

TIOGA COUNTY, PENNSYLVANIA

CUSTODY COMPLAINT SELF-HELP PACKAGE

*Prepared by the Tioga County Bar Association for use by indigent pro se litigants
in Tioga County, Pennsylvania*

**THIS PACKAGE IS FOR USE WHEN YOU WANT TO OPEN A NEW CUSTODY CASE
AND THERE IS NO CUSTODY ORDER YET IN EFFECT**

- **IF YOU AND THE OTHER PARENT HAVE AN AGREEMENT ON HOW CUSTODY SHOULD BE HANDLED, BUT THERE IS NO CUSTODY ORDER IN EFFECT YET, YOU WILL NEED THE 'NEW CUSTODY AGREEMENT SELF-HELP PACKAGE.'**
- **IF YOU AND THE OTHER PARENT HAVE AGREED TO MODIFY AN EXISTING CUSTODY ORDER, YOU WILL NEED THE 'CUSTODY MODIFICATION AGREEMENT SELF-HELP PACKAGE.'**
- **IF THERE IS ALREADY A CUSTODY ORDER IN EFFECT AND YOU WANT TO MODIFY IT, BUT THE OTHER PARENT DOES NOT AGREE, YOU WILL NEED THE 'PETITION TO MODIFY CUSTODY SELF-HELP PACKAGE.'**
- **IF THERE IS ALREADY A CUSTODY ORDER IN EFFECT AND YOU WANT TO RELOCATE WITH YOUR CHILD(REN), YOU WILL NEED THE 'RELOCATION SELF-HELP PACKAGE.'**
- **IF THERE IS ALREADY A CUSTODY ORDER IN EFFECT AND THE OTHER PARENT HAS VIOLATED THE EXISTING CUSTODY ORDER, YOU WILL NEED THE 'CONTEMPT PETITION SELF-HELP PACKAGE.'**
- **IF YOU CANNOT AFFORD TO PAY THE FILING FEES FOR A CUSTODY CASE AND YOU NEED TO ASK THE COURT TO WAIVE THE FILING FEES, YOU WILL NEED THE 'IFP PETITION SELF-HELP PACKAGE.'**

INSTRUCTIONS:

NOTE: This package is only for use when you are filing a new contested custody case. There is a \$150.00 filing fee for opening a new custody case. If you cannot afford to pay the filing fee, you can apply to have the fee waived by using the 'IFP PETITION SELF-HELP PACKAGE.' Your IFP petition will need to be submitted at the same time as the paperwork found in this package.

STEP 1: COMPLETE THE CONFIDENTIAL INFORMATION FORM

Complete the fill-in-the-blank "Confidential Information Form" included in this package. The Public Access Policy for Pennsylvania courts restricts the use of certain types of confidential information in publicly-accessible court filings. Among other things, the names and full birthdates of children can only be submitted to the court on special forms that are filed "under seal" (that means that only court personnel and people directly involved in the case are allowed to access them). Please note that almost everything

else that you file with the court is considered a public record and can be viewed by almost anyone at any time for any reason. In order to comply with the Public Access Policy and protect your child(ren)'s privacy, **the Confidential Information Form is the only place you should ever write out any child's name or date of birth.** You should only use a child's initials on all of the other forms you fill out.

The first step in filling out the Confidential Information Form is to complete the "case caption" at the top of the form. You should write your own name on the line for "Plaintiff" and the other parent's name on the line for "Defendant." Do not fill in the docket number (the part that looks like this: "NO: __ FS __"); the court will assign a docket number when you file your paperwork at the Courthouse. When you are done, the case caption should look something like this:

IN THE COURT OF COMMON PLEAS OF TIOGA COUNTY, PENNSYLVANIA		
<u>Jane Q. Doe</u> <i>Plaintiff</i>	:	<u>THIS FORM MUST BE FILED UNDER SEAL</u>
v.	:	NO: __ FS __
<u>John X. Doe</u> <i>Defendant</i>	:	CIVIL ACTION – CUSTODY
..... <u>CONFIDENTIAL INFORMATION FORM – CUSTODY AGREEMENT</u>		

The next step is to write out the full legal name and date-of-birth of each child that will be covered by your agreement on the lines provided. For each child you should also write down their initials as you intend to use them in the agreement and in all of the other documents. Please note that you must be consistent with your use of initials. For example, you cannot go back and forth between using middle initials and not using middle initials. If two or more listed children have the same initials (e.g. 'John Smith' and 'James Smith'), you should add numbers or other appropriate distinguishing characters (For example: "J.S.-1" and "J.S.-2").

When you are done, the list should look something like this:

<u>Child's full name:</u>	<u>Date of birth (MM/DD/YY):</u>	<u>Child's initials as used in pleadings:</u>
<u>Amanda Doe</u>	<u>(01 / 01 / 01)</u>	<u>A.D.</u>
<u>Brian Doe</u>	<u>(02 / 02 / 02)</u>	<u>B.D. -1</u>
<u>Bella Doe</u>	<u>(03 / 03 / 03)</u>	<u>B.D. -2</u>
<u>Connor Callen Doe</u>	<u>(04 / 04 / 04)</u>	<u>C.C.D.</u>

You should then sign and date the Confidential Information Form.

When you are done, the bottom of the form should look something like this:

<p>* If two or more listed children have the same initials (e.g. 'John Smith' and 'James Smith'), you should add numbers or other appropriate distinguishing characters (e.g. 'J.S.-1' and 'J.S.-2').</p> <p>I verify that the statements made in this Confidential Information Form 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.A. § 4904 relating to unsworn falsification to authorities.</p>	
<p>Date: <u>06/01/19</u></p>	<p style="text-align: center;"><u>Jane Q. Doe</u> Plaintiff's Signature</p>

STEP 2: COMPLETE THE COMPLAINT FOR CUSTODY OR VISITATION

Next you will need to complete the fill-in-the-blank "Complaint for Custody or Visitation" included in this package. On the top of the first page, you will need to fill in the case caption the same way you did on the other documents.

