

INSTRUCTIONS AND FORMS FOR FILING PRO SE CUSTODY ACTIONS IN POTTER COUNTY

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This packet contains all the forms you need to file pro se as well as instructions and other useful materials.

**NOTICE: ALL CUSTODY MATTERS ARE REFERRED TO
MEDIATION AT THE SHARED EXPENSE OF BOTH PARTIES**

INSTRUCTIONS FOR PRO SE CUSTODY ACTIONS
IN POTTER COUNTY

- 1). If you decide to file a lawsuit read and fill out the forms **completely**.
- 2). If you do not think you can pay the filing fee, you can ask the court waive some or all of the costs. The form you need to fill out is the Affidavit – In Forma Pauperis. The court will review your petition And decide whether or not you will have to pay the costs.
- 3). Return all completed forms, plus two copies, for filing to the Prothonotary's Office, First Floor, Potter County, Courthouse, Coudersport PA 16915.
- 4). Once the forms are reviewed and filed the copies will be returned to you. You are responsible for service of the Complaint (or Modification or any other action) upon the opposing party.
- 5). Service can be made by the Potter County Sheriff's Department. This service will cost you approximately fifty (\$50.00) dollars, unless the costs are waived by the Court.
- 6). You may also serve the complaint by certified mail. To do so you must send the complaint to the defendants last know address by both regular and **certified mail, return receipt requested. Delivery of the certified mail must be restricted to addressee only.** For further instructions on this procedure contact your local post office. **No other service by mail is proper. If the certified mail is refused by the defendant, but the regular mail is not returned within fifteen (15) days, service may be deemed complete. If the mail is returned with notation by the postal service that is was unclaimed, service shall be made by another means pursuant to Rule 1930.4 of the Pennsylvania Rules of Civil Procedure.**
- 7). **DO NOT** personally deliver the forms to the Defendant yourself. This would not be proper service according to the Court rules since You are a party to the lawsuit. Service must be made within 30 days from the date of the filing of the complaint with the Prothonotary's Office.

- 8). Proof of Service MUST BE FILED IN THE PROTHONOTARY'S OFFICE. You must be able to show the Court that service was made and on what date.

GENERAL GUIDELINES FOR CHILD CUSTODY AND VISITATION

These guidelines are provided to help you and the other parent to be responsible, reasonable, and flexible in carrying out a child custody and visitation schedule for the best interest of your child. Naturally, they are general and do not address every problem.

1. The Court order or agreement generally provides a schedule which must be followed unless the parties agree to change it.
2. Use the court order or agreement as the basic blueprint and adapt it to fit your changing needs.
3. However, if you cannot agree to changes with the other parent, then you must obey the schedule set out in the court order or agreement.
4. If there are disputes or disagreements about the meaning of the order or agreement or if there are substantial changes in your or the other parent's living situation, contact your lawyer or the court. **DO NOT** simply disobey the order or agreement.
5. Neither parent should use illegal drugs or drink an excessive amount of alcohol at any time, but especially not before or during periods of custody or visitation.
6. Neither parent generally has the right to be in the other's house without express permission.
7. Transportation of the child by car by either parent (or anyone else) should be in a car which is in good running condition, currently inspected, registered, and insured, and driven in a safe manner by a responsible driver with a current valid license. A car seat for infants must be used. If only one parent has a car seat, it should be loaned to the other parent for use when the child is in that parent's custody.

- 8). The child should be ready to be picked up on time. The parent doing the transportation should be on time.
- 9). A parent should not expect to receive unscheduled or late night visits or to make changes in the schedule without adequate advance notice to the other parent. Call first or arrange it ahead of time.
- 10). The best time to agree on unscheduled visits or changes is at the end of the previous visit.
- 11). Both parents should recognize that illness, work schedules, car problems, and special opportunities may require changes, but that changes must not be proposed simply to prevent or make difficult the other parent's right to visit.
- 12). Both parents should be reasonable and flexible in making or responding to request for changes.
- 13). Neither parent should threaten, harass, assault, or provoke the other parent.
- 14). Neither parent should curse at or run down the other parent, especially not in the child's presence.
- 15). Both parents should remember that it is generally in the child's best interests to know, love, and respect both parties.

KEY CUSTODY DEFINITIONS

<u>Physical Custody</u> -	The Actual physical possession and control of a child.
<u>Legal Custody</u> -	The legal right to make major decisions affecting the best interest of a minor child including, but not limited to, medical, religious and educational interests.
<u>Sole Custody</u> -	An award to one person only. Could be sole legal, sole physical, or both.
<u>Shard Custody</u> -	An award assuring the child of frequent and continuing contact with and physical access to both parents. Could be shared legal, shared, physical, or both.
<u>Primary Physical Custody</u> -	The parent who has physical custody most of the time.
<u>Partial or Secondary - Physical Custody</u>	The parent who has physical custody of the child some, but not most, of the time. What most people mean when they say "visitation".
<u>Visitation</u> -	The right to visit a child only, and does not include the right to remove a child from the parent's control.

