

**THIS IS NOT LEGAL ADVICE! THE COURT CANNOT GIVE YOU LEGAL ADVICE OR HELP YOU FILL OUT PAPERWORK. YOU SHOULD CONTACT A LAWYER IF YOU HAVE ANY QUESTIONS FILLING OUT THIS PAPERWORK. THIS IS ONLY TO ASSIST YOU IN FILING THE INITIAL COMPLAINT.**

**INSTRUCTIONS FOR PRO-SE CUSTODY AND VISITATION ACTIONS**

This packet will help you proceed on your own to get an Order giving you custody or visitation.

**Before** you begin, **read completely** each set of instructions.

**A. COSTS**

There are court costs which you may be required to pay.

The first cost is the fee for filing the custody complaint with the Court, which is One Hundred and Thirty Dollars (\$130.00). You can ask the court to waive these costs. If the court grants your request, you will be able to file free of cost. If not, you will need to pay this fee before anything else happens.

There is also a fee for sending a copy of the complaint, certified mail, to the other parent. You are responsible for these costs.

There is a fee for making copies of the complaint. You may be responsible for these copies.

There are also costs for the Master's Conference. These can run One Hundred Dollars (\$100.00) or more. You may be required to pay some or all of the Master's fees. These costs are usually divided between the parents based on their income.

You should consider these fees before you go further.

**B. COMPLETE THE FORMS**

To start an action for an Order giving you custody or visitation, you must complete the first three (3) forms in this packet.

**Form #1** is an **Order of Court Appointing Special Master and Complaint for Custody**. The Special Master is a lawyer appointed by the Court to meet with both parents and recommend a custody / visitation arrangement to the Court. The **Complaint for Custody** ("Complaint") gives the Court all the facts it needs to start the action.

**Form #2** is the Criminal Record/Abuse History Verification ("Verification"). The verification shows the Court any criminal or abuse record of the parties involved in the case and anyone living with them.

**Form #3** is an Entry of Appearance as a Self-Represented Party.

**Form #4 is a Petition to Proceed In Forma Pauperis and Affidavit.** (“Application”). “In Forma Pauperis” is your request to allow the Court to let you file free of cost. If the Court approves your Application, the filing fees are waived. This does not waive the Special Master fees. **IF THE COURT DENIES YOUR APPLICATION, YOU WILL BE REQUIRED TO PAY THE FILING FEE OF \$130.00.**

**Complete these forms entirely. Do not leave any blank spaces.**

Some suggestions:

- (a) You are the Plaintiff. The other parent is the Defendant.
- (b) You must fill in the name, address and telephone number of the Plaintiff and the Defendant, and the county where the Court is located. The complaint should be filed in the county where the children live.
- (c) The Complaint and Affidavit are in the forms required by the Courts. Some questions and facts are repeated. All information must be given. All questions must be answered.
- (d) If you do not know the answer, mark “Unknown”.
- (e) On some questions, you are given two (2) possible answers in parenthesis. Cross out the one that is wrong. Write in the correct answer.
- (f) You must give approximate dates and addresses of the past residences of the children.
- (g) The forms must be printed in ink or typewritten.

**Form #5** is the Certificate of Service; Affidavit of Service or Acceptance of Service.

**C. FILING AND SERVICE** - Once the papers are completely and properly filled out, they must be filed and served. **READ THE FOLLOWING INSTRUCTIONS COMPLETELY.**

1. PREPARING TO FILE

- (a) You will need the original and three (3) copies of the Order of Court Appointing Special Master and Complaint for Custody.
- (b) You will need the original and three (3) copies of your completed Criminal Record/Abuse History Verification. You will also need one (1) blank copy of the Criminal Record/Abuse History Verification.
- (c) You will need the original and three (3) copies of the Entry of Appearance as a Self-Represented Party.
- (d) You will need the original and one (1) copy of the Petition to Proceed In Forma Pauperis and Affidavit.

2. FILING

- (a) The Office of the Prothonotary is on the first floor of the Courthouse in both Columbia and Montour Counties.

- (b) To file, you need to hand the papers to the Clerk. They will do the rest.
- (c) If you do not have the proper number of copies, the Clerk can make those copies for a fee.