When you are done with the caption, it should look something like this:

<p>IN THE COURT OF COMMON PLEAS OF TIOGA COUNTY, PENNSYLVANIA</p>	
<p><u>Jane Q. Doe</u> <i>Plaintiff</i></p>	<p>:</p>
<p>v.</p>	<p>:</p>
<p><u>John X. Doe</u> <i>Defendant</i></p>	<p>:</p>
	<p>:</p>
	<p>:</p>
	<p>NO: ____ FS ____</p>
	<p>:</p>
	<p>CIVIL ACTION – CUSTODY</p>
	<p>:</p>
<p>.....</p>	
<p><u>COMPLAINT FOR CUSTODY OR VISITATION WITH AGREEMENT</u></p>	

You will then need to follow the directions included below to complete the Complaint for Custody or Visitation:

How to fill out the Complaint for Custody or Visitation with an Agreement:

Page 1, Question 1 – Identify the child(ren) using the same initials you designated on the Confidential Information Form and each child’s year of birth. Remember that you should not use any child’s actual name or date of birth anywhere on this form. You will also need to indicate whether or not each child was born in wedlock. There are only enough spaces to list four children on the form, so you will also need to indicate whether or not there are more than four children. If there are more than four children you should list them clearly in a margin or on a separate sheet of paper.

Here is an example of what Page 1, Question 1 looks like when correctly filled out:

1. This case relates to the legal and physical custody of the following minor child(ren):

<u>Child's initials:</u>	<u>Year of birth</u>	<u>Born in wedlock:</u>	
<u>A.D.</u>	<u>2001</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B.D. -1</u>	<u>2002</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B.D. -2</u>	<u>2003</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>C.C.D.</u>	<u>2004</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Are there more than four children? Yes No

Page 1, Question 2 – Fill in your full name, address, phone number, and your relationship to the child(ren). Here is an example:

2. Plaintiff's name, address, and relationship to the above-listed child(ren) is as follows:

Name:	<u>Jane Q. Doe</u>	Plaintiff's relationship to the above-listed child(ren):
Address:	<u>123 Main St.</u>	
	<u>Wellsboro, PA 16901</u>	
Phone No.:	<u>(570) 555-1234</u>	<input checked="" type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: _____

Page 1, Question 3 – Fill in the other parent's full name, address, phone number, and their relationship to the child(ren). Here is an example:

3. Defendant's name, address, and relationship to the above-listed child(ren) is as follows:

Name:	<u>John X. Doe</u>	Defendant's relationship to the above-listed child(ren):
Address:	<u>456 Main St.</u>	
	<u>Mansfield, PA 16933</u>	
Phone No.:	<u>(570) 555-5678</u>	<input type="checkbox"/> Mother <input checked="" type="checkbox"/> Father <input type="checkbox"/> Other: _____

Page 2, Question 4 – Sometimes more than two people are involved in a custody case. When that happens, however, both parents *must* be listed as parties to the case unless either (1) a parent is deceased, or (2) a parent's legal rights have been completely terminated by prior court order. If there is more than one Defendant, you should check "Yes" to Question 4 and list the name, address, phone number, and relationship to the child(ren) of each additional defendant either in the margin of the page or on a separate additional sheet of paper.

Page 2, Question 4(a) – If you are not a parent of the child(ren), you will need to explain why you have legal "standing" (i.e. the legal right) to file a custody complaint. The rules for when non-parents can file for custody are complicated. You should carefully read the relevant statute on legal standing at Title 23 of the Pennsylvania Consolidated Statutes, Sections 5324 & 5325, and explain why you believe that you have the right as a non-parent to file for custody under Pennsylvania law. You should also

be aware that the parents will have a right to challenge your claim of standing, and your custody complaint may be rejected if you cannot show that any of the situations described in the statute apply to you.

Page 2, Question 4(a) – In this question you must either confirm that both parents have been listed as parties to the case, or you must explain why you have not included any omitted parent. For example, if you are a grandparent filing against the child(ren)’s mother, and the father is deceased, you would check the box marked “No” to the question “Have both parents been listed as parties to this action?” and would then write something like “The father is deceased” in the space provided. As stated above, please note that the only acceptable reasons for omitting a parent are (1) the parent is deceased, or (2) their legal rights have been completely terminated by prior court order. Otherwise both parents *must* be listed as parties to the case even if either parent has had minimal or no prior involvement in the life of the child. If you omit either parent from your custody complaint without valid reason, it may significantly delay the handling of your case, or even result in your custody claim being dismissed.

Page 2, Question 5 – If anyone else other than the Defendant(s) has ever had custody of the child(ren), check “Yes” to Question 5 and provide the requested information. You do not need to list a parent if their parental rights have been terminated. If no one else has ever had custody of the child(ren), check “No.”

Page 2, Question 6 – Check the box for “No” if you have never participated in another case concerning the custody of the same child(ren). However, if you have ever participated in another case concerning the custody of the same child(ren), then you must check the box for “Yes” to in this question and provide as much information as possible. If you have a copy of a current court order from another case concerning the custody of the same child(ren), you should attach it to the Complaint. Please remember, however, that you cannot file documents with children’s full names and dates of birth. If you have a prior custody order for the same child(ren), it must be redacted to remove such information. (Note: If there is a prior custody order for the same child(ren), other than a Children and Youth Services case, and you were a party to that case, you normally should file a petition to modify custody with the same court that entered the prior custody order instead of a new custody complaint).

Page 2, Question 7 – If you are not aware of any other case concerning the custody of the same children then you should check the box for “No.” If you are aware of any other active case in another court concerning the custody of the same child(ren), then you must check the box for “Yes” even if you are not involved in the other case and even if you do not believe that the other court is the correct court to make a decision regarding the child(ren)’s custody.

Page 2, Question 7(a) – If you checked the box for “Yes” to Question 7, then you must provide the name of the other court and the docket number of the other case.

