

**RULE 1915.13 APPLICATIONS FOR SPECIAL RELIEF (EMERGENCY
PETITIONS FOR CUSTODY)**

- a. An original and one copy of the application for special relief shall be filed with the Prothonotary simultaneously with the custody complaint or petition for modification or contempt of a custody order.
- b. The attorney or pro se party shall promptly notify the Deputy Civil Court Administrator's Office by telephone as soon as it is determined that an application for special relief will be filed and shall give the Deputy Civil Court Administrator's Office a realistic estimate of the date and time of the intended filing.
- c. The application for special relief shall state, in detail, the facts alleged to warrant the special relief.
- d. The application for special relief shall be served on all parties.
- e. An administrative fee of \$150.00 shall be paid to the Prothonotary in accordance with Rule 1915.3 (a) or 1915.3 (b). The filing party need only pay the administrative fee associated with the custody complaint or petition for modification or contempt. There shall be no additional administrative fee associated with the filing of the application for special relief.
- f. The Prothonotary shall forward both the original custody complaint or petition for modification or contempt of the custody order and the application for special relief to the Court Administrator's Office. The custody complaint or the petition for modification or contempt of the custody order shall be assigned to a Custody Conference Officer. The application for special relief shall be assigned to the judge who is assigned to handle emergency custody matters or to the judge who has handled the case on a previous assignment.