7. The Prothonotary's Office will forward the original 'Petition for Modification of Custody Order' to the Court Administrator's Office for assignment to a Custody Conference Officer, the scheduling of all parties to attend the four-hour educational seminar (Seminar) and the scheduling of all parties to appear at a Custody Conference. Dauphin County has two (2) Custody Conference Officers who meet with all parties in order to try to work out a custody schedule that is agreeable to all parties so that a trial before a judge is not necessary. The child(ren) should not attend this custody conference unless specifically requested by the Custody Conference Officer. The Custody Conference Officer will schedule the conference.
8. Once the conference is scheduled, all parties will receive in the mail a copy of the scheduling order which indicates the date, time and location of the custody conference and the date each party is scheduled to attend the Seminar. **ALL PARTIES MUST ATTEND THE SEMINAR BEFORE THEY ATTEND THE CUSTODY CONFERENCE. IF YOU NEED TO RESCHEDULE THE SEMINAR, CONTACT THE PROVIDER PURSUANT TO THE INSTRUCTIONS IN THE ATTACHED INFORMATION SHEET.** This notification will be sent to all parties by regular or certified mail, restricted delivery, return receipt requested or the parties will be formally served by the Sheriff. Please take note that the other party(ies) will receive a copy of the forms you file **except for the CIF Abuse Victim Addendum.**



## 9. CUSTODY CONFERENCES

- Most of the conferences are held at the Dauphin County Courthouse, but occasionally, conferences are held at the Custody Conference Officer's office.
- **Please be aware that although you may have decided to proceed without an attorney, the other party(ies) may attend the conference with an attorney.**
- At the custody conference, you and the other party(ies) and their attorney, if they have one, will meet with the Custody Conference Officer. The Custody Conference Officer will try to help you reach an agreement about the legal and physical custody of your child(ren).
- Remember to concentrate on what is in the child(ren)'s best interest. Please do not bring up issues that you may have with the other parent as this is the time for both parents to work together to decide what the best custodial arrangement is to enable your child(ren) to grow and mature in a stable, healthy, and happy environment. You want your child(ren) to have the best childhood possible. You must put aside your differences with the other parent and really concentrate on your child(ren).
- This conference is **your** opportunity to be actively involved in establishing a custody schedule. If you cannot come to an agreement, the Custody Conference Officer will send this matter to court which means that you will have a trial before a judge who **will** make the decision **for you** regarding the custody of your child(ren).
- Wear appropriate clothing, be polite, and try to be positive and willing to cooperate in order to work out a custody schedule. Dress as if you were going to work in a business. **DO NOT** wear shorts, tank tops or halter tops.
- Be ready to discuss the case in a mature and flexible manner. **The Custody Conference Officer controls the conference and decides who talks first and whether a statement is relevant to a custody agreement.**
- Try to respect the other party's position and do your best to work out an agreement that reflects not so much your best interest or the interests of the other parent but the **best interest of the child(ren)**.
- You have an obligation to your child(ren) to approach the conference in a reasonable manner. Hurtful talk and abusive language hinder the process. Control your emotions. If there are angry outbursts or inappropriate language, the offending party may be ejected from the conference.

## 10. TRIAL BEFORE A JUDGE

- REMEMBER, if you do not reach an agreement before the Custody Conference Officer, the matter will be scheduled for a **TRIAL** before a **JUDGE**.

- If this happens, **IT IS STRONGLY RECOMMENDED THAT YOU HIRE AN ATTORNEY**. If you do not have an attorney, contact MidPenn Legal Services at (717) 232-0581.
- If you choose to represent yourself, you will be held to the same standard as an attorney. This includes being fully aware of the applicable statutes, rules of civil procedure, and rules of evidence.
- You are cautioned that your failure to properly present your case and to present legally sufficient evidence may severely affect your rights in this matter.
- It is not the function of the court, nor is the court permitted to present the case on behalf of a party. It is the sole responsibility of each party to properly and adequately present their case to the court in accordance with the law and the rules of evidence and procedure.
- The court **will not** act as an attorney for either party nor conduct the questioning of any witnesses nor offer any advice or suggestions to either party as to how to proceed.
- Again, if your case proceeds to a trial before a judge, it is **STRONGLY RECOMMENDED** that you hire an **ATTORNEY** to represent you.

#### D. INSTRUCTIONS FOR EACH FORM

For all forms:

1. **PRINT NEATLY – MAKE SURE THE COURT WILL BE ABLE TO READ WHAT YOU HAVE WRITTEN.**
2. Make sure the court will be able to read what you write.
3. Fill in ALL blank lines. **FOLLOW THESE INSTRUCTIONS VERY CAREFULLY. FAILURE TO DO SO MAY RESULT IN AN ORDER REQUIRING YOU TO FILE AN AMENDED PETITION FOR MODIFICATION. THIS WILL INCREASE THE TIME THAT IT TAKES FOR YOU TO SEE A CONFERENCE OFFICER.**

**Seminar Attendance and Custody Conference Scheduling Order** (page 2) -- This form should be placed on top.

Copy the Plaintiff's name and Defendant's name as they appear on your existing custody order.  
Copy the docket number from your existing custody order.

Do **NOT** fill in any other blank lines on this form.

**Petition for Modification of Custody Order** (pages 4-5) - This form goes after the Seminar Attendance and Custody Conference Scheduling Order.



Fill in the Plaintiff's and Defendant's names as you did on the Order of Court form.

Fill in the docket number on the right side. You will use the same docket number that is on your current Custody Order.

1. Fill in your full name. You are the Petitioner since you are filing the 'Petition for Modification of Custody Order.'

Fill in the date of the Custody Order currently in effect.