Page 2, Question 7(b) – If you checked the box for “Yes” to Question 7, then you must explain why you think the case should be accepted by the Tioga County Court of Common Pleas instead of by the

other court. Questions of jurisdiction and venue are decided under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) and by Pa.R.C.P. No 1915.2.

Page 2, Question 8 – In this question you should indicate with whom the child(ren) is/are currently living by checking the appropriate box for either “Plaintiff,” “Defendant,” or “Other.”

Page 3, Question 9 – When you file for custody, you need to let the court know everywhere each listed child has lived during the past five (5) years, who they lived with, and when they were living there. If the child is less than five (5) years’ old, then you should list every address where the child has lived. This information is necessary in order to establish the court’s jurisdiction and should be used to answer Question 9. Here is an example of how you can enter the required information:

9. During the past five (5) years, the child or children have lived with the following persons at the following locations (use additional sheets if necessary):		
<u>Whom was in the home?:</u>	<u>Address or Location?:</u>	<u>Dates?:</u>
<i>Plaintiff</i>	<i>123 Main St., Wellsboro, PA</i>	<i>1/1/12-current</i>
<i>Plaintiff & Def.</i>	<i>456 Main St., Mansfield, PA</i>	<i>1/1/04-1/1/12</i>
_____	_____	_____
_____	_____	_____

Page 3, Question 10 – List everyone who currently lives with you and their relationship to you (examples: “husband,” “wife,” “son,” etc.) Here is an example:

10. The Plaintiff currently resides with the following persons:	
<u>Name:</u>	<u>Relationship to Plaintiff:</u>
<i>Amanda Doe</i>	<i>Daughter</i>
<i>Brian Doe</i>	<i>Son</i>
_____	_____
_____	_____

Page 3, Question 11 – List everyone who currently lives with the Defendant(s) and their relationship to the Defendant(s). If you do not know who lives with the Defendant(s), write “unknown.” Here is an example:

11. The Defendant currently resides with the following persons:	
<u>Name:</u>	<u>Relationship to Plaintiff:</u>
<i>Unknown</i>	
_____	_____
_____	_____

Page 3, Question 12 – This question is your opportunity to state the specific forms of custody you are requesting and also to provide some factual background to the court to explain why you are filing for custody, and why you believe the court should issue a custody order in your favor. You should check the boxes for every form of custody you are seeking. You can check as many or as few boxes as you deem appropriate. Because every family situation is unique and every custody case is different, you

must use your judgment when deciding what additional information to include when answering this question. However, **any information you provide must be truthful**. You should also remember that your complaint is a public document and even though the names of your children are not supposed to be included, anything you write in your custody complaint could potentially be read by anyone at any time for any reason. You should therefore use appropriate discretion.

Page 4, Certificate of Compliance with Public Access Policy – By signing and filing the Complaint for Custody or Visitation, you are certifying that it complies with the Public Access Policy of the Unified Judicial System of Pennsylvania and does not contain any (1) social security numbers, (2) financial account numbers, (3) driver’s license numbers, (4) state identification numbers, (5) minor’s names or dates of birth, (6) abuse victim’s addresses or other contact information, as defined by Pa.R.C.P. No. 1931(a), except for a victim’s name. That policy is the reason why children can only be referred to by their initials except on the Confidential Information Form. For more information, visit: <http://www.pacourts.us/public-records/public-records-policies>

Page 4, Praeceptum for Self-Representation – In the ‘Praeceptum for Self-Representation,’ check the first box if you have never been represented by an attorney in connection with this custody case and check the second box if you previously had an attorney represent you in connection with this case (Note: If you currently have an attorney representing you in connection with this custody case and wish to keep your attorney then you should not use the packet - your attorney can create all of the necessary forms for you). The address you include below the signature line on Page 4 is the address the court and the other party are supposed to use to send legal papers to you. **Make sure the court and all other parties always have your current mailing address for legal papers because you will be treated as if you received any mail sent to you at the address you provide. If you do not keep your mailing address updated, you may miss important notices and fail to receive important legal documents.** The court provides a separate stand-alone ‘Praeceptum to Update Contact Information’ form that you can use later on to inform the court and other parties of any changes in your contact information.

Page 4, Verification and Signature – After you have filled out the rest of the Custody Complaint, sign and date the last page. **By signing the Custody Complaint and filing it with the court you are asserting that the information you provide is true and correct to the best of your knowledge, information, and belief. If you intentionally provide false information in a document you submit to the court, you may be subject to criminal charges under 18 PA. C.S.A. § 4904.**

STEP 3: COMPLETE THE CRIMINAL RECORD/ABUSE HISTORY DISCLOSURES

You and the other parent (or other party or parties) will also eventually need to complete Criminal Record/Abuse History Verification Forms. These forms are required by the procedural rules set by the Pennsylvania Supreme Court for use in custody cases. You should submit your completed Criminal Record/Abuse History Verification Form along with your custody complaint. Begin by filling in the case caption at the top of the first page of the Criminal Record/Abuse History Verification Form the same way you filled in the case captions on the first pages of the other documents. Next, print your full name in the blank space on the first page. The form then contains a long list of crimes and offenses that the court may

consider when making a custody decision. You are required to disclose if you *or any other members of your household* have ever been convicted of any of the listed crimes or offenses. You must also disclose if either you *or any other members of your household* are currently facing pending charges for any of those crimes or offenses, even if you (or they) have not yet been convicted. For each crime or offense listed, provide the required information. Here are some examples:

<p>18 Pa.C.S. Ch. 25 (relating to criminal homicide):</p> <p><input checked="" type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (/ /) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (/ /) Sentence: _____</p>

<p>18 Pa.C.S. §2702 (relating to aggravated assault):</p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input checked="" type="checkbox"/> Applies to me as follows: By <input checked="" type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: <u>01/02/10</u> Sentence: <u>Two years incarceration</u></p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (/ /) Sentence: _____</p>

You must also disclose on the bottom of page 7 (continued on the top of page 8) if you or any other member of your household has (1) been the subject of a finding of abuse by any Children & Youth Agency, either in Pennsylvania or elsewhere, or (2) been the subject of a Protection-from-Abuse Order or any similar protective order either in Pennsylvania or elsewhere, or (3) had any involvement by any Children and Youth Agency in your case or your household, or (4) any other history of violent or abusive conduct. The last page of the form also requests additional information about any counseling, evaluations, or treatment you may have received as a result of any of the crimes or offenses listed, as well as additional information about any other applicable household members. You should also disclose if the other parent (or any other party or parties), or any members of their household(s), have any criminal or abuse history of which you are aware.