### 3. FILING FEE

- (a) You must pay the filing fee at the time you file.
- (b) If you cannot pay the filing fee, the Clerk will send your Petition to Proceed In Forma Pauperis and Affidavit to the Judge. The Judge will review your affidavit and decide your request. It may take a week.
- (c) **You must give the Clerk a telephone number. The clerk will contact you when the Judge decides.**
- (d) If the Judge denies your request, you will have ten (10) days to pay the filing fee. If you do not pay, the case will be dismissed.

### 4. RETURN OF COMPLAINT

- (a) After the filing fees are either paid or waived, the Clerk will return:
  1. One copy of the Order of Court Appointing Special Master and Complaint for Custody, the completed Criminal Record/Abuse History Verification and Entry of Appearance as Self- Represented Party to you for your records and
  2. One “certified” copy of the Order of Court Appointing Special Master and Complaint for Custody; the completed Criminal Record/Abuse History Verification, Entry of Appearance as Self-Represented Party and the blank copy of the Criminal Record/Abuse History Verification for you to serve on the other party. (The “certified” copy is proof that it is an accurate copy of the papers filed in the Courthouse.)
  3. One copy of the paperwork will be forwarded to the Special Master by the Clerk to be scheduled for a hearing.

### 5. SERVICE OF THE COMPLAINT

- (a) You must give the other party (parent) legal notice that you have filed for custody. This type of notice is known as “service”. Service of the custody papers is your responsibility.
- (b) To do service, you must send the certified copy of the custody papers by:
  1. Certified Mail: the addressee must be the Defendant, return receipt requested, restricted delivery, to be signed by the ADDRESSEE ONLY. The Post Office can help you send Certified Mail.
  2. Personal Service: by an individual eighteen years of age or older who is neither a party to the action nor an employee or a relative of a party who will fill in and sign the Affidavit of Service.
  3. Acceptance of Service: by handing a copy to the Defendant and having the Defendant fill in and sign the Acceptance of Service form.

(c) Service must be made within thirty (30) days from the date the custody papers are filed in the Prothonotary's office.

6. PROOF OF SERVICE:

(a) After service is made, complete Form #5 explaining how service was made on the other party.

1. Certificate of Service with mailing receipt attached (for certified mail) OR
2. Affidavit of Service (for personal service by another adult individual) OR
3. Acceptance of Service (hand delivered with defendant's signature)

(b) Once you receive the green card back from the certified mail, put your case number on the card and bring it to the Prothonotary's Office to be attached to the Certificate of Service previously filed.

**D. CONFERENCE AND ORDER:**

1. MASTER'S CONFERENCE

(a) Once the Certificate of Service is filed, the Master will schedule a conference. You will be notified by mail of the date, time and place of the conference.

(b) A copy of sender's receipt and green card should be provided at Conference.

(c) You must attend the conference.

(d) The children must be brought to the conference.

(e) The other party (parent) will be notified of the conference. He / She may attend and ask the Master for either custody or visitation.

(f) The Master will work out a custody arrangement with both parents. This will be presented to the Court for an Order approving the arrangement. The Master will send you a copy of the Order.

(g) This is not a Hearing. You should not bring witnesses. The Master will only talk to the parents.

2. ORDER:

(a) The Order you receive from the Court will be an Order approving the Special Master's Recommendation.

(b) Any violation of the Order would be Contempt of Court. Either party can be brought before the Court if they are in Contempt of the Court Order. It also is a criminal offense in Pennsylvania to take a child in violation of a Court Order.

(c) If you do not like the Special Master's Recommendation, you have twenty (20) days to file Exceptions to the Order and Recommendation. This means you don't like the Recommendation and you want the Judge to change it.

(d) If you want to file Exceptions, call North Penn Legal Services at (570) 784-8760 as soon as you receive the final order. They will meet and discuss with you the possibility of further appeal.

(e) If you file Exceptions, the Judge will schedule a Hearing at which both parties can present all their witnesses and other evidence.

### NOTICE

1. In accordance with Rule 1915.6 of the Pennsylvania Rules of Civil Procedure, you are required to name the following individuals as parties on the Custody / Partial Custody / Visitation Complaint:

A. Any parent whose parental rights have not previously been legally terminated.

B. Any person having physical custody of the child / children.

C. Any other person who claims to have custody or visitation rights with regard to the child / children.

D. Any governmental agency (for example, Children and Youth Services) which currently has any physical or legal custody of the child / children.