2. Fill in the Plaintiff(s)' name(s), mailing address(es) and telephone number(s). The Plaintiff(s) is/are the person(s) listed first on your existing Custody Order. You will need the address(es) of the plaintiff(s). If you do not list the address(es) of the plaintiff(s), you will be required to file an amended petition that contains the address(es). A conference will not be scheduled until you have the address(es) of the plaintiff(s). ***If you are the plaintiff and the victim of abuse and the other party to this action is the abuser and you do not want to reveal your contact information, WRITE "SEE CIF ABUSE VICTIM ADDENDUM" and complete the "Confidential Information Form Abuse Victim Addendum" sheet that is contained in this packet. This sheet will be filed in the Prothonotary's Office and will only be available to the Court and Court staff. You should not send the CIF Abuse Victim Addendum to the opposing counsel and/or opposing party(ies).***
3. Fill in the Defendant(s)' name(s), mailing address(es) and telephone number(s). The Defendant(s) is/are the person(s) listed second on your existing Custody Order. You will need the address(es) of the defendant(s). If you do not list the address(es) of the defendant(s), you will be required to file an amended petition that contains the address(es). A conference will not be scheduled until you have the address(es) of the defendant(s). ***If you are the defendant and the victim of abuse and the other party to this action is the abuser and you do not want to reveal your contact information, WRITE "SEE CIF ABUSE VICTIM ADDENDUM" and complete the "Confidential Information Form Abuse Victim Addendum" sheet that is contained in this packet. This sheet will be filed in the Prothonotary's Office and will only be available to the Court and Court staff. You should not send the CIF Abuse Victim Addendum to the opposing counsel and/or opposing party(ies).***
4. You will see that each child is identified by number and listed as CHILD 1, CHILD 2, etc. on the Petition for Modification of a Custody Order form. **DO NOT WRITE THE CHILD(REN)'S NAMES OR THE COMPLETE DATE OF BIRTH ON THE PETITION FOR MODIFICATION OF A CUSTODY ORDER FORM. You must complete the Confidential Information Form found in this packet and include the full name and full date of birth of CHILD 1, CHILD 2, etc.** Complete the addresses of the child(ren) for whom you are seeking custody and year of birth. If you need more room, use the reverse side of the page or an additional sheet of paper. If the child(ren)'s address is confidential because of abuse, complete the Confidential Information Form Abuse Victim Addendum.
5. Explain **in detail** the reasons why the present Custody Order should be modified. Remember that you should be focused on what would be in the best interests of the child(ren). **IF YOU NEED TO**

**IDENTIFY THE CHILD(REN) IN THIS PARAGRAPH, USE CHILD 1, CHILD 2, ETC. DO NOT USE THEIR NAMES.**

Explain in detail how the circumstances have changed and why this change in circumstances would warrant a modification of your present custody order/parenting plan. **IF YOU NEED TO IDENTIFY THE CHILD(REN) IN THIS PARAGRAPH, USE CHILD 1, CHILD 2, ETC. DO NOT USE THEIR NAMES.**

At the **bottom of the page**:

Fill in today's date.

Sign your name, and print your name, address, and telephone number.

**CONFIDENTIAL INFORMATION FORM**

***This form must be filed with the Petition for Modification.***

- Complete the caption as you did for the scheduling order and custody complaint.
- List the date.
- List the full name of the child(ren) and the date of birth of the child(ren). Use one box for each child. Additional pages are provided.
- Sign in the space provided and list the date.
- Print your name, address, telephone number and email address in the space provided **unless your contact information is found on the CIF Abuse Victim Addendum because you are a victim of abuse and the other party is the abuser.**

**SELF-REPRESENTED PARTY ENTRY OF APPEARANCE**

***This form must be filed with the Prothonotary every time you change your address.***

1. Complete the caption as you did for the scheduling order and Petition for Modification. Check whether you are the plaintiff or the defendant. Check the box marked 'custody'.
2. There are three options in this section. **MARK ONLY ONE BOX.**
  - If this is a new custody action, mark the first box and that this is a new case. Move on to question 3.
  - If this is not a new custody action and you have always been self-represented, mark the first box and the box indicating that this is not a new case and move on to question 3.
  - If this is not a new case and you had an attorney represent you in your most recent action, mark the second box of question two and print the name of your attorney. Write the address that you have used to mail this form to your prior attorney.
  - If this is not a new case and you had an attorney represent you in your most recent action and you now want to be self-represented, you can enter your appearance as a self-represented party and sign your name and your attorney can simultaneously withdraw his/her appearance by signing his/her name. Check the third box found in question two.



3. Check the appropriate box.

If you checked that you are the victim of abuse and the other party was the abuser, complete **the CIF Abuse Victim Addendum**.

If you checked that you are not the victim of abuse, complete the address where you would like notices and scheduling orders to be sent.

4. Check the appropriate box.

If you checked that you are the victim of abuse and the other party was the abuser, complete **the CIF Abuse Victim Addendum**.

If you checked that you are not the victim of abuse, list your telephone number and email address.

5. I understand that I must file a new form and confidential information for abuse victim addendum (if applicable) every time my address or telephone number changes.

6. Check the appropriate box.

If you provided a copy of the Self-Represented Entry of Appearance form to attorneys or self-represented parties list the name and address.

If you are a victim of abuse, you acknowledge your understanding that the Confidential Information Form Abuse Victim Addendum **should not** be sent to any attorney or self-represented party but that the Self-Represented Entry of Appearance Form should be sent to any attorney or self-represented party.

SIGN AND DATE the form and file this at the same time you file your Petition for Modification of Custody Order.

### **CRIMINAL RECORD/ ABUSE HISTORY VERIFICATION**

- Complete the caption as you did for the Petition for Modification of Custody Order.
- The petitioner must file a verification regarding any criminal or abuse history of the petitioner or anyone living in the petitioner's household. At the custody conference, the conference officer will perform an initial evaluation to determine whether the existence of a criminal or abuse history of either party or members of their household pose a threat to the child/ren.
- Follow the directions found on this form.
- **Information regarding criminal charges are available to the public through the UJS portal at <http://ujportal.pacourts.us>.**

### **PRIOR COURT INVOLVEMENT STATEMENT**

- Complete the caption as you did for the Petition for Modification of Custody Order.