Please note that this packet includes two (2) copies of the Criminal Record/Abuse History Verification Form. The second copy should be left blank because you will need to mail it to the Defendant for them to fill out. See the instruction in Step 8, below:

STEP 4: PREPARE THE PROPOSED NOTICE AND ORDER FOR THE COURT

You will also need to prepare a proposed ‘Notice and Order’ for the court. You should fill in the case caption at the top of the Notice and Order the same way you filled out the case captions for all of the other documents. You should also fill in your name and the Defendant’s name in the Distribution list at the bottom left side of the Notice and Order. You should not fill in the date for the preliminary custody conference or sign the Notice and Order. The date will be set by the Court and the Notice and Order will be signed by the judge.

Here is an example of how the Notice and Order should look when completed:

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

Jane Q. Doe :
Plaintiff :
v. :
John X. Doe : **NO: _____ FS _____**
Defendant : **CIVIL ACTION – CUSTODY**
:

.....

NOTICE AND ORDER

You, John X. Doe (Defendant), have been sued in Court to obtain shared legal custody, sole legal custody, partial physical custody, primary physical custody, shared physical custody, sole physical custody, or supervised physical custody of the following child(ren):

<u>Child's initials:</u>	<u>Year of birth</u>	<u>Born in wedlock:</u>	
<u>A.D.</u>	<u>2001</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B.D. -1</u>	<u>2002</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>B.D. -2</u>	<u>2003</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>C.C.D.</u>	<u>2004</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

You are ordered to appear in person on the ____ day of _____, 20__ at _____.m., at the Tioga County Courthouse at 118 Main Street in Wellsboro, Pennsylvania, for a Preliminary Custody Conference with the Child Custody Conference Officer. You are also required to complete and file a Criminal Record/Abuse History Verification Form prior to the Preliminary Custody Conference. This form is available from the Court Administrator.

If you fail to appear as required by this Order, the Court may enter an Order for Custody, Partial Custody or Visitation in your absence and the Court may issue a warrant for your arrest.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

TIOGA COUNTY COURT ADMINISTRATION	or	NORTH PENN LEGAL SERVICES
TIOGA COUNTY COURTHOUSE		TOLL FREE: (877) 953 – 4250
118 MAIN STREET, WELLSBORO PA 16901		
(570) 724 – 9380		

Distribution: BY THE COURT:
1. Jane Q. Doe (Plaintiff)
2. John X. Doe (Defendant) _____, J.

AMERICANS WITH DISABILITIES ACT OF 1990: The Court of Common Pleas of Tioga 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 our office. All arrangements must be made at least 72 hours prior to any hearing or business before the court. You must attend the scheduled conference or hearing.

STEP 5: PREPARE COPIES OF YOUR DOCUMENTS

Before you go to court, you will need to make copies of the Confidential Information Form, the Custody Complaint, your completed Criminal Record/Abuse History Verification Form, and the Notice and Order. You will need (2) two copies of the Confidential Information Form, two (2) copies of the Custody Complaint, and two (2) copies of your completed Criminal Record/Abuse History Verification Form, and (2) two copies of the Notice and Order. When you go to the courthouse you will need to bring with you the following:

- One (1) original** Confidential Information Form and **two (2) copies** of the Confidential Information Form
- One (1) original** Custody Complaint and **two (2) copies** of the Custody Complaint,
- One (1) original** completed Criminal Record/Abuse History Verification Form and **two (2) copies** of the completed Criminal Record/Abuse History Verification Form,
- One (1) original** proposed Notice and Order and **two (2) copies** of the proposed Notice and Order.

Note: If there is more than one Defendant, you will need to bring at least one extra copy of each of the above documents for every additional Defendant.

STEP 6: DO YOU NEED AN IFP SELF-HELP PACKAGE?

There is a filing fee for filing a new custody case in Tioga County. It is currently \$150.00, but that amount is subject to increase at any time. If you cannot afford to pay the filing fee, you will also need to complete the 'IFP SELF-HELP PACKAGE' before you can file for custody. The Court will need to approve your request to waive the filing fee before you can file your custody complaint (See the instructions in the IFP SELF-HELP PACKAGE). However, you should have all of your paperwork ready before you go to the Courthouse.

STEP 7: FILE YOUR DOCUMENTS

Now you can go to the Prothonotary's office in the courthouse. Tell the staff that you are there to file a new custody case and give them your papers. After you have either paid the filing fee or the court has waived the filing fee (if applicable), you can submit your other paperwork. The Prothonotary's Office will take your original Confidential Information Form, Custody Complaint, and Criminal Record/Abuse History Verification Form and keep the originals for the court file. They will also timestamp the copies of the Confidential Information Form, Custody Complaint, and Criminal Record/Abuse History Verification Form and give the copies back to you. They will keep the original proposed Notice and Order and both copies of the Notice and Order (the Notice and Order will need to be completed later by court personnel, see Step 8, below).

STEP 8: SERVE YOUR DOCUMENTS ON THE DEFENDANT

The court will add a date and time for the preliminary custody conference to the Notice and Order and the judge will sign it. After the Notice and Order is signed by the judge, copies will be mailed to you and the Defendant(s) at the addresses you provided.