2. Please make sure you have accurate addresses and telephone numbers for all parties.

3. **REMEMBER:** As Plaintiff, YOU are responsible for making sure that all Defendants are promptly served with a copy of the complaint.

Thank you,

Custody Conference Officers

**FORM #1**

**ORDER OF COURT APPOINTING SPECIAL MASTER**

**&**

**COMPLAINT FOR CUSTODY**

\_\_\_\_\_  
PLAINTIFF

VS.

\_\_\_\_\_  
DEFENDANT

\* IN THE COURT OF COMMON PLEAS  
\* 26<sup>TH</sup> JUDICIAL DISTRICT OF  
\* PENNSYLVANIA  
\* COLUMBIA/MONTOUR COUNTY  
\* BRANCH

\* CIVIL ACTION – CUSTODY  
\* NO. OF 20\_\_\_\_

ORDER OF COURT

APPOINTING SPECIAL MASTER

AND NOW, to wit, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the within matter is hereby referred to **Marks, McLaughlin & Dennehy, Special Master**, for further proceedings in accordance with the Rules of Court, Chapter V, dated May 23, 1990, pertaining to Special Master's in custody and visitation matters, upon receipt by the Court Administrator of proof of service.

PROTHONOTARY:

/s/ Barbara N. Silvetti

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, CONTACT NORTH PENN LEGAL SERVICES, 168 WEST 5<sup>TH</sup> ST., BLOOMSBURG, PA 17815, (570) 784-8760

\_\_\_\_\_ PLAINTIFF \* IN THE COURT OF COMMON PLEAS  
 VS. \* 26<sup>TH</sup> JUDICIAL DISTRICT  
 \* \_\_\_\_\_ COUNTY BRANCH, PA  
 \* (County)  
 \*  
 \_\_\_\_\_ DEFENDANT \* CIVIL ACTION – CUSTODY  
 \* NO. \_\_\_\_\_ OF 20 \_\_\_\_\_

**COMPLAINT FOR CUSTODY**

1. Plaintiff is \_\_\_\_\_, residing at \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Street) (City) (Zip Code)  
 \_\_\_\_\_  
 (County) (Telephone Number)

2. Defendant is \_\_\_\_\_, residing at \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Street) (City) (Zip Code)  
 \_\_\_\_\_  
 (County) (Telephone Number)

3. Plaintiff seeks \_\_\_\_\_  
 (Custody) (Partial custody / Visitation)  
 of the following child (ren):

NAME	PRESENT RESIDENCE	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. The child (ren) \_\_\_\_\_ born out of wedlock.  
 (was) (was not)



5. The child (ren) is / are presently in the custody of \_\_\_\_\_  
 (Name)  
 who resides at \_\_\_\_\_  
 (Street) (City) (Zip Code)  
 \_\_\_\_\_  
 (County) (Telephone Number)

6. During the past five years, the child (ren) have resided with the following persons and at the following addresses:

(Dates – Most recent first)	(All Addresses where the child lived at)	(Parent or other persons the child lived with)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Mother of the child (ren) is \_\_\_\_\_  
 (Name)  
 currently residing at \_\_\_\_\_  
 (Street) (City) (Zip Code)  
 \_\_\_\_\_  
 (County) (Telephone Number)

She is \_\_\_\_\_  
 (Married) (Divorced) (Single)  
 He is \_\_\_\_\_  
 (Married) (Divorced) (Single)

8. Father of the child (ren) is \_\_\_\_\_  
 currently residing at \_\_\_\_\_  
 (Street) (City) (Zip Code)  
 \_\_\_\_\_  
 (County) (Telephone Number)

He is \_\_\_\_\_  
 (Married) (Divorced) (Single)

9. The relationship of Plaintiff to the child (ren) is that of \_\_\_\_\_  
(Mother) (Father)

The Plaintiff currently resides with the following persons:

(Name)	(Relationship)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. The relationship of Defendant to the child (ren) is that of \_\_\_\_\_  
(Mother)(Father)

The Defendant current resides with the following persons:

(Name)	(Relationship)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

12. Plaintiff \_\_\_\_\_ information of a custody proceeding  
(has) (has not)  
concerning the child (ren) pending in a court of this Commonwealth. The court, term and  
number, and its relationship to this action is:

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

13. Plaintiff \_\_\_\_\_ of a person not a party to these proceedings  
(knows) (does not know)  
who has physical custody of the child (ren) or claims to have custody or visitation rights  
with respect to the child (ren). The name, address and telephone number of such person  
is: \_\_\_\_\_

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14. The best interest and permanent welfare of the child (ren) will be served  
by granting the relief requested because (explain why you should be given custody or  
visitation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Each parent whose parental rights to the child (ren) have not been  
terminated and the person who has physical custody of the child (ren) have been named  
as parties to this action. All other persons, named below, who are known to have or  
claim a right to custody or visitation of the child (ren) will be given notice of the  
pendency of this action and the right to intervene:

(Name)	(Address)	(Basis of Claim)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**FORM #2**

**CRIMINAL RECORD / ABUSE HISTORY  
VERIFICATION**

IN THE COURT OF COMMON PLEAS OF COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION-LAW

Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
Defendant.	:	

**CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

I \_\_\_\_\_, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

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

Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
1 <input type="checkbox"/>	Criminal Homicide (18 Pa. C.S. Ch. 25)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2 <input type="checkbox"/>	Aggravated Assault (18 Pa. C.S. §2702);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3 <input type="checkbox"/>	Terroristic Threats (18 Pa. C.S. §2706);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4 <input type="checkbox"/>	Stalking (18 Pa. C.S. §2709.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5 <input type="checkbox"/>	Kidnapping (18 Pa. C.S. §2901);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6 <input type="checkbox"/>	Unlawful Restraint (18 Pa. C.S. §2902);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7 <input type="checkbox"/>	False Imprisonment (18 Pa. C.S. §2903);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8 <input type="checkbox"/>	Luring a Child into a Motor Vehicle or Structure (18 Pa. C.S. §2910);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9 <input type="checkbox"/>	Rape (18 Pa. C.S. §3121);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
10	<input type="checkbox"/>	Statutory Sexual Assault (18 Pa. C.S. §3122.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11	<input type="checkbox"/>	Involuntary Deviate Sexual Intercourse (18 Pa. C.S. §3123);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12	<input type="checkbox"/>	Sexual Assault (18 Pa. C.S. §3124.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13	<input type="checkbox"/>	Aggravated Indecent Assault (18 Pa. C.S. §3125);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14	<input type="checkbox"/>	Indecent Assault (18 Pa. C.S. §3126);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15	<input type="checkbox"/>	Indecent Exposure (18 Pa. C.S. §3127);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16	<input type="checkbox"/>	Sexual Intercourse with Animal (18 Pa. C.S. §3129);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
17	<input type="checkbox"/>	Conduct Relating to Sex Offenders (18 Pa. C.S. §3130);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18	<input type="checkbox"/>	Arson and Related Offenses (18 Pa. C.S. §3301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19	<input type="checkbox"/>	Incest (18 Pa. C.S. §4302);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20	<input type="checkbox"/>	Concealing Death of Child (18 Pa. C.S. §4303);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21	<input type="checkbox"/>	Endangering Welfare of Children (18 Pa. C.S. §4304);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
22	<input type="checkbox"/>	Dealing in Infant Children (18 Pa. C.S. §4305);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23	<input type="checkbox"/>	Prostitution and Related Offenses (18 Pa. C.S. §5902(b));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
24	<input type="checkbox"/>	Obscene and Other Sexual Materials and Performances (18 Pa. C.S. §5903(c) or (d));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
25	<input type="checkbox"/>	Corruption of Minors (18 Pa. C.S. §6301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
26	<input type="checkbox"/>	Sexual Abuse of Children (18 Pa. C.S. §6312);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
27	<input type="checkbox"/>	Unlawful Contact with Minor (18 Pa. C.S. §6318);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
28	<input type="checkbox"/>	Sexual Exploitation of Children (18 Pa. C.S. §6320);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29	<input type="checkbox"/>	Contempt for Violation of Protection Order or Agreement (23 Pa. C.S. §6114);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
30	<input type="checkbox"/> Driving Under the Influence of Drugs or Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
31	<input type="checkbox"/> Manufacture, Sale, Delivery, Holding, Offering for Sale, or Possession of any Controlled Substance or Other Drug or Device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