- If you have another family law case (divorce, support, paternity or protection from abuse action) in Dauphin County, please check the appropriate box(es) and list the docket number(s), the name of the judge who heard this matter and check whether it resulted in a contested hearing and if an agreement was reached without a hearing before a judge.
- Follow the directions found on this form.



# CUSTODY- HOW TO OBTAIN A LAWYER

First Contact - CALL MidPenn Legal Services (MPLS) **717-232-0581**  
www.midpenn.org 213-A N. Front St. Hbg.

Applicant screened for financial eligibility by MPLS

Not financially eligible

Financially eligible  
<125% Fed. Poverty Guidelines\*

**YWCA Legal Clinic**  
Domestic Violence / Sexual Assault victim  
<230% Fed. Pov Merit screening\*  
**238-7273**

Area Agency on Aging  
> 59 free  
**255-2790**

**D. Co Bar Lawyer Referral 232-7536 #2**  
Referred to:  
1. Area Agency on Aging if > 59 free 255-2790  
2. Modest Means (\$500 initial retainer) Attorney  
3. Neighborhood Dispute free Mediation **233-8255**  
4. Attorney to hire

Case "conflict" for MPLS?

No Yes

**D. Co. Bar Pro Bono Program**  
(Free Volunteer Atty.)

If Domestic Violence present

Client interview  
Merit screening\*

MPLS Staff Attorney

MPLS priority case\*

MPLS non-priority case\*

**Widener Law School Legal Clinic**

**D. Co. Bar/MPLS Custody Clinics**

\***Merit screening**- Applicant interviewed to determine the legal issues, factual background and parties' positions to assess the level of service required and appropriate referral  
 \***MPLS "priority" case** - Involves issues and/or facts which fall within MPLS's policies governing cases to be accepted by the program. Non-priority cases are referred to other legal service providers.  
 \***Modest Means Atty.** -Applicant < 200% Fed. Pod. Guideline Income. Pay Atty. \$500 retainer towards reduced \$50 /hr. rate for 1<sup>st</sup> 10 hours.



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\_\_\_\_\_ : IN THE COURT OF COMMON PLEAS OF  
 Plaintiff(s) (Name(s) of Plaintiff(s) on current custody order) : DAUPHIN COUNTY, PENNSYLVANIA  
 :  
 v. : NO. \_\_\_\_\_ CV \_\_\_\_\_ CU  
 : Docket Number on Current Custody Order  
 \_\_\_\_\_ : CIVIL ACTION  
 Defendant(s) (Name(s) of Defendants on current custody order) :  
 : IN CUSTODY

**SEMINAR AND CUSTODY CONFERENCE SCHEDULING ORDER**

AND NOW, upon consideration of the attached Complaint, Petition for Modification or Petition for Contempt of a Custody Order, it is hereby ordered that the parties and their respective counsel appear before Custody Conference Officer

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_  
 at \_\_\_\_\_ M., Dauphin County Courthouse, 3<sup>rd</sup> Floor, Suite 300, 101 Market Street, Harrisburg, Pennsylvania for a Custody Conference.

At such Conference, an effort will be made to conciliate and resolve the issues in dispute; or if this cannot be accomplished, to define and narrow the issues to be heard by the Court and to recommend an interim order pending pretrial/trial. Failure to appear may also result in an interim order being entered.

Children should not attend the conference unless requested by the Custody Conference Officer.

All parties are ORDERED to attend a four-hour educational seminar (Seminar for Families in Change and Conflict) and file with the Prothonotary and bring with you to the Custody Conference your Seminar Certificate of Attendance you will receive at the Seminar. The Plaintiff is scheduled to attend on \_\_\_\_\_ at \_\_\_\_\_ M. and the Defendant is scheduled to attend on \_\_\_\_\_ at \_\_\_\_\_ M. Any requests for rescheduling must be directed to the provider of the Seminar and you should attend the next available Seminar. (See attached information sheet regarding the Seminar or see <http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center/Pages/default.aspx>).

**FAILURE TO ATTEND AND COMPLETE THE SEMINAR WILL BE BROUGHT TO THE ATTENTION OF THE COURT AND MAY RESULT IN THE FINDING OF CONTEMPT OF COURT PUNISHABLE BY FINE AND OTHER APPROPRIATE SANCTIONS.**

**IF YOU FAIL TO APPEAR AT THE CUSTODY CONFERENCE WITHOUT PROPER CAUSE SHOWN, THE CUSTODY CONFERENCE OFFICER SHALL REFER THE MATTER TO THE COURT FOR A CONTEMPT HEARING WHICH CAN RESULT IN THE IMPOSITION OF SANCTIONS INCLUDING FINES, ATTORNEY'S FEES AND COSTS.**

You must complete and file with the Prothonotary a Criminal Record/Abuse History Verification regarding you and anyone living in your household on or before \_\_\_\_\_.



The Criminal or Abuse History Verification is attached. These forms are also available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).

You must mail a copy of your Criminal Record/Abuse History Verification to all other parties by \_\_\_\_\_.

*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.*

If any party to this custody action is incarcerated at any stage of the proceedings, the Custody Conference Officer or assigned judge will make reasonable efforts to arrange for the incarcerated party to participate by telephone or video conference. If you, as an incarcerated party, do not think such arrangements have been made, please contact the Court Administrator's office at (717) 780-6624 or by mail at 3<sup>rd</sup> floor, Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101.

