

CUSTODY COMPLAINT AND ORDER FOR CUSTODY CONFERENCE

(Beaver County)

For NEW custody cases.

Please note that the law librarian, staff of the Beaver County Law Library, staff of the Juvenile Services Division, staff of the Court Administrator's Office and the Judge's Law Clerk are either not qualified nor permitted to assist persons in the preparation or filing of child custody documents or to provide legal advice or assistance of any kind on child custody or any other legal matters.

LITIGANTS ARE STRONGLY ENCOURAGED TO CONSULT WITH AN ATTORNEY. If you need an attorney, you may contact Beaver County Bar Association's Lawyer Referral Service at 724-728-4888 at a reduced rate for the initial consultation.

SUMMARY OF STEPS

Before You go to Court:

1. Complete the forms in ink, not pencil. Incomplete forms will be refused.
2. Photocopy all of the forms (*except the Proof of Service and Acceptance of Service*).
3. **SERVE** the other party a copy of all of the forms along with the Notice of Intention to Present at **least three business days before** you present the Petition to the Judge. **If the other party has an attorney, you must serve the attorney.**
 - a. The date you write on this form is the day you plan to present the documents to the Court. It must be at least 3 business days away and must be a Tuesday or a Thursday.
 - b. Directions on how to serve the other party are attached and are strictly followed. (Rule 440).
4. Notice to incarcerated parent- If the other parent is presently **incarcerated**, ask library staff for this form and include it with the Petition.
5. Your forms **must** be in **numerical order** when you go to court.
6. If you are representing yourself, you must file an Entry of Appearance as a Self-Represented Party form.

In Court:

7. Take **completed ORIGINAL** forms to Motions Court, Courtroom #4, Second Floor of the Courthouse, **no later than 8:45 a.m. any Tuesday or Thursday** and check in with the tip staff. Late motions will not be heard.
8. A law clerk will review your paperwork for proper completion.
9. The Judge will review the petition, hear testimony, and issue an Order or assign a hearing date, if needed. You will then receive a clocked copy of the Order and the original will be returned to you to file in the Prothonotary's office.

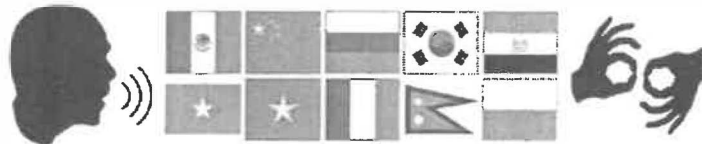
After you leave the Courtroom:

1. **File** the papers in the Prothonotary's Office (1st floor). There will be a filing fee.
2. **Serve** the other party with the Order signed by the Judge if the other party is not present. Service is made pursuant to Pa.R.C.P. No. 1930.4, which is attached.
3. **File** either a Proof of Service or Acceptance of Service Form with the Prothonotary after service has been done if the other party was not present at the proceeding. **MAKE AND KEEP A COPY FOR YOURSELF.**
4. Bring a copy of the Proof of Service or Acceptance of Service that you filed in the Prothonotary's office to **ALL** later hearings, conferences and/or trials.
5. Sign-up for, attend, and complete the Positive Transition: Educational Custody Seminar given by the Juvenile Services Division of the Beaver County Courthouse. After you have completed your Positive Transition Seminar, the Juvenile Services Division will submit your Completion Certificate to the Prothonotary's Office for filing.

IMPORTANT INFORMATION

If there is a PFA, you may send the legal paperwork but do NOT include any other letters, notes, etc. If it is a true emergency, you may have a family member or friend call or hand deliver copies of the notice. Only in extreme emergencies will the Judge accept oral notice.

Notice of Language Rights



Language Access Coordinator
Beaver County Courthouse, 810 Third Street, Beaver, PA, 15009
724-770-4770
languageaccess@beavercountypa.gov

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

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

ASL interpreters are also available upon request.

**For questions pertaining to the updated *Case Records Public Access Policy of the Unified Judicial System* and the last three pages of this document, please visit:
<https://www.pacourts.us/public-records/public-records-policies>**

Plaintiff,
vs.
Defendant,

Date: J.

**IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA**

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

NOTICE OF INTENTION TO PRESENT

TO:

(name & address of the other party)

Please take notice that I intend to present the attached Custody Complaint seeking a hearing date on *(date)* at 8:45a.m., Courtroom No. 4, Beaver County Courthouse, Beaver, PA. If both parties attend when the Complaint is presented, an earlier hearing date will be assigned.

Date

Petitioner

CERTIFICATION OF SERVICE

I hereby certify that I have caused to be served a true and correct copy of the attached on the above named defendant at least 3 business days prior to the date of presenting the Motion by way of (check all that apply):

☐ 	regular mail
☐ 	certified mail
☐ 	hand delivery

Petitioner

Court of Common Pleas of Beaver County
Civil Division
Civil Cover Sheet

For Prothonotary Use Only (Docket Number)

PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS

TOTAL NO. OF PLAINTIFFS	TOTAL NO. OF DEFENDANTS	COMMENCEMENT OF ACTION ☒ Complaint ☐ Writ of Summons ☐ Notice of Appeal ☐ Transfer From Other Jurisdictions
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AMOUNT IN CONTROVERSY ☐ \$25,000 or Less ☐ Over \$25,000	CASE TYPE: ☐ Domestic Relations ☐ Divorce ☒ Custody
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TO THE PROTHONOTARY:		
SIGNATURE	SUPREME COURT IDENTIFICATION NO. N/A	DATE

NAME OF PLAINTIFF'S/PETITIONER'S/APPELANT'S ATTORNEY (OR <u>PRO SE LITIGANT</u>)	ADDRESS (SEE INSTRUCTIONS)
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PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
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**In the Court of Common Pleas of Beaver County
Pennsylvania**

Plaintiff	:	
vs.	:	
Defendant	:	No. _____

COMPLAINT FOR CUSTODY

1. The plaintiff is _____.

residing at _____.
(give full address) (Street) (City) (Zip Code) (County)

Plaintiff/Petitioner is over 18 years of age. Yes/No (circle one)

2. The defendant is _____, (Name) who resides at

(give full address) (Street) (City) (Zip Code) (County)

3. Plaintiff seeks *circle one* (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the following child(ren):

Initials Only

Present Residence

Year of Birth ONLY

(give full address)

The child *circle one* (was)(was not) born out of wedlock.

The child is presently in the custody of _____, who resides at

Name

(give full address) (Street) (City) (State)

During the past five years, the child has resided with the following persons and at the following addresses:

(List All Persons)

(List All Addresses)

(Dates)

(give full address)

A parent of the child is _____, currently residing at _____

This parent is (married) (divorced) (single). *(give full address)*

A parent of the child is _____, currently residing at _____

This parent is (married) (divorced) (single). *(give full address)*

4. Plaintiff's relationship to the child is that of _____

Plaintiff currently resides with the following persons:

Name

Relationship

5. Defendant's relationship to the child is that of _____

Defendant currently resides with the following persons:

Name

Relationship

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

Plaintiff (has) (has no) information of a custody proceeding concerning the child pending in a court of this Commonwealth or any other state. The court, term and number, and its relationship to this action is _____

Plaintiff (knows) (does not know) of a person not a party to the proceedings who has physical custody of the child or claims to have custody rights with respect to the child. The name and address of such person is: *(give full address)*

7. The child's best interest and permanent welfare will be served by granting the relief requested because (set forth facts showing that the granting of the relief requested will be in the child's best interest and permanent welfare):

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

Name	Address <i>(give full address)</i>	Basis of Claim
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. (a) If the plaintiff is seeking physical or legal custody of a child and is *in loco parentis* to the child, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. § 5324(2).

(b) If the plaintiff is a grandparent seeking physical or legal custody of a grandchild and is not *in loco parentis* to the child, the plaintiff shall plead facts establishing standing under 23 Pa.C.S. § 5324(3).

(c) If the plaintiff is seeking physical or legal custody of a child and is not *in loco parentis* to the child, the plaintiff shall plead facts establishing standing pursuant to 23 Pa.C.S. § 5324(4) and (5).