RELEASE AND DISCLAIMER

Custody, like all legal matters, can be very complex and require extensive knowledge of many sources of law. These sources of law can be difficult to read and understand and are in a constant state of flux. No guide book or short summary of how to file for a custody can possibly fully explain or adequately protect your rights. **We strongly recommend that you hire and consult with a lawyer to represent your interest and to provide you with professional legal advice.** The Prothonotary and the staff in the court house are not attorneys and they are prevented by law from offering any legal advice to you.

The enclosed packet includes the information, instructions and forms currently necessary to file a custody action pro se (without an attorney). The information in the enclosed packet is not a substitute for professional legal advice. The County of Potter, Potter County Court and staff of the Potter County Courthouse assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents.

With the intent to be legally bound under the laws of Pennsylvania, I agree to each of the following:

1. Although I have been given a Petition to Proceed In Form Pauperis to file, along with my Custody Complaint, I understand that if my Petition is denied by the Court, I am required to and agree that I will pay for all court costs, filing fees or service costs.
2. I confirm that I have read this Release and Disclaimer (or had it read to me), and I understand it and I also confirm that I have been advised to consult with a lawyer and that my failure to do so may result in a loss of my legal rights.
3. I confirm that I have been advised that the information, instructions and forms which I have been given may contain errors or omissions and that I agree that I will be assuming all risk of harm from using or relying upon such information.
4. I hereby knowingly and voluntarily release and forever discharge the County of Potter, the Potter County Court and staff of the Potter County Courthouse of and from any and all actions, causes of action, claims, demands, damages, costs, expenses, compensation and all consequential damages arising as a result of using or relying upon such information, instructions and forms.

Date

Name

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

PLAINTIFF

vs.

NO. _____

DEFENDANT

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the Plaintiff Defendant in the above captioned case.
2. I intend to represent myself in the custody, divorce, protection from abuse.

Check only ONE box in Question 3

3. This is a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.
 This is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.
 This is not a new case. _____ previously represented me in this

(Name of Attorney)
case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case. I have provided a copy of this form to that attorney listed above at the following address: _____

I requested that attorney to acknowledge his/her withdrawal as my attorney in this case by signing this form.

(Attorney Signature)

4. I am entering my appearance as a self-represented party _____
(Your signature)

5. I understand that I need to provide a street address or P.O. Box for the purpose of receiving all future pleadings and other legal notices. I further understand that this does not need to be my home address. My address for the purpose of receiving all future pleadings and other legal notices is: _____

I understand that this address will be the only address to which notices and pleadings in this case will be sent and that I am responsible to check the mail at this address so I do not miss important deadlines or proceedings

I am not providing my address because I reside at a confidential location protected by the Protection From Abuse Act, 23 Pa. C.S. § 6112 and/or the Address Confidentiality Program, 23 Pa. C.S. § 6701-6713, and/or the Child Custody Act, 23 Pa. C.S. § 5336(b).

6. My telephone number where I can be reached is _____
 My telephone number is confidential pursuant to the Protection From Abuse Act, 23 Pa. C.S. § 6112 and/or the Child Custody Act, 23 Pa. C.S. § 5336(c).

7. I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

8. 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 that could result in a fine and/or prison term.

Date

(Your signature)

Plaintiff

VS. :IN THE COURT OF COMMON PLEAS
:POTTER COUNTY, PENNSYLVANIA

Defendant

:NO. of
:CIVIL DIVISON
:

NOTICE

TO: _____

You have been sued in court. If you wish to defend against the claims set forth in the following pages, you must appear at the time and place indicated on the following Order. You are warned that if you fail to do so, the case will proceed without you and an Order may be entered without further notice for any relief requested by the Plaintiff. Rights important to you may be affected.

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 TO FIND OUT WHERE YOU CAN GET LEGAL HELP.

**NORTHWEST LEGAL SERVICES
1001 STATE STREET #700
ERIE, PA 16501
(800) 665-6957**

PRO-SE CUSTODY INFORMATION SHEET

PLEASE FILL IN ALL OF THE FOLLOWING INFORMATION TO THE BEST OF YOUR KNOWLEDGE.

YOUR NAME, ADDRESS AND TELEPHONE NUMBER:

NAME (S), ADDRESS AND TELEPHONE NUMBERS OF OTHER PARTY INVOLVED:

NAME (S) ADDRESS AND AGES (S) OF CHILD (REN) INVOLVED:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HAS THERE EVER BEEN ANY ACTION BROUGHT BEFORE ANY COURT CONCERNING ANY OF THESE CHILDREN? YES NO
IF YES, WHEN AND WHERE HAS IT TAKEN PLACE?