**If any party needs an interpreter at either the custody conference or trial, please contact the Court Administrator's office at (717) 780-6608 or email [interpreterrequest@dauphinc.org](mailto:interpreterrequest@dauphinc.org) as soon as possible. It takes a minimum of five days to schedule an interpreter and failure to make a timely request could delay the proceedings.**

FOR THE COURT:

Date \_\_\_\_\_

By \_\_\_\_\_  
Custody Conference Officer

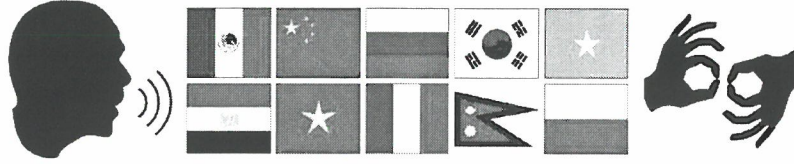
**YOU SHOULD TAKE THIS ORDER TO YOUR LAWYER AT ONCE.**

**IF YOU DO NOT HAVE A LAWYER AND WANT A LAWYER TO REPRESENT YOU, IMMEDIATELY CONTACT MIDPENN LEGAL SERVICES AT (717) 232-0581 TO OBTAIN LEGAL REPRESENTATION OR REFERRAL TO THE DAUPHIN COUNTY BAR ASSOCIATION LAWYER REFERRAL.**

#### AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Dauphin 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 (717) 780-6608. All arrangements must be made at least 72 hours prior to any hearing or conference.

# Notice of Language Rights



Language Access Coordinator  
Dauphin County Courthouse, 101 Market Street, 3rd Floor, Harrisburg, PA, 17101  
717-780-6640  
[interpreterrequest@dauphinc.org](mailto:interpreterrequest@dauphinc.org)

**English:** You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

**Spanish/Español:** Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

**Mandarin/Cantonese Simplified Chinese/普通话/粤语简体中文:** 您有权获得免费的口译员服务。若需要口译员, 请使用本通知上方提供的联系信息通知法院工作人员。

**Mandarin/Cantonese Traditional Chinese/普通話/廣東話繁體中文:** 您有權要求免費傳譯服務。如欲要求傳譯服務, 請參閱本通知頂部的聯絡資料, 通知法庭職員。

**Arabic/العربية:** يحق لك الحصول على مترجم دون دفع أي تكلفة من جانبك. لطلب مترجم, يُرجى إعلام موظفي المحكمة باستخدام معلومات الاتصال المقدمة في الجزء العلوي من هذا الإشعار.

**Russian/Русский:** У вас есть право на бесплатные услуги переводчика. Заявка на переводчика подается в суд по адресу, телефону или эл. почте, указанным выше в заголовке этого уведомления.

**Vietnamese/Tiếng Việt:** Quý vị có quyền được một thông dịch viên giúp mà không tốn chi phí nào cả, xin hãy báo cho nhân viên tòa án dùng thông tin liên lạc có ở trên đầu thông báo này.

**Nepali/नेपाली:** तपाईंको निःशुल्क रूपमा भाषा अनुवादक राख्न पाउने अधिकार छ। अनुवादकको लागि अनुरोध गर्न, यस सूचनाको माथि दिइएको सम्पर्क जानकारी भरेर अदालतका कर्मचारीहरूलाई जानकारी दिनुहोस्।

**Korean/한국어:** 귀하는 비용에 대한 부담 없이 통역 서비스를 받을 권리가 있습니다. 통역 서비스를 요청하려면 본 통지서의 상단에 기재된 연락처를 통해 법원 직원에게 알리십시오.

**Polish/Polski:** Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrócić się o wsparcie ze strony tłumacza ustnego, proszę skontaktować się z pracownikami sądu, korzystając z danych znajdujących się w górnej części niniejszego dokumentu.

**Pakistan/پنجابی/Punjabi:** تہاڈے کول بغیر ادائیگی کیتیاں اک مترجم حاصل کرن دا حق اے۔ مترجم دی درخواست کرن لئی، میریانی کر کے ایس نوٹس دے اوتے فراہم کیتیاں رابطے دیاں معلومات نوں ورتدیاں عدالت دے عملے نوں اطلاع دوو۔

**Punjabi/ਪੰਜਾਬੀ/India:** ਤੁਹਾਨੂੰ ਇਕ ਦੁਭਾਸ਼ੀਆ ਹਾਸਲ ਕਰਨ ਦਾ ਹੱਕ ਹੈ, ਜਿਸ ਦੀ ਤੁਹਾਨੂੰ ਕੋਈ ਲਾਗਤ ਨਹੀਂ ਲੱਗੇਗੀ। ਦੁਭਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰਨ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰ ਕੇ ਅਦਾਲਤ ਦੇ ਅਮਲੇ ਨੂੰ ਜਾਣੂ ਕਰਵਾਓ ਤੇ ਇਸ ਲਈ ਇਸ ਨੋਟਿਸ ਦੇ ਸਿਖਰ ਉਤੇ ਦਿੱਤੀ ਸੰਪਰਕ ਜਾਣਕਾਰੀ ਦਾ ਇਸਤੇਮਾਲ ਕਰੋ।

**Portuguese/Português:** Você tem direito a um intérprete gratuitamente. Para solicitar um intérprete, informe à nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

**Somali/Somaali:** Waxaad xaq u leedahay in lagu turjumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

**Haitian Creole/Kreyòl Ayisyen:** Ou gen dwa resevwa sèvis yon entèprèt gratis. Pou mande pou yon entèprèt, tanpri fè manm pèsonèl tribinal la konnen lè ou sèvi avèk enfòmasyon an yo te bay ou nan tèt avi sa a.

**French/Français:** Vous avez le droit de bénéficier gratuitement de l'assistance d'un interprète. Pour en faire la demande, veuillez en informer le personnel du tribunal à l'aide des coordonnées indiquées en haut de page.