(d) If the plaintiff is a grandparent or great-grandparent seeking partial physical custody or supervised physical custody of a grandchild or great-grandchild, the plaintiff shall plead facts establishing standing pursuant to § 5325.

10. The plaintiff has attached the Criminal Record / Abuse History Verification form required pursuant to Pa.R.C.P. No. 1915.3-2.

WHEREFORE, Plaintiff requests the court to grant (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child.

Plaintiff/Attorney for Plaintiff

VERIFICATION

I, _____, verify that the statements made in this Petition for Custody are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. Ann § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Petitioner

Date: _____

**IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
P E N N S Y L V A N I A
CIVIL DIVISION — LAW**

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

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

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

Name	Date of Birth	Address	Relationship to Minor(s)

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

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

Name	Date of Birth	Address	Relationship to Minor(s)

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

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

Name	Date of Birth

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

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

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

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea, or pending charges	Sentence
☐	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2701 (relating to simple assault)	☐	☐	_____	_____

☐	18 Pa.C.S. § 2702 (relating to aggravated assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2705 (relating to recklessly endangering another person)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2706 (relating to terroristic threats)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2709.1 (relating to stalking)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2718 (relating to strangulation)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2901 (relating to kidnapping)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2902 (relating to unlawful restraint)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2903 (relating to false imprisonment)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2904 (relating to interference with custody of children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2910 (relating to luring a child into a motor vehicle or structure)	☐	☐	_____	_____
☐	18 Pa.C.S. Ch. 30 (relating to human trafficking)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3121 (relating to rape)	☐	☐	_____	_____

☐	18 Pa.C.S. § 3122.1 (relating to statutory sexual assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3124.1 (relating to sexual assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3125 (relating to aggravated indecent assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3126 (relating to indecent assault)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3127 (relating to indecent exposure)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3129 (relating to sexual intercourse with animal)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3130 (relating to conduct relating to sex offenders)	☐	☐	_____	_____
☐	18 Pa.C.S. § 3301 (relating to arson and related offenses)	☐	☐	_____	_____
☐	18 Pa.C.S. § 4302 (relating to incest)	☐	☐	_____	_____
☐	18 Pa.C.S. § 4303 (relating to concealing death of child)	☐	☐	_____	_____

☐	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 4305 (relating to dealing in infant children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5533 (relating to cruelty to animal)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5534 (relating to aggravated cruelty to animal)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5543 (relating to animal fighting)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5544 (relating to possession of animal fighting paraphernalia)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5902(b) or (b.1) (relating to prostitution and related offenses)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5903(c) or (d) (relating to obscene and other sexual materials and performances)	☐	☐	_____	_____
☐	18 Pa.C.S. § 6301 (relating to corruption of minors)	☐	☐	_____	_____
☐	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	☐	☐	_____	_____

☐	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	☐	☐	_____	_____
☐	18 Pa.C.S. § 6320 (relating to sexual exploitation of children)	☐	☐	_____	_____
☐	Finding of contempt of a Protection from Abuse order or agreement under 23 Pa.C.S. § 6114	☐	☐	_____	_____
☐	Finding of contempt of a Protection of Victims of Sexual Violence and Intimidation order or agreement under 42 Pa.C.S. § 62A14	☐	☐	_____	_____
☐	Driving under the influence of drugs or alcohol	☐	☐	_____	_____
☐	Manufacture, sale, delivery, holding, offering for sale, or possession of any controlled substance or other drug or device	☐	☐	_____	_____

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

Check all that apply		Self	Household member	Child
☐	Involvement with a children and youth social service agency in Pennsylvania or a similar agency in another jurisdiction. What jurisdiction?: _____	☐	☐	☐

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

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

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

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

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

I verify that the information above is true and correct to the best of my knowledge, information, or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date

Plaintiff/Defendant Signature

Printed Name

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

Signature of Filer

Printed Name

**IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
P E N N S Y L V A N I A
CIVIL DIVISION — LAW**

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

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

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

Name	Date of Birth	Address	Relationship to Minor(s)