It is nonetheless your responsibility to send **each** Defendant (1) a copy of the Confidential Information Form, (2) a copy of the Custody Complaint, (3) a copy of your completed and signed Criminal Record/Abuse History Verification Form, (4) a copy of the Notice and Order *after the court has assigned a date for the custody conference and returned the form to you*, and (4) a blank Criminal Record/Abuse History Verification Form for the Defendant to complete and file. You must mail these documents by certified mail, restricted delivery, return receipt requested. If you do not know how to complete the postal “green card,” the post office can assist you. When you mail something by certified mail, restricted delivery, return receipt requested, the recipient must sign for their mail in order to receive it. The green card with the person’s signature is then returned to you. You will need a green card with each Defendant’s signature to prove that they received the documents that you sent to them. If you have an open children and youth services case, you must also send copies of your documents to the Children and Youth Services agency.

STEP 9: FILE YOUR CERTIFICATE OF SERVICE

When you receive a signed green card back from the Defendant, you will need to attach it to the ‘Certificate of Service’ and file it at the Prothonotary’s Office. Fill in the case caption at the top of the Certificate of Service the same way you filled in the case caption on all of your other documents (only this time you should already have the docket number, so you can fill in the docket number yourself). Attach the postal green card to the Certificate of Service using glue or tape with the side containing the Defendant’s signature facing up. Then you should sign and date the Certificate of Service. You can then take it back to the Prothonotary’s office and file it as part of your case record. You should also make a copy for your own records. **Do not file the Certificate of Service unless and until you have attached the postal green card.** If you do, you will actually be committing a crime because the form itself certified under potential legal penalties that the signed green card is attached. You will need to file a separate Certificate of Service for every Defendant.

NOTE: IT IS YOUR RESPONSIBILITY TO CONFIRM THAT EACH DEFENDANT HAS RECEIVED NOTICE OF THE PRELIMINARY CUSTODY CONFERENCE. If you do not file a Certificate of Service with a Defendant’s signature, and the Defendant does not appear for the preliminary custody conference, the court will probably reschedule the case so that you can serve your papers on the Defendant and provide proof of the same. This may significantly delay your case. If the Defendant does not accept their mail, you may need to pay the Sheriff’s office or a constable to serve the papers for you, or you may need to talk to a lawyer about other service options.

STEP 10: GO TO THE PRELIMINARY CUSTODY CONFERENCE

You and the Defendant(s) are required to attend to the preliminary custody conference at the date and time indicated in the Notice and Order. The preliminary custody conference is not a full hearing, and you will not be permitted to call any witnesses or present any evidence. **You should not bring children to the preliminary custody conference unless the court directs you to do so.** The primary purpose of the preliminary custody conference is to see if you and the Defendant(s) can reach an agreement. If you can

reach an agreement at the preliminary custody conference, then no further action will be required. Otherwise, the court will issue a temporary custody order and give you further instructions.

This Self-Help Custody Complaint Package is provided by the Tioga County Bar Association for the benefit of pro se custody litigants in Tioga County, Pennsylvania and may be reproduced without restriction. No warranties of any kind are made in connection with these instructions or the included documents, nor is this package intended as a substitute for individualized legal advice. For further assistance, please contact North Penn Legal Services at (877) 953 – 4250.

ADDITIONAL CONTENTS OF THIS PACKAGE:

1. CONFIDENTIAL INFORMATION FORM (1 PAGE)
2. COMPLAINT FOR CUSTODY OR VISITATION (4 PAGES)
3. CRIMINAL RECORD/ABUSE HISTORY VERIFICATION FORM (8 PAGES x 2 COPIES: 16 PAGES TOTAL)
4. NOTICE AND ORDER (1 PAGE)
5. CERTIFICATE OF SERVICE (1 PAGE)

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

<i>Plaintiff</i>	:	<u>THIS FORM MUST BE FILED</u>
v.	:	<u>UNDER SEAL</u>
<i>Defendant</i>	:	NO: ____ FS ____
	:	CIVIL ACTION - CUSTODY
	:	

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CONFIDENTIAL INFORMATION FORM

TO THE PROTHONOTARY: IN ACCORDANCE WITH 204 PA.CODE §213.7 AND TIOGA COUNTY LOCAL RULE NO. 102, THIS FORM MUST BE FILED UNDER SEAL.

The *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* and Tioga County Local Rule No. 102 (effective January 6, 2018) prohibit the use of minor’s names and dates of birth in most documents filed with the court except on a Confidential Information Form filed contemporaneously with such documents. This form is submitted in accordance therewith.

The above-captioned case and contemporaneously-filed Complaint for Custody or Visitation relates to the custody of the following minor child(ren):

<u>Child’s full name:</u>	<u>Date of birth (MM/DD/YY):</u>	<u>Child’s initials as used in pleadings:*</u>
_____	(____ / ____ / ____)	_____
_____	(____ / ____ / ____)	_____
_____	(____ / ____ / ____)	_____
_____	(____ / ____ / ____)	_____

* If two or more listed children have the same initials (e.g. ‘John Smith’ and ‘James Smith’), you should add numbers or other appropriate distinguishing characters (e.g. ‘J.S.-1’ and ‘J.S.-2’).

I verify that the statements made in this Confidential Information Form 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.A. § 4904 relating to unsworn falsification to authorities.

Date: _____

Plaintiff’s Signature

The Self-Help Complaint for Custody or Visitation and this Confidential Information Form are provided by the Tioga County Bar Association for the benefit of pro se custody litigants in Tioga County, Pennsylvania and may be reproduced without restriction. No warranties of any kind are made in connection with this document or any associated documents or instructions, which are not intended as a substitute for individualized legal advice. For further assistance, contact North Penn Legal Services at (877) 953 – 4250 or Tioga County Court Administration at (570) 724 – 9380.

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

Plaintiff

v.

Defendant

:
:
:
:
:
:
:

NO: ____ FS ____

CIVIL ACTION - CUSTODY

.....