## THE SEMINAR FOR FAMILIES IN CHANGE & CONFLICT

**You must attend this Seminar.** All parties to a custody action, a divorce case where there are children under the age of 18, a child support appeal and other family law matters are required to attend the Seminar for Families in Change and Conflict, a four hour class developed by PACER and Interworks. The Seminar is also open to any adults who wish to voluntarily attend in addition to those parties ordered by the Court. **Litigation concerning custody, child support and/or divorce is painful for adults and far worse for the children. If steps are not taken, the stress and conflict can scar your children for life.**

*This seminar will help you create and provide a healthy and positive environment in which your children can grow without being too negatively affected by the conflict and litigation.*

### **PLEASE READ ANSWERS BELOW TO QUESTIONS YOU MAY HAVE REGARDING THE SEMINAR:**

#### What will I learn at the Seminar?

**This is not a parenting class.** The Seminar provides educational information in a group format through presentations and acted out scenarios to highlight the impact of change and conflict on all family members. The goal is to enhance your ability and inspire you to remain a stable and supporting force in your children's lives. Topics focus on the changing needs of children at different ages and the strain on children of families involved in contested legal proceedings. In addition, the Seminar provides information and tools for parents and caregivers on co-operative problem solving with the focus on the children's **best interests** instead of the conflict and changing their atmosphere of fear, hurt, anger, and distress to a more healthy child-centered home.

#### How will I be scheduled for the Seminar?

The Orders to attend the Seminar for Families in Change and Conflict are either mailed to all parties or handed to you in Court. The Order includes the date and time you are scheduled to attend the Seminar.

#### What are the procedures to attend the Seminar?

Registration is done at the Dauphin County Courthouse before each seminar for all parties attending that date. Parties who attend the Seminar on the court assigned date are **guaranteed registration** at the door. To hear an audio recording of information regarding seminar policies, call **PACER** at **(717) 236-1912** or email **PACER** at [pacer@interworksonline.com](mailto:pacer@interworksonline.com).

#### What should I do if I cannot attend the Seminar session ordered?

You may be held in contempt of court and fined for not attending the Seminar. Parties are expected to attend prior to their Custody Conference, Support Appeal, or Divorce Conference. Parties who do not attend the Seminar on the original court assigned date, are **NOT** guaranteed registration at the door for other dates. Parties may be turned away depending on space availability or the presence of the opposing parties who were scheduled to that date and are in attendance. Additionally, parties will be charged a rescheduling fee.

Parties may reschedule themselves by contacting **PACER** at [pacer@interworksonline.com](mailto:pacer@interworksonline.com) or by calling **PACER** at **717-236-1912** to hear upcoming Seminar dates. When leaving a message, please provide your name, case docket number, your email address, telephone number and when you want to attend.

#### Will the other parent/party be attending the same session of the Seminar?

No. Opposing parties are assigned to separate dates to allow the free flow of information so that each party feels safe to respond. This is especially necessary when there is high conflict between opposing parties.



### Where is the Seminar held?

The Seminar is presented in the Jury Assembly Room of the Dauphin County Courthouse, 101 Market Street, Harrisburg, PA. Enter through the Market Street entrance. You will have to go through security (do not bring knives, mace or other similar prohibited items).

### Must I attend the Seminar if I previously attended?

You must attend the Seminar again if you have not attended within the previous 12 months or were ordered to attend by the Custody Conference Officer or Judge if they believe you would benefit from attending again.

### Is there a fee for the Seminar?

The \$50 fee (cash, credit card, check or money order) must be paid at the door. Please arrive at the Courthouse at least 15 minutes early to complete the registration process. If you have been granted In Forma Pauperis (IFP) status, you are required to bring a copy of your IFP order to receive the discount.

### Should I bring my children or others to the Seminar?

No. Children cannot attend and there is no childcare available. Persons not attending the Seminar are not permitted in the Courthouse.

### Will security be present at all times? Yes.

### Is the Courthouse wheelchair accessible?

The Courthouse is wheelchair accessible through the employee entrance at the back of the Courthouse (ramp parallel to Blackberry Alley). If you need to use this entrance, please contact the Court Administrator's Office at (717-780-6624) Monday-Friday from 8:00 a.m.- 4:30 p.m. at least two days before your Seminar date.

### What should I do if I am unable to attend because of a disability?

You must provide your doctor's statement on his/her stationery verifying that you are physically or mentally unable to attend. The MD statement is to be sent to the Court Administrator's Office by email at [dsmyre2@dauphinc.org](mailto:dsmyre2@dauphinc.org), by fax at (717) 780-6463, or mail to Ms. D. Smyre, 3<sup>rd</sup> Floor, Dauphin County Courthouse, 101 Market Street, Harrisburg PA 17101. If approved, you may complete a home study course.

### What should I do if I cannot speak or understand English? / ¿Adonde puedo recurrir si no hablo o entiendo inglés? Comuníquese con: [pacer@interworksonline.com](mailto:pacer@interworksonline.com) or (717) 236-1912.

### What should I do if I do not live near the Dauphin County Courthouse?

If you live within 50 miles of Harrisburg, you will be expected to attend this Seminar. If you live beyond the 50 miles, contact PACER or attend a similar Seminar closer to your residence. Similar seminars are available in most other counties and states. If you choose to attend another seminar, you must provide the Court with a copy of your Certificate of Completion. You should mail the Certificate of Completion to Ms. D. Smyre, 3<sup>rd</sup> Floor, Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101.