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

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

Name	Date of Birth	Address	Relationship to Minor(s)

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

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

Name	Date of Birth

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

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☐	18 Pa.C.S. § 2705 (relating to recklessly endangering another person)	☐	☐	_____	_____
☐	18 Pa.C.S. § 2706 (relating to terroristic threats)	☐	☐	_____	_____
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☐	18 Pa.C.S. § 4302 (relating to incest)	☐	☐	_____	_____
☐	18 Pa.C.S. § 4303 (relating to concealing death of child)	☐	☐	_____	_____

☐	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 4305 (relating to dealing in infant children)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5533 (relating to cruelty to animal)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5534 (relating to aggravated cruelty to animal)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5543 (relating to animal fighting)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5544 (relating to possession of animal fighting paraphernalia)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5902(b) or (b.1) (relating to prostitution and related offenses)	☐	☐	_____	_____
☐	18 Pa.C.S. § 5903(c) or (d) (relating to obscene and other sexual materials and performances)	☐	☐	_____	_____
☐	18 Pa.C.S. § 6301 (relating to corruption of minors)	☐	☐	_____	_____
☐	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	☐	☐	_____	_____

☐	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	☐	☐	_____	_____
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☐	Finding of contempt of a Protection from Abuse order or agreement under 23 Pa.C.S. § 6114	☐	☐	_____	_____
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☐	Driving under the influence of drugs or alcohol	☐	☐	_____	_____
☐	Manufacture, sale, delivery, holding, offering for sale, or possession of any controlled substance or other drug or device	☐	☐	_____	_____

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

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

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

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

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

I verify that the information above is true and correct to the best of my knowledge, information, or belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date

Plaintiff/Defendant Signature

Printed Name

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

Signature of Filer

Printed Name

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA

Plaintiff,

vs.

Defendant.

:
:
:
:
:
:
:
:
:
:

No. _____

ACCEPTANCE OF SERVICE

I accept service of the _____ (*name of document*). I certify
that I am authorized to accept service on behalf of defendant.

DATE

DEFENDANT OR AUTHORIZED AGENT

MAILING ADDRESS

Note: If defendant accepts service personally, the second sentence should be deleted.

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
P E N N S Y L V A N I A

Plaintiff

vs.

No. _____

Defendant

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY
PURSUANT TO Pa.R.C.P. No. 1930.8

I, _____, -captioned **(check only one box)**
, represent myself.

(If Applicable) REMOVAL OR WITHDRAWAL OF ATTORNEY OF RECORD
(check only one box)

Remove (Name of Attorney) _____, Esq. as my attorney of record.

--OR--

Withdraw my appearance for the filing party. *(To be completed by your attorney)*

Esq. (Print name) ID # _____

Attorney's Signature Date: _____

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

All pleadings and legal papers can be served on me at the address listed below, which may or may not be my home address pursuant to Rule 1930.8:

Print Name

Email address

Signature

Telephone number

Address

City, State, Zip Code

Date

THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL PARTIES AND ATTORNEYS, INCLUDING THE ATTORNEY REMOVED FROM THE CASE.

Date

Signature (Your Signature)

CERTIFICATE OF COMPLIANCE

RE: ACCESS TO COURT CASE RECORDS

CASE NO. _____

I 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.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____

Rev 02/22/18

Court of Common Pleas

Beaver County Courthouse
810 Third Street
Beaver, Pennsylvania 15009
724-774-8870
724-728-6444 (fax)



Charles Rossi
Director

Joy Porto
Assistant Director

County of Beaver

Juvenile Services Division

Positive Transition: Educational Custody Seminar Registration Form

WHAT: Individuals who are parties in custody actions are required by the Beaver County Court to attend a four-hour parenting seminar. This seminar is geared towards families dealing with divorce and familial transitions due to a custody case. The program covers a wide-range of topics and is beneficial in teaching effective parenting skills. Children should NOT attend the seminar. Smoking on County Property is prohibited in accordance with County Ordinance No.: 12184-ORD. **Due to limited availability per session, pre-registration is required in person at the Juvenile Services Division.**

WHO: All parties involved in a custody matter in Beaver County are required to attend.