COMPLAINT FOR CUSTODY OR VISITATION

1. This case relates to the legal and physical custody of the following minor child(ren):

<u>Child's initials:</u>	<u>Year of birth</u>	<u>Born in wedlock:</u>	
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are there more than four children? Yes No

(If the answer is "Yes" you will need to list each additional child's initials, year of birth, and whether or not the child was born in wedlock in the margin or on a separate sheet – see accompanying instructions).

CONFIDENTIAL INFORMATION ABOUT THE ABOVE-IDENTIFIED CHILD(REN), INCLUDING FULL NAME(S) AND DATE(S) OF BIRTH, IS PROVIDED IN AN ACCOMPANYING CONFIDENTIAL INFORMATION FORM FILED UNDER SEAL (SEE TIOGA COUNTY LOCAL RULE NO. 102, EFFECTIVE JANUARY 6, 2018).

2. Plaintiff's name, address, and relationship to the above-listed child(ren) is as follows:

Name: _____	Plaintiff's relationship to the above-
Address: _____	listed child(ren):
_____	<input type="checkbox"/> Mother
_____	<input type="checkbox"/> Father
Phone No.: _____	<input type="checkbox"/> Other: _____

3. Defendant's name, address, and relationship to the above-listed child(ren) is as follows:

Name: _____	Defendant's relationship to the above-
Address: _____	listed child(ren):
_____	<input type="checkbox"/> Mother
_____	<input type="checkbox"/> Father
Phone No.: _____	<input type="checkbox"/> Other: _____

This Self-Help Complaint for Custody or Visitation is provided by the Tioga County Bar Association for the benefit of pro se custody litigants in Tioga County, Pennsylvania and may be reproduced without restriction. No warranties of any kind are made in connection with this document or any associated documents or instructions, which are not intended as a substitute for individualized legal advice. For further assistance, contact North Penn Legal Services at (877) 953 – 4250 or Tioga County Court Administration at (570) 724 – 9380.

4. Is there more than one Defendant? Yes No

*(If the answer is "Yes" you will need to list each additional Defendant's name, address, phone number, and relationship to the child(ren) either in the margin or on a separate sheet – see accompanying instructions. **Please note that both parents must be included as parties to this action and given formal notice of all court proceedings unless a parent is deceased or their parental rights have been terminated by court order.**)*

4(a). If the Plaintiff is not a parent of the child(ren), explain why the Plaintiff has legal standing to file this custody complaint (*required*): _____

4(b). Have both parents been listed as parties to this action? Yes No If either parent has not been included as a party to this action, explain why: _____

5. Other than the Plaintiff and the Defendant(s), is there anyone else who either currently has custody of the minor child(ren) or has had custody in the past (do not list parents whose parental rights have previously been terminated)? No Yes

If the answer to this question is 'Yes' provide the name and address of all such individuals, and their relationship to the child(ren):

<u>Person's Name:</u>	<u>Address:</u>	<u>Relationship to child(ren):</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Has the Plaintiff previously participated in any other case concerning the custody of the above-listed child(ren), whether in this or in any other court? (*Please include any Children and Youth Services cases*) No Yes If the answer to this question is 'Yes' provide the name of the court and the docket number, if available:

Name of court: _____ Docket number: _____

7. Is the Plaintiff aware of any other custody proceeding concerning the above-listed child(ren) currently pending in any other court? No Yes

7(a). If the answer to this question is 'Yes' provide the name of the court, the docket number, and an explanation as to why this court should accept the case even though another case involving the same child(ren) is already active in another court:

Name of court: _____ Docket number: _____

7(b). Reason why this court should accept the case even though a case is already active in another court: _____

8. The child(ren) currently reside(s) with the Plaintiff the Defendant, *or* Other: _____.

9. During the past five (5) years, the child or children have lived with the following persons at the following locations (use additional sheets if necessary):

<u>Whom was in the home?:</u>	<u>Address or Location?:</u>	<u>Dates?:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. The Plaintiff currently resides with the following persons:

<u>Name:</u>	<u>Relationship to Plaintiff:</u>
_____	_____
_____	_____
_____	_____

11. The Defendant(s) currently reside(s) with the following persons:

<u>Name:</u>	<u>Relationship to Defendant:</u>
_____	_____
_____	_____
_____	_____

12. The best interests of the child(ren) will be served by giving the Plaintiff shared legal custody, sole legal custody, partial physical custody, primary physical custody, shared physical custody, sole physical custody, or supervised physical custody because:

(Use additional sheets if necessary)

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

CERTIFICATION OF COMPLIANCE WITH PUBLIC ACCESS POLICY

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

PRAECIPE FOR SELF-REPRESENTATION

I, the undersigned Plaintiff in this case, represent myself in this action.

I have not previously been represented by an attorney in this action, *or*

I was previously represented by _____, Esquire, but am no longer represented by any attorney and wish said attorney removed as my attorney of record (Note: The plaintiff must send a copy of this document to the attorney removed from this case).

I understand that I am under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to any attorneys of record.

All pleadings and legal papers can be served on me at the address provided below.

VERIFICATION

I, the undersigned Plaintiff in this case, do verify that the statements made in the foregoing Complaint for Custody or Visitation with Agreement, Certificate of Compliance with Public Access Policy, and Praeipce for Self-Representation are all 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.A. § 4904 relating to unsworn falsification to authorities.

Date: _____

Plaintiff's Signature (pro se)

Address: _____

Phone: _____

NOTICE: IN ACCORDANCE WITH Pa.R.C.P. No. 1915.3-1, ALL PARTIES MUST COMPLETE "CRIMINAL RECORD/ABUSE HISTORY VERIFICATION FORMS" AND SUBMIT THE SAME TO THE COURT.

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

<i>Plaintiff</i>	:	
<i>Defendant</i>	:	
v.	:	NO: ____ FS ____
	:	CIVIL ACTION - CUSTODY
	:	

.....