### What is the format of the Seminar? Will I be permitted to ask questions?

The presenters will explain the numerous emotional issues your children may be experiencing. If your children have not directly told you they are struggling, presenters will point out behaviors to look for. They will explain the importance of redirecting your primary focus to your children's best interests, as opposed to your personal feelings. You will receive a study guide and useful handouts to be used as an on-going resource and to further explain concepts important during this time of litigation and conflict. The presenters will act out scenarios to highlight the tools they are trying to emphasize to help you and your children get through this conflict in the healthiest and most positive way. You will be permitted to ask questions at certain points during the presentations and you will be permitted to stay after the Seminar to ask specific questions.

\_\_\_\_\_ : IN THE COURT OF COMMON PLEAS  
 Plaintiff (Name of Plaintiff(s) on Current Custody Order) : DAUPHIN COUNTY, PENNSYLVANIA  
 :  
 v. : NO. \_\_\_\_\_ CV \_\_\_\_\_ CU  
 : (Docket Number on Current Custody Order)  
 \_\_\_\_\_ : CIVIL ACTION - LAW  
 Defendant (Name of Defendant(s) on Current Custody Order) : IN CUSTODY  
 Order)

**PETITION FOR MODIFICATION OF A CUSTODY ORDER**

***If you are an abuse victim and do not want to reveal your contact information, you are not required to list your address, telephone number and email address but you must complete a Confidential Information Form (CIF) Abuse Victim Addendum and file this form with the Prothonotary at the same time you file the Petition for Modification. Write "See CIF Abuse Victim Addendum" on the paragraph instead of listing this information. When you serve the other party(ies), do not include the CIF Abuse Victim Addendum. The information contained on the CIF Abuse Victim Addendum will only be available to the Court.***

1. I, \_\_\_\_\_, respectfully represent that on  
 (Your Name (You are the Petitioner))  
 \_\_\_\_\_, 20\_\_\_\_ a Custody Order of Court-Parenting Plan was  
 (Date of the Custody Order Currently in Effect)  
 entered in this case, a true and correct copy **is attached**.

2. The Plaintiff is \_\_\_\_\_, and resides at  
 \_\_\_\_\_, \_\_\_\_\_ County, PA  
 (Street Address) (City) (County)  
 If confidential, write "See CIF Abuse Victim Addendum"

\_\_\_\_\_. The Plaintiff's telephone number is \_\_\_\_\_. The Plaintiff's  
 Zip Code \_\_\_\_\_ If confidential, write "See CIF Abuse Victim Addendum"

email address is \_\_\_\_\_. The relationship of Plaintiff to the minor  
 If confidential, write "See CIF Abuse Victim Addendum"

child(ren) is  parent  other \_\_\_\_\_ (please specify).

**If there is more than one plaintiff listed in the caption, please complete the following information. If there is only one plaintiff listed in the caption, please skip to question 3.**

Additional plaintiffs:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Complete Address or if confidential, write "See CIF Abuse Victim Addendum"

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 If confidential, write "See CIF Abuse Victim Addendum"

The relationship to the minor child(ren) is  parent  other \_\_\_\_\_  
(please specify).

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Complete Address or if confidential, write "See CIF Abuse Victim Addendum"

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
If confidential, write "See CIF Abuse Victim Addendum"

The relationship to the minor child(ren) is  parent  other \_\_\_\_\_  
(please specify).

3. The Defendant is \_\_\_\_\_, residing at  
(Name of All Other People Who Have Custody Rights)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ County, PA \_\_\_\_\_  
Complete Address or if confidential, write "See CIF Abuse Victim Addendum" (Zip Code)

The Defendant's telephone number is \_\_\_\_\_. The Defendant's email  
If confidential, write "See CIF Abuse Victim Addendum"

address is \_\_\_\_\_. The relationship of Defendant to the minor child(ren) is  
If confidential, write "See CIF Abuse Victim Addendum"

parent  other \_\_\_\_\_ (please specify).

**If there is more than one defendant listed in the caption, please complete the following information. If there is only one defendant listed in the caption, please skip to question 4.**

Additional defendants:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Complete Address or if confidential, write "See CIF Abuse Victim Addendum"

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
If confidential, write "See CIF Abuse Victim Addendum"

The relationship to the minor child(ren) is  parent  other \_\_\_\_\_  
(please specify).

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Complete Address or if confidential, write "See CIF Abuse Victim Addendum"

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
If confidential, write "See CIF Abuse Victim Addendum"

The relationship to the minor child(ren) is  parent  other \_\_\_\_\_  
(please specify).



4.



**SEE CONFIDENTIAL INFORMATION FORM FOR THE COMPLETE NAME AND DATE OF BIRTH OF THE CHILD(REN). DO NOT WRITE THE CHILD(REN)'S NAME OR COMPLETE DATE OF BIRTH ON THIS PETITION FOR MODIFICATION. IF YOU HAVE MORE THAN FIVE CHILDREN WHO ARE THE SUBJECT OF THIS CUSTODY ACTION, PLEASE USE THE REVERSE SIDE OF THIS PAGE AND REFER TO THEM AS CHILD 6, ETC. AND LIST THEIR YEAR OF BIRTH.**

Child 1

\_\_\_\_\_  
ADDRESS of Child or write "See CIF Abuse Victim Addendum"

\_\_\_\_\_  
YEAR of Birth

Child 2

\_\_\_\_\_  
ADDRESS of Child or write "See CIF Abuse Victim Addendum"

\_\_\_\_\_  
YEAR of Birth

Child 3

\_\_\_\_\_  
ADDRESS of Child or write "See CIF Abuse Victim Addendum"

\_\_\_\_\_  
YEAR of Birth

Child 4

\_\_\_\_\_  
ADDRESS of Child or write "See CIF Abuse Victim Addendum"

\_\_\_\_\_  
YEAR of Birth

Child 5

\_\_\_\_\_  
ADDRESS of Child or write "See CIF Abuse Victim Addendum"

\_\_\_\_\_  
YEAR of Birth



**Confidential Information Form and CIF Abuse Victim Addendum (If applicable) must be completed and filed with this Petition for Modification.**

5 The Custody Order should be modified because: **IF YOU NEED TO IDENTIFY THE CHILD(REN) IN THIS PARAGRAPH, USE CHILD 1, CHILD 2, ETC. DO NOT USE THEIR NAMES.**

(State in detail, the reason(s) why the Current Order should be modified and how the circumstances of the parties and/or child(ren) have changed).