WHEN: Seminars are held twice a month during two different time slots to accommodate a variety of work schedules. Each class is **approximately** four hours long. You must attend all four hours of the seminar to achieve a successful completion.

WHERE: The seminar will take place in the Jurors' Lounge on the second floor of the Beaver County Courthouse, 810 Third Street, Beaver, PA 15009. If you are registered for an evening session, please enter the Courthouse through the rear entrance.

COST: \$55 **exact** per person. Payment must be made at the time of registration. Certified checks, Money Orders, and Cash are acceptable forms of payment. Personal checks, credit cards, or debit cards are **not** acceptable forms of payment. All participants must present a copy of this form and photo ID at check-in on the date of the seminar. **Please make certified check or money order payable to Juvenile Services Division.**

Daytime Seminars:

8:30 am – 12:30 pm

January 28, 2025	February 4, 2025
March 18, 2025	April 22, 2025
May 20, 2025	June 3, 2025
July 29, 2025	August 5, 2025
September 23, 2025	October 7, 2025
November 18, 2025	December 2, 2025

Evening Seminars:

4:30 pm – 8:30 pm

January 21, 2025	February 11, 2025
March 25, 2025	April 29, 2025
May 27, 2025	June 24, 2025
July 22, 2025	August 26, 2025
September 30, 2025	October 14, 2025
November 25, 2025	December 16, 2025

Name: _____

Address: _____

Phone No./Email address: _____

Prothonotary No.: _____

Seminar date: _____

Payment: _____ Certified Check _____ Money Order _____ Cash _____ Waived

Court of Common Pleas

Beaver County Courthouse
810 Third Street
Beaver, Pennsylvania 15009
724-774-8870
724-728-6444 (fax)



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Name: _____

Address: _____

Phone No./Email address: _____

Prothonotary No.: _____

Seminar date: _____

Payment: _____ Certified Check _____ Money Order _____ Cash _____ Waived

Pa.R.C.P. No. 1930.4

Rule 1930.4. Service of Original Process in Domestic Relations Matters

(a) Persons Who May Serve. Original process in all domestic relations matters, including Protection of Victims of Sexual Violence or Intimidation matters, may be served by the sheriff or a competent adult:

- (1) by handing a copy to the defendant;
- (2) by handing a copy:
 - (i) at the residence of the defendant to an adult member of the family with whom the defendant resides; but if no adult member of the family is found, then to an adult person in charge of such residence;
 - (ii) at the residence of the defendant to the clerk or manager of the hotel, inn, apartment house, boarding house or other place of lodging at which the defendant resides;
 - (iii) at any office or usual place of business of the defendant to the defendant's agent or to the person for the time being in charge; or
- (3) pursuant to special order of court.

(c) Service by Mail.

(1) Except in Protection from Abuse and Protection of Victims of Sexual Violence or Intimidation matters, original process in all domestic relations matters may be served by mailing the original process, a notice or order to appear, if required, and other orders or documents, as necessary, to the defendant's last known address by both regular and certified mail.

- (i) Delivery of the certified mail shall be restricted to the addressee only and a return receipt shall be requested.
- (ii) If the certified mail is refused by the defendant, but the regular mail is not returned within 15 days, service may be deemed complete.
- (iii) If the mail is returned with notation by the postal authorities that it was unclaimed, service shall be made by another means pursuant to these rules.

Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
(full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 1 Alternative Reference: FAN 1 Alternative Reference: DLN 1 Alternative Reference: SID 1
(full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 2 Alternative Reference: FAN 2 Alternative Reference: DLN 2 Alternative Reference: SID 2

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

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

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

***Additional page (if
necessary)***

This Information Pertains to:	Confidential Information:	References in Filing:
(full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____	Social Security Number (SSN): Financial Account Number (FAN): Driver License Number (DLN): State of Issuance: State Identification Number (SID):	Alternative Reference: SSN _____ Alternative Reference: FAN _____ Alternative Reference: DLN _____ Alternative Reference: SID _____
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