IS THERE ANY EXISTING COURT ORDER INVOLVING THE CUSTODY OR VISITATION OF ANY ONE OF THESE CHILDREN NAMED ABOVE? YES NO
IF YES, WHEN AND WHERE HAS IT TAKEN PLACE?

DOES THE CHILD (REN) LIVE IN POTTER COUNTY? YES NO
IF YES, FOR HOW LONG? _____

ARE YOU CURRENTLY EMPLOYED? YES NO

MARITAL STATUS: SEPARATED DIVORCED SINGLE

VERIFICATION

I verify that the statements and information in this foregoing Pro-Se Custody Information Sheet 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.

Litigant Pro-Se

Date: _____

CV NO. _____

Plaintiff :IN THE COURT OF COMMON PLEAS
:POTTER COUNTY, PENNSYLVANIA

VS. :NO. of

Defendant :CIVIL DIVISION
:(CUSTODY) (PARTIAL CUSTODY)
:(VISITATION)

COMPLAINT FOR (CUSTODY) (PARTIAL CUSTODY) (VISITATION)

1. The Plaintiff is _____,
residing at _____,
telephone number _____.

2. The Defendant is _____,
residing at _____,
telephone number _____.

3. Plaintiff seeks (Custody) (Partial Custody) (Visitation) of the following child (ren):

NAME	PRESENT ADDRESS	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The child (was) (was not) born out of wedlock.

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

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

(List all persons)	(List all address	(Dates)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The mother of the child (ren) is _____
currently residing at _____,
telephone number _____.

She is (married) (divorced) (single).

4. The relationship of plaintiff to the child(ren) is that of _____.
The Plaintiff currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. The relationship of Defendant to the child is that of _____.
The 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 (ren) 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 this child(ren) pending in a court of this Commonwealth. 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(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: _____

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

8. 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 person, 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 for Claim
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Check if applicable ()

I believe that I am entitled to an immediate hearing because:

Wherefore, Plaintiff requests the court to grant (custody) (partial custody) (visitation) of the child(ren).

Attorney for Plaintiff

I verify that the statements made in this Complaint are true and correct. I understand the false statements herein are made subject to the penalties of 18 PA. C. S. section 4904 relating to unsworn falsification to authorities.

Date: _____

Signature of Plaintiff

**IN THE COURT OF COMMON PLEAS OF _____ COUNTY, PENNSYLVANIA
FAMILY DIVISION**

Plaintiff	:	
	:	
vs.	:	
	:	
Defendant	:	NO. _____

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
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

- | | | | | | |
|--------------------------|---|--------------------------|--------------------------|-------|-------|
| <input type="checkbox"/> | 18 Pa.C.S. §2901 (relating to kidnapping) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §2902 (relating to unlawful restraint) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §2903 (relating to false imprisonment) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3121 (relating to rape) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3122.1 (relating to statutory sexual assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3124.1 (relating to sexual assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3125 (relating to aggravated indecent assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3126 (relating to indecent assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3127 (relating to indecent exposure) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3129 (relating to sexual intercourse with animal) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3130 (relating to conduct relating to sex offenders) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3301 (relating to arson and related offenses) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

- | | | | | | |
|--------------------------|--|--------------------------|--------------------------|-------|-------|
| <input type="checkbox"/> | 18 Pa.C.S. §4302 (relating to incest) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §4303 (relating to concealing the death of child) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §4304 (relating to endangering welfare of children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §4305 (relating to dealing in infant children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §5902(b) (relating to prostitution and related offenses) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6301 (relating to corruption of minors) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6312 (relating to sexual abuse of children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6318 (relating to unlawful contact with minor) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6320 (relating to sexual exploitation of children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 23 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | Driving under the influence of drugs or alcohol | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

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

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 & Youth agency, including the following:

Check all that apply	Self	Other household member	Date
<input type="checkbox"/> A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction: Where? _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<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:

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(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 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.

Signature

Printed Name

Plaintiff

VS. :IN THE COURT OF COMMON PLEAS
:POTTER COUNTY, PENNSYLVANIA

Defendant

:NO. of
:CIVIL DIVISION
:(CUSTODY) (PARTIAL CUSTODY)
:(VISITATION)

AFFIDAVIT OF SERVICE

I, _____, did deposit into the
(your name)

United State mail by "certified restricted delivery, return receipt requested" a
custody complaint for (custody) (partial custody) (visitation) on

(date of mailing)

The return receipt card for certified mail number _____
bearing the signature of the addressee is attached hereto.

