



# Your Online Guide to Legal information and Civil Legal Services in Pennsylvania

Brought to you by:

Pennsylvania Legal Aid Network  
Pennsylvania Bar Association  
Legal Services Corporation  
Pro Bono Net



# Portal for PA Legal Information



- Referrals to free and/or affordable legal representation
- Legal education materials
- Tools for self-representation
- Connections to the courts, law libraries and social service organizations

The screenshot displays the PA LawHELP.org website. At the top, the logo and tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania' are visible. A navigation bar includes links for 'LawHelp in other states', 'Referral Search', 'Help', and 'Legal Aid Providers'. The main content area features a grid of topic icons and titles: Consumer (Credit, Debt Collection & Repossession, Bankruptcy & Consumer Protection), Children and Families (Adoption, Custody, Support, Divorce, & Domestic Violence), Disability (Access, Accommodations, AIDS/HIV, Work & Housing Issues & Estate Planning), Education (Special Education, Expulsion, Suspension, Student Rights & Loans), Elder Law (Guardianships, Wills, Health Care Issues & Powers of Attorney), Employment (Discrimination, Family Leave, Unemployment Compensation & Wages), Health Law (AIDS/HIV, Medicaid, Medicare, Managed Care, & Prescription Drugs), Housing and Shelter (Landlord & Tenant, Public & Subsidized Housing, Foreclosures & Utilities), Immigration (Deportation, Asylum), and Migrant Issues (Employment Protection). On the right side, there is a search bar with a 'GO' button, a section for 'Legal News Headlines' featuring a 'HEMAP Help Center - Help for Mortgage Foreclosures' article, and a footer section stating 'You Are Viewing Information Relating to this'.



# Legal Aid Provider Directory



## Find Legal Aid Providers in Pennsylvania by:

- Program Name
- Office Location - Lists providers located in the county
- County Served – Lists all providers serving clients of the county

A screenshot of the PA LawHELP.org website. The header includes the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. Below the header is a navigation bar with 'Home', 'Referral Search', and 'Help'. The main content area is titled 'Legal Aid Providers' and includes a sub-header: 'Locate legal aid providers in Pennsylvania by Program Name, Office Location or County Served. Click on the tab below to locate providers by one of these methods.' There are three tabs: 'By Program Name' (selected), 'By Office Location', and 'By County Served'. Below the tabs is a list of providers under the letter 'A'. The first provider is the 'Adoption Committee Birthparent Consultation Project' with contact information and a note that they do not provide legal representation in court. The second provider is the 'AIDS Law Project of Pennsylvania' with contact information and a website link.

**PA LawHELP.org**  
Your Online Guide to Legal Information and Legal Services in Pennsylvania

Home Referral Search | Help

Print friendly

### Legal Aid Providers

Locate legal aid providers in Pennsylvania by **Program Name**, **Office Location** or **County Served**. Click on the tab below to locate providers by one of these methods.

**By Program Name** **By Office Location** **By County Served**

A-C D-F G-I J-L M-O P-R S-U V-Z View All

**A** [back to top](#)

**Adoption Committee Birthparent Consultation Project**  
400 Koppers Building, 436 Seventh Avenue, Pittsburgh, PA 15219  
412-369-2256  
[www.acbf.org](http://www.acbf.org)  
This group does not provide legal representation in court.

**AIDS Law Project of Pennsylvania**  
1211 Chestnut Street, Suite 600, Philadelphia, PA 19107  
215-587-9377  
[www.aidslawpa.org](http://www.aidslawpa.org)



# Legal Information Topics



## Legal Information is Available in a Number of Areas of Interest Including:

- Consumer
- Children and Families
- Disability
- Education
- Elder Law
- Employment
- Health Law
- Housing and Shelter
- Immigration and Migrant Issues
- Public Benefits
- Military and Veterans

A screenshot of the PA LawHELP.org website. At the top is the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. Below this is a navigation bar with links: 'LawHelp in other states', 'Referral Search', 'Help', and 'Legal Aid Providers'. The main content area has a heading 'Click on one of the topics listed below to see a list of sub-topics containing legal information.' followed by a grid of ten topic tiles. Each tile contains an icon, a title, and a list of sub-topics.

Topic	Sub-topics
Consumer	CREDIT, DEBT COLLECTION & REPOSSESSION, BANKRUPTCY & CONSUMER PROTECTION
Children and Families	ADOPTION, CUSTODY, SUPPORT, DIVORCE, & DOMESTIC VIOLENCE
Disability	ACCESS, ACCOMMODATIONS, AIDS/HIV, WORK & HOUSING ISSUES & ESTATE PLANNING
Education	SPECIAL EDUCATION, EXPULSION, SUSPENSION, STUDENT RIGHTS & LOANS
Elder Law	GUARDIANSHIPS, WILLS, HEALTH CARE ISSUES & POWERS OF ATTORNEY
Employment	DISCRIMINATION, FAMILY LEAVE, UNEMPLOYMENT COMPENSATION & WAGES
Health Law	AIDS/HIV, MEDICAID, MEDICARE, MANAGED CARE, & PRESCRIPTION DRUGS
Housing and Shelter	LANDLORD & TENANT, PUBLIC & SUBSIDIZED HOUSING, FORECLOSURES & UTILITIES
Immigration	