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION FORM

I, _____, do hereby swear or affirm, subject to penalties of law, including 18 Pa.C.S.§4904 (relating to unsworn falsification to authorities) as follows:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted, or pled guilty, or pled no contest, or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. § 6307, to any of the following crimes in Pennsylvania, or to any substantially equivalent crime in any other jurisdiction (including any pending charges):

FOR EACH LISTED OFFENSE, CHECK ALL BOXES THAT APPLY:

<p><u>18 Pa.C.S. Ch. 25 (relating to criminal homicide):</u></p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p>

<p><u>18 Pa.C.S. §2702 (relating to aggravated assault):</u></p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p>

<p><u>18 Pa.C.S. §2706 (relating to terroristic threats):</u></p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p>
--

18 Pa.C.S. §2709.1 (relating to stalking):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2901 (relating to kidnapping):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2902 (relating to unlawful restraint):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2903 (relating to false imprisonment):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3121 (relating to rape):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3122.1 (relating to statutory sexual assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3123 (relating to involuntary deviate sexual assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3124.1 (relating to sexual assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3125 (relating to aggravated indecent assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3126 (relating to indecent assault):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3127 (relating to indecent exposure):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3129 (relating to sexual intercourse with animal):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3130 (relating to conduct relating to sex offenders):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3301 (relating to arson and related offenses):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4302 (relating to incest):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4303 (relating to concealing death of child):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4304 (relating to endangering welfare of children):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4305 (relating to dealing in infant children):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §5902(b) (relating to prostitution and related offenses):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6301 (relating to corruption of minors):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6312 (relating to sexual abuse of children):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6318 (relating to unlawful contact with minor):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6320 (relating to sexual exploitation of children):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Driving under the influence of drugs or alcohol:

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device:

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct, or involvement with a Children and Youth Agency, including the following:

(1) A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or under a similar statute in another jurisdiction, or (2) a history of abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction, or (3) involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction, or (4) any other history of violent or abusive conduct:

Does not apply to either me or any household member

Applies to me as follows:

- By a finding of abuse made against me by a Children & Youth Agency or similar agency in Pennsylvania or under a similar statute in another jurisdiction
- By a history of abusive conduct by me as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction
- By involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. If checked, indicate where: _____
- Other: _____

Date: (___ / ___ / ___)

Continued on next page ...

Continued from previous page

- Applies to another household member as follows: Name: _____
- By a finding of abuse made against this household member by a Children & Youth Agency or similar agency in Pennsylvania or under a similar statute in another jurisdiction
 - By a history of abusive conduct by this household member as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction
 - By involvement of this household member with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. If checked, indicate where:

 - Other: _____

Date: (____ / ____ / ____)

3. If any of the preceding crimes or findings of abuse apply to you or a household member, list any evaluations, counseling or other treatment received following the conviction or finding of abuse:

4. If any of the preceding crimes or findings of abuse apply to a household member, state that person's name, date of birth and relationship to the child(ren):

Name: _____ Date of Birth: (____ / ____ / ____)

Relationship to the child(ren): _____

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

I verify that the statements made in this Criminal Record/Abuse History Verification Form 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.A. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature

NOTICE: A CRIMINAL OR ABUSE HISTORY VERIFICATION FORM MUST BE FILED ALONG WITH EVERY NEW CUSTODY COMPLAINT OR CUSTODY PETITION, EVEN IF YOU HAVE ALREADY FILED ONE BEFORE. A COPY OF YOUR COMPLETED CRIMINAL OR ABUSE HISTORY VERIFICATION FORM MUST ALSO BE SERVED (PROVIDED TO) THE OTHER PARTY AT THE SAME TIME AS THE COMPLAINT OF PETITION.

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

<i>Plaintiff</i>	:	
v.	:	
<i>Defendant</i>	:	NO: ____ FS ____
	:	CIVIL ACTION – CUSTODY
	:	

.....

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION FORM

I, _____, do hereby swear or affirm, subject to penalties of law, including 18 Pa.C.S.§4904 (relating to unsworn falsification to authorities) as follows:

6. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted, or pled guilty, or pled no contest, or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa.C.S. § 6307, to any of the following crimes in Pennsylvania, or to any substantially equivalent crime in any other jurisdiction (including any pending charges):

FOR EACH LISTED OFFENSE, CHECK ALL BOXES THAT APPLY:

<p><u>18 Pa.C.S. Ch. 25 (relating to criminal homicide):</u></p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p>

<p><u>18 Pa.C.S. §2702 (relating to aggravated assault):</u></p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p>

<p><u>18 Pa.C.S. §2706 (relating to terroristic threats):</u></p> <p><input type="checkbox"/> Does not apply to either me or any household member</p> <p><input type="checkbox"/> Applies to me as follows: By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p> <p><input type="checkbox"/> Applies to another household member as follows: Name: _____ By <input type="checkbox"/> Conviction <input type="checkbox"/> Guilty or No Contest Plea <input type="checkbox"/> Adjudicated Delinquent <input type="checkbox"/> Charges pending Date: (___ / ___ / ___) Sentence: _____</p>
--

18 Pa.C.S. §2709.1 (relating to stalking):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2901 (relating to kidnapping):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2902 (relating to unlawful restraint):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2903 (relating to false imprisonment):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3121 (relating to rape):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3122.1 (relating to statutory sexual assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3123 (relating to involuntary deviate sexual assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3124.1 (relating to sexual assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3125 (relating to aggravated indecent assault):
 Does not apply to either me or any household member
 Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
 Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3126 (relating to indecent assault):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3127 (relating to indecent exposure):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3129 (relating to sexual intercourse with animal):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3130 (relating to conduct relating to sex offenders):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §3301 (relating to arson and related offenses):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4302 (relating to incest):

- Does not apply to either me or any household member
- Applies to me as follows:
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4303 (relating to concealing death of child):