Date _____
Name _____

ATTACH THE RETURN RECEIPT CARD BELOW:

IN THE COURT OF COMMON PLEAS OF POTTER COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

PLAINTIFF

VS

NO. _____

DEFENDANT

CERTIFICATE OF SERVICE

I _____, being duly sworn according to law, deposes and says that a copy of the within Entry of Appearance Self-Representation Party as being served upon the following:

By United States mail on this _____ day of _____, 20_____.

(Plaintiff) (Defendant)

**PLAINTIFF IS RESPONSIBLE
FOR SERVICE OF THIS CUSTODY
PAPERWORK, ALONG WITH
THE ATTACHED CRIMINAL RECORD
VERIFICATION FORM
& ENTRY OF APPEARANCE AS A SELF-
REPRESENTED PARTY (SHOULD
DEFENDANT NOT OBTAIN AN ATTORNEY),
UPON THE DEFENDANT.**

****NOTE****

**THE DEFENDANT MUST COMPLETE
THE CRIMINAL RECORD VERIFICATION
FORM & ENTRY OF APPEARANCE &
RETURN IT TO THE PROTHONOTARY
WITHIN THIRTY (30) DAYS.**

**IN THE COURT OF COMMON PLEAS OF POTTER COUNTY, PENNSYLVANIA
FAMILY DIVISION**

Plaintiff	:	
	:	
vs.	:	
	:	
Defendant	:	NO. _____

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
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

** Return to the Prothonotary w/in 30 days.*

- | | | | | | |
|--------------------------|---|--------------------------|--------------------------|-------|-------|
| <input type="checkbox"/> | 18 Pa.C.S. §2901 (relating to kidnapping) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §2902 (relating to unlawful restraint) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §2903 (relating to false imprisonment) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3121 (relating to rape) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3122.1 (relating to statutory sexual assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
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| <input type="checkbox"/> | 18 Pa.C.S. §3125 (relating to aggravated indecent assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3126 (relating to indecent assault) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3127 (relating to indecent exposure) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3129 (relating to sexual intercourse with animal) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3130 (relating to conduct relating to sex offenders) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §3301 (relating to arson and related offenses) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

- | | | | | | |
|--------------------------|--|--------------------------|--------------------------|-------|-------|
| <input type="checkbox"/> | 18 Pa.C.S. §4302 (relating to incest) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §4303 (relating to concealing the death of child) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §4304 (relating to endangering welfare of children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §4305 (relating to dealing in infant children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §5902(b) (relating to prostitution and related offenses) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6301 (relating to corruption of minors) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6312 (relating to sexual abuse of children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6318 (relating to unlawful contact with minor) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 18 Pa.C.S. §6320 (relating to sexual exploitation of children) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | 23 Pa.C.S. §6114 (relating to contempt for violation of protection order or agreement) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <input type="checkbox"/> | Driving under the influence of drugs or alcohol | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |

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

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 & Youth agency, including the following:

Check all that apply	Self	Other household member	Date
<input type="checkbox"/> A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Where? _____			
<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:

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(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 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.

Signature

Printed Name

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

PLAINTIFF

vs.

NO. _____

DEFENDANT

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the Plaintiff Defendant in the above captioned case.
2. I intend to represent myself in the custody, divorce, protection from abuse.

Check only ONE box in Question 3

3. This is a new case and I am representing myself in this case and have decided not to hire an attorney to represent me. OR
 This is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me. OR
 This is not a new case. _____ previously represented me in this

(Name of Attorney)

case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case. I have provided a copy of this form to that attorney listed above at the following address: _____
I requested that attorney to acknowledge his/her withdrawal as my attorney in this case by signing this form.

_____, Esq.
(Attorney Signature)

4. I am entering my appearance as a self-represented party _____
(Your signature)

5. I understand that I need to provide a street address or P.O. Box for the purpose of receiving all future pleadings and other legal notices. I further understand that this does not need to be my home address. My address for the purpose of receiving all future pleadings and other legal notices is:

I understand that this address will be the only address to which notices and pleadings in this case will be sent and that I am responsible to check the mail at this address so I do not miss important deadlines or proceedings

I am not providing my address because I reside at a confidential location protected by the Protection From Abuse Act, 23 Pa. C.S. § 6112 and/or the Address Confidentiality Program, 23 Pa. C.S. § 6701-6713, and/or the Child Custody Act, 23 Pa. C.S. § 5336(b).

6. My telephone number where I can be reached is _____
 My telephone number is confidential pursuant to the Protection From Abuse Act, 23 Pa. C.S. § 6112 and/or the Child Custody Act, 23 Pa. C.S. § 5336(c).

7. I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

8. 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 that could result in a fine and/or prison term.

Date

(Your signature)