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

The change(s) in circumstances which supports a modification of the current custody order are as follows: **IF YOU NEED TO IDENTIFY THE CHILD(REN) IN THIS PARAGRAPH, USE CHILD 1, CHILD 2, ETC. DO NOT USE THEIR NAMES.**

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

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

7. I have filed a completed the Confidential Information Form and, if relevant, the Confidential Information Form Abuse Victim Addendum with this Petition.

8. The Current Custody Order is attached to this Petition.

WHEREFORE, Petitioner requests that the Court modify the existing Order because it will be in the best interest of the child(ren).

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner (If more than one petitioner)

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

**VERIFICATION**

I, \_\_\_\_\_, verify that the statements made in this Petition for Modification of Custody Order 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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner (if more than one petitioner)

**CERTIFICATION**

I, \_\_\_\_\_, certify that this Petition for Modification of Custody Order 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.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner (If more than one petitioner)



**BEFORE YOU FILE THIS PETITION FOR MODIFICATION WITH THE PROTHONOTARY, MAKE SURE YOU HAVE COMPLETED THE FOLLOWING FORMS:**

- Confidential Information Form.
- Confidential Information Form Abuse Victim Addendum if you are an abuse victim and do not want to disclose your contact information to anyone but the Court.
- Prior Court Involvement Statement.
- Criminal Record/Abuse History Verification.
- Self-Represented Party Entry of Appearance.

**These forms must be filed with the Prothonotary at the same time as the Petition for Modification.**



**CONFIDENTIAL  
INFORMATION  
FORM**



**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 the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. 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 of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL  
INFORMATION  
FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*  
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)

**DAUPHIN**  
\_\_\_\_\_  
Court

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

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, 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.

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

**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page (if necessary)

| <b>This Information Pertains to:</b>  | <b>Confidential Information:</b>   | <b>References in Filing:</b>  |
|---|--|---|
| <p><b>CHILD 3</b><br/>_____<br/>(full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a<br/>minor with the initials of _____<br/>and the full name of _____<br/>_____<br/>(full name of minor)</p> <p>and date of birth: _____</p> | <p>Social Security Number (SSN):<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>Financial Account Number (FAN):<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>Driver's License Number (DLN):<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>State of Issuance:<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>State Identification Number (SID):<br/>XXXXXXXXXXXXXXXXXXXX</p> | <p>Alternative Reference:<br/>SSN <u>X</u></p> <p>Alternative Reference:<br/>FAN <u>X</u></p> <p>Alternative Reference:<br/>DLN <u>X</u></p> <p>Alternative Reference:<br/>SID <u>X</u></p> |
| <p><b>CHILD 4</b><br/>_____<br/>(full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a<br/>minor with the initials of _____<br/>and the full name of _____<br/>_____<br/>(full name of minor)</p> <p>and date of birth: _____</p> | <p>Social Security Number (SSN):<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>Financial Account Number (FAN):<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>Driver's License Number (DLN):<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>State of Issuance:<br/>XXXXXXXXXXXXXXXXXXXX</p> <p>State Identification Number (SID):<br/>XXXXXXXXXXXXXXXXXXXX</p> | <p>Alternative Reference:<br/>SSN <u>X</u></p> <p>Alternative Reference:<br/>FAN <u>X</u></p> <p>Alternative Reference:<br/>DLN <u>X</u></p> <p>Alternative Reference:<br/>SID <u>X</u></p> |



**CONFIDENTIAL  
INFORMATION  
FORM**



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

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: \_\_\_\_\_

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**



**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.

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

Attach additional page(s) if necessary.

**CONFIDENTIAL  
INFORMATION  
FORM**



**Abuse Victim Addendum**  
Additional page (if necessary)

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

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



IN THE COURT OF COMMON PLEAS

PLAINTIFF \_\_\_\_\_

DAUPHIN COUNTY, PENNSYLVANIA

vs.

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

DEFENDANT \_\_\_\_\_

**SELF-REPRESENTED PARTY ENTRY OF APPEARANCE**

- 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:

\_\_\_\_\_

- 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. Check one box.**

- I am a victim of abuse and the other party to this action was the abuser. My address is listed on the Confidential Information Form Abuse Victim Addendum filed along with this Self-Represented Party Entry of Appearance.
- I am not an abuse victim and 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.

**4. Check one box.**

- I am a victim of abuse and the other party to this action was the abuser. My telephone number and email address are listed on the Confidential Information Form Abuse Victim Addendum filed along with this Self-Represented Party Entry of Appearance.
- I am not the victim of abuse and 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 \_\_\_\_\_

**5. I UNDERSTAND I MUST FILE A NEW FORM AND CONFIDENTIAL INFORMATION FORM ABUSE VICTIM ADDENDUM (IF APPLICABLE) EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.**

6. Check one box.

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 \_\_\_\_\_

I am a victim of abuse and the other party to this action was the abuser. I understand that I should only provide a copy of this form to all other attorneys or self-represented parties **BUT THAT I SHOULD NOT PROVIDE A COPY OF THE CONFIDENTIAL INFORMATION FORM ABUSE VICTIM ADDENDUM TO ANYONE EXCEPT TO THE COURT BY FILING THAT FORM WITH THE APPROPRIATE FILING OFFICE (PROTHONOTARY OR DOMESTIC RELATIONS).**

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)

**CERTIFICATION**

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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PLAINTIFF

IN THE COURT OF COMMON PLEAS  
DAUPHIN COUNTY, PENNSYLVANIA

vs.