- Does not apply to either me or any household member
- Applies to me as follows:
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4304 (relating to endangering welfare of children):

- Does not apply to either me or any household member
- Applies to me as follows:
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §4305 (relating to dealing in infant children):

- Does not apply to either me or any household member
- Applies to me as follows:
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §5902(b) (relating to prostitution and related offenses):

- Does not apply to either me or any household member
- Applies to me as follows:
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
 - By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 - Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6301 (relating to corruption of minors):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6312 (relating to sexual abuse of children):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6318 (relating to unlawful contact with minor):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6320 (relating to sexual exploitation of children):

- Does not apply to either me or any household member
- Applies to me as follows:
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____
- Applies to another household member as follows: Name: _____
By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
Date: (___ / ___ / ___) Sentence: _____

18 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement):

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Driving under the influence of drugs or alcohol:

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device:

Does not apply to either me or any household member

Applies to me as follows:
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

Applies to another household member as follows: Name: _____
 By Conviction Guilty or No Contest Plea Adjudicated Delinquent Charges pending
 Date: (___ / ___ / ___) Sentence: _____

7. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct, or involvement with a Children and Youth Agency, including the following:

(1) A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or under a similar statute in another jurisdiction, or (2) a history of abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction, or (3) involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction, or (4) any other history of violent or abusive conduct:

Does not apply to either me or any household member

Applies to me as follows:

- By a finding of abuse made against me by a Children & Youth Agency or similar agency in Pennsylvania or under a similar statute in another jurisdiction
- By a history of abusive conduct by me as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction
- By involvement with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. If checked, indicate where: _____
- Other: _____

Date: (___ / ___ / ___)

Continued on next page ...

Continued from previous page

- Applies to another household member as follows: Name: _____
- By a finding of abuse made against this household member by a Children & Youth Agency or similar agency in Pennsylvania or under a similar statute in another jurisdiction
 - By a history of abusive conduct by this household member as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction
 - By involvement of this household member with a Children and Youth Agency or similar agency in Pennsylvania or another jurisdiction. If checked, indicate where:

 - Other: _____

Date: (____ / ____ / ____)

8. If any of the preceding crimes or findings of abuse apply to you or a household member, list any evaluations, counseling or other treatment received following the conviction or finding of abuse:

9. If any of the preceding crimes or findings of abuse apply to a household member, state that person's name, date of birth and relationship to the child(ren):

Name: _____ Date of Birth: (____ / ____ / ____)

Relationship to the child(ren): _____

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

I verify that the statements made in this Criminal Record/Abuse History Verification Form 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.A. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature

NOTICE: A CRIMINAL OR ABUSE HISTORY VERIFICATION FORM MUST BE FILED ALONG WITH EVERY NEW CUSTODY COMPLAINT OR CUSTODY PETITION, EVEN IF YOU HAVE ALREADY FILED ONE BEFORE. A COPY OF YOUR COMPLETED CRIMINAL OR ABUSE HISTORY VERIFICATION FORM MUST ALSO BE SERVED (PROVIDED TO) THE OTHER PARTY AT THE SAME TIME AS THE COMPLAINT OF PETITION.

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

Plaintiff

v.

Defendant

:
:
:
:
:
:
:

NO: ____ FS ____

CIVIL ACTION - CUSTODY

.....

NOTICE AND ORDER

You, _____ (Defendant), have been sued in Court to obtain shared legal custody, sole legal custody, partial physical custody, primary physical custody, shared physical custody, sole physical custody, or supervised physical custody of the following child(ren):

<u>Child's initials:</u>	<u>Year of birth</u>	<u>Born in wedlock:</u>	
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

You are ordered to appear in person on the ____ day of _____, 20__ at ____ .m., at the Tioga County Courthouse at 118 Main Street in Wellsboro, Pennsylvania, for a Preliminary Custody Conference with the Child Custody Conference Officer. You are also required to complete and file a Criminal-Record/Abuse-History Verification Form prior to the Preliminary Custody Conference. This form is available from the Court Administrator.

If you fail to appear as required by this Order, the Court may enter an Order for custody in your absence and the Court may issue a warrant for your arrest.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

<p>TIOGA COUNTY COURT ADMINISTRATION or NORTH PENN LEGAL SERVICES TIOGA COUNTY COURTHOUSE 118 MAIN STREET, WELLSBORO PA 16901 (570) 724 - 9380</p>	<p>TOLL FREE: (877) 953 – 4250</p>
---	---

BY THE COURT:

Distribution:

1. _____ (Plaintiff)
2. _____ (Defendant)

_____ J.

AMERICANS WITH DISABILITIES ACT OF 1990: The Court of Common Pleas of Tioga 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 our office. All arrangements must be made at least 72 hours prior to any hearing or business before the court. You must attend the scheduled conference or hearing.

**IN THE COURT OF COMMON PLEAS
OF TIOGA COUNTY, PENNSYLVANIA**

Plaintiff

v.

Defendant

:
:
:
:
:
:
:

NO: ____ FS ____

CIVIL ACTION - CUSTODY

.....

CERTIFICATE OF SERVICE

I, _____, the Plaintiff in the above-captioned action, certify that I have served a true and correct copy of my Complaint for Custody or Visitation, my Confidential Information Form, my completed Criminal-Record/Abuse-History Verification Form, the Notice and Order scheduling a preliminary custody conference, and a blank Criminal-Record/Abuse-History Verification Form on the Defendant by sending the same to the Defendant by U.S. certified mail, restricted delivery, return receipt requested. The postal green-card signed by the Defendant is attached below.

I verify that the statements made in this Certificate of Service 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.A. § 4904 relating to unsworn falsification to authorities.

Date: _____

Plaintiff's Signature

Attach the postal return-receipt ("green") card here with clear tape or glue. Make sure that the side with the Defendant's signature faces up.

IF YOU CAN STILL READ THIS, THEN THIS FORM IS NOT READY TO BE FILED WITH THE COURT.