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 including the following:

Check all that Apply		Self	Other Household Member	Date
32	<input type="checkbox"/> An indication or 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"/>	_____
33	<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"/>	_____
34	<input type="checkbox"/> 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 information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

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Signature

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Printed Name

**FORM #3**

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

IN THE COURT OF COMMON PLEAS 26<sup>TH</sup> JUDICIAL DISTRICT, COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_  
Defendant

:  
:  
:  
:  
:  
:  
:  
:  
:  
:

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

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

1. I am the Plaintiff Defendant in the above-captioned custody action.  
**(CHECK ONLY ONE FOR #2)**
2. A. This is a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.  
B. This is not a new case and \_\_\_\_\_ (*insert attorney name*) previously represented me in this case. However, I have decided not to be represented by that attorney and hereby direct the Prothonotary to remove that attorney as counsel of record in this case.  
On \_\_\_\_\_, 20\_\_\_\_, I provided a copy of this form to that attorney listed above at the following address: \_\_\_\_\_
3. My address for the purpose of receiving all future pleadings and other legal notices is: \_\_\_\_\_  
\_\_\_\_\_; **AND** I understand that this address will be the only location to which important documents are sent, and that I am fully responsible to regularly check my mail at such address to ensure that I do not miss important dates or proceedings.  
a. This is my home address. This is not my home address.
4. My telephone number is: \_\_\_\_\_
5. **I UNDERSTAND THAT I MUST INFORM THE PROTHONOTARY’S OFFICE EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.**
6. On \_\_\_\_\_, 20\_\_\_\_, I provided a copy of this form to all other attorneys of record or other self-represented parties at the following addresses as listed below: (*insert additional pages if you need more space*)  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_
7. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the Statutory law, Evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet these responsibilities. I also understand the Court cannot and will not provide any advice to me about how to present my case or defend claims against me. **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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

**FORM #4**

**PETITION TO PROCEED IN FORMA PAUPERIS  
AND AFFIDAVIT**

COMPLETE THIS FORM **ONLY** IF YOU FEEL YOU CANNOT  
AFFORD TO PAY THE FILING FEE

IN THE COURT OF COMMON PLEAS 26<sup>TH</sup> JUDICIAL DISTRICT  
COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION - LAW

_____	:	
Plaintiff	:	
	:	
vs.	:	No.: _____
	:	
_____	:	
Defendant	:	

**ORDER OF COURT**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, upon  
consideration of the attached Petition to Proceed in Forma Pauperis and the Income Affidavit, it is  
hereby ordered that said petition is **GRANTED / DENIED**.

BY THE COURT:

\_\_\_\_\_  
JUDGE

IN THE COURT OF COMMON PLEAS 26<sup>TH</sup> JUDICIAL DISTRICT  
COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION - LAW

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

No.: \_\_\_\_\_

:  
:  
:  
:  
:  
:  
:  
:  
:

**PETITION TO PROCEED IN FORMA PAUPERIS**

Petitioner respectfully represents that:

1. Petitioner, \_\_\_\_\_, is the (Plaintiff) (Defendant) in the above captioned action.

2. Petitioner's address is: \_\_\_\_\_  
\_\_\_\_\_  
(give full address)

3. Petitioner's income and expense information is fully and accurately set forth in the attached affidavit.

WHEREFORE, Petitioner respectfully requests Your Honorable Court to enter an Order, granting leave to proceed in forma pauperis in the above captioned action.

Respectfully submitted,

\_\_\_\_\_  
Petitioner

DATE: \_\_\_\_\_

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

1. I am the petitioner in the above matter and because of my financial condition am unable to pay the fees and costs.
2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.
3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:

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

Address: \_\_\_\_\_  
*(give full address)*

**A. Employment**

If you are presently employed, state:

Employer: \_\_\_\_\_

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

Salary or wages per month: \_\_\_\_\_

If you are presently unemployed, state:

Date of last employment: \_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

**B. Other income within the past twelve months**

Business or profession: \_\_\_\_\_

Other self-employment: \_\_\_\_\_

Interest: \_\_\_\_\_

Dividends: \_\_\_\_\_

Pension and annuities: \_\_\_\_\_

Social Security benefits: \_\_\_\_\_

Support payments: \_\_\_\_\_

Disability payments: \_\_\_\_\_

Unemployment compensation and supplemental benefits: \_\_\_\_\_

Workmen's compensation: \_\_\_\_\_

Public assistance: \_\_\_\_\_

**C. Other contributions to household support**

(Wife) (Husband) Name: \_\_\_\_\_

If spouse is employed, state

Employer: \_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Contributions from children: \_\_\_\_\_

Contribution from parents: \_\_\_\_\_

Other contributions: \_\_\_\_\_

**D. Property owned**

Cash: \_\_\_\_\_

Checking account: \_\_\_\_\_

Savings account: \_\_\_\_\_

Certificates of deposit: \_\_\_\_\_

Real estate (including home): \_\_\_\_\_

Motor vehicle: Make: \_\_\_\_\_ Year: \_\_\_\_\_ Cost: \_\_\_\_\_ Amount Owed: \_\_\_\_\_

Stocks; bonds: \_\_\_\_\_

Other: \_\_\_\_\_

**E. Debts and obligations**

Mortgage: \_\_\_\_\_

Rent: \_\_\_\_\_

Loans: \_\_\_\_\_

Other: \_\_\_\_\_

**F. Persons dependent upon you for Support:**

(Wife) (Husband) Name: \_\_\_\_\_

Children, if any:

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

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_

Other Persons:

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

Relationship: \_\_\_\_\_

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

I verify that the statements made in this affidavit are true and correct.

I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

\_\_\_\_\_  
Petitioner's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Printed Name



**FORM #5**

**CERTIFICATE OF SERVICE or  
AFFIDAVIT OF SERVICE or  
ACCEPTANCE OF SERVICE**

IN THE COURT OF COMMON PLEAS 26<sup>TH</sup> JUDICIAL DISTRICT  
COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_  
Defendant  
NO.: \_\_\_\_\_

**CERTIFICATE OF SERVICE - U.S. FIRST CLASS MAIL**

I, \_\_\_\_\_, plaintiff/defendant herein, do verify and say that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, I did deliver for mailing at the U. S. Post Office, a true and correct copy of the (*check one*):

- \_\_\_\_\_ Complaint for Custody
- \_\_\_\_\_ Petition to Modify Custody
- \_\_\_\_\_ Petition for Contempt

to be served upon \_\_\_\_\_, plaintiff/defendant herein, at the following address:

\_\_\_\_\_

by Certified Mail, Restricted Delivery, postage prepaid, for which a Certificate of Mailing is attached hereto and made a part hereof.

The above referenced document(s) were received by the defendant on:

\_\_\_\_\_

I verify that the statements made in this document 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.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

IN THE COURT OF COMMON PLEAS 26<sup>TH</sup> JUDICIAL DISTRICT  
COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_  
Defendant

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

:  
:  
:  
:  
:  
:

**AFFIDAVIT OF SERVICE - PERSONAL SERVICE**

I, \_\_\_\_\_ (name of person making service), do verify and say  
that I served the plaintiff/defendant, \_\_\_\_\_,  
with a true and correct copy of the (*check one*):

- \_\_\_\_\_ Complaint for Custody
- \_\_\_\_\_ Petition to Modify Custody
- \_\_\_\_\_ Petition for Contempt

WHERE: \_\_\_\_\_

HOW: \_\_\_\_\_

WHEN: \_\_\_\_\_

I verify that the statements made in this document 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.

\_\_\_\_\_  
Signature of Person Making Service

\_\_\_\_\_  
Printed Name of Person Making Service

Date: \_\_\_\_\_

IN THE COURT OF COMMON PLEAS 26<sup>TH</sup> JUDICIAL DISTRICT  
COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_  
Defendant

:  
:  
:  
:  
:  
:  
:  
:

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

**ACCEPTANCE OF SERVICE**

I, \_\_\_\_\_, plaintiff/defendant herein,

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, hereby accept service of

the (*check one*):

\_\_\_\_\_ Complaint for Custody

\_\_\_\_\_ Petition to Modify Custody

\_\_\_\_\_ Petition for Contempt

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name