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

\_\_\_\_\_  
DEFENDANT

**CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

I, \_\_\_\_\_, hereby swear or affirm, subject  
PRINT NAME

to penalties of law including 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the "YES" 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:

| Answer<br>Yes or No      |                          | Crime   | Self                     | Other<br>household<br>member | Date of conviction,<br>guilty plea, no<br>contest plea or<br>pending charges | Sentence |
|--------------------------|--------------------------|---|--------------------------|------------------------------|--|----------|
| YES                      | NO                       |   |                          |                              |  |          |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. Ch. 25<br>(relating to criminal homicide)  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2702 (relating to<br>aggravated assault)  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2706<br>(relating to terroristic threats) | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2709.1<br>(relating to stalking)          | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2901<br>(relating to kidnapping)          | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |



| Answer<br>Yes or No      |                          | Crime   | Self                     | Other<br>household<br>member | Date of conviction,<br>guilty plea, no<br>contest plea or<br>pending charges | Sentence |
|--------------------------|--------------------------|---|--------------------------|------------------------------|--|----------|
| YES                      | NO                       |   |                          |                              |  |          |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2902<br>(relating to unlawful restraint)                                  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2903<br>(relating to false<br>imprisonment)                               | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §2910<br>(relating to luring a child into<br>a motor vehicle or structure) | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3121<br>(relating to rape)  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3122.1<br>(relating to statutory sexual<br>assault)                       | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3123<br>(relating to involuntary<br>deviate sexual intercourse)           | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3124.1<br>(relating to sexual assault)                                    | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3125<br>(relating to aggravated<br>indecent assault)                      | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3126<br>(relating to indecent assault)                                    | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |

| Answer<br>Yes or No      |                          | Crime   | Self                     | Other<br>household<br>member | Date of conviction,<br>guilty plea, no<br>contest plea or<br>pending charges | Sentence |
|--------------------------|--------------------------|---|--------------------------|------------------------------|--|----------|
| YES                      | NO                       |   |                          |                              |  |          |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3127 (relating to indecent exposure)                    | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3129 (relating to sexual intercourse with animal)       | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)    | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §3301 (relating to arson and related offenses)           | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §4302 (relating to incest)                               | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §4303 (relating to concealing death of child)            | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §4304 (relating to endangering welfare of children)      | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §4305 (relating to dealing in infant children)           | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §5902(b) (relating to prostitution and related offenses) | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |

| Answer<br>Yes or No      |                          | Crime   | Self                     | Other<br>household<br>member | Date of conviction,<br>guilty plea, no<br>contest plea or<br>pending charges | Sentence |
|--------------------------|--------------------------|---|--------------------------|------------------------------|--|----------|
| YES                      | NO                       |   |                          |                              |  |          |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §5903(c) or (d)<br>(relating to obscene and other<br>sexual materials and<br>performances)                                 | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §6301<br>(relating to corruption of<br>minors)   | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §6312<br>(relating to sexual abuse of<br>children)   | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §6318<br>(relating to unlawful contact<br>with minor)  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 Pa.C.S. §6320<br>(relating to sexual exploitation<br>of children)  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | 23 Pa.C.S. § 6114<br>(relating to contempt for<br>violation of protection order or<br>agreement)                                      | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | Driving under the influence of<br>drugs or alcohol  | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |
| <input type="checkbox"/> | <input type="checkbox"/> | Manufacture, sale, delivery,<br>holding, offering for sale or<br>possession of any controlled<br>substance or other drug or<br>device | <input type="checkbox"/> | <input type="checkbox"/>     | _____  | _____    |



2. Unless indicated by my checking the "YES" 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:

| Answer<br>Yes or No      |                          |  | Self                     | Other<br>household<br>member | Date  |
|--------------------------|--------------------------|--|--------------------------|------------------------------|-------|
| YES                      | NO                       |  |                          |                              |       |
| <input type="checkbox"/> | <input type="checkbox"/> | A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction | <input type="checkbox"/> | <input type="checkbox"/>     | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction    | <input type="checkbox"/> | <input type="checkbox"/>     | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction.                        | <input type="checkbox"/> | <input type="checkbox"/>     | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Where: _____<br>Other: _____   | <input type="checkbox"/> | <input type="checkbox"/>     | _____ |

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 statements made in the Criminal Record/Abuse History Verification are **true and correct to the best of my knowledge, information and belief**. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities and **can be punishable by fine or imprisonment**.

---

Signature

---

Printed Name

\_\_\_\_\_ : IN THE COURT OF COMMON PLEAS  
 Plaintiff : DAUPHIN COUNTY, PENNSYLVANIA  
 :  
 v. : NO. \_\_\_\_\_  
 :  
 \_\_\_\_\_ : CIVIL ACTION - LAW  
 Defendant

**PRIOR COURT INVOLVEMENT STATEMENT**

The following lists all cases involving one or more of the same parties and indicates if a prior matter involved a Conference or a Contested Hearing before a Judge or if an agreed order was entered.

| Check all that Apply     | Action  | Docket Number | Judge | Contested Hearing or Pretrial Conference | Agreement Reached and No Hearing Before a Judge Required |
|--------------------------|---|---------------|-------|--|--|
| <input type="checkbox"/> | Custody   |               |       |  |  |
| <input type="checkbox"/> | Divorce   |               |       |  |  |
| <input type="checkbox"/> | Support or APL  |               |       |  |  |
| <input type="checkbox"/> | Paternity   |               |       |  |  |
| <input type="checkbox"/> | PFA   |               |       |  |  |
| <input type="checkbox"/> | This is the first Family Law Matter Filed in Dauphin County involving the above-captioned parties and children. |               |       |  |  |

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Name (Print your Name)

**CERTIFICATION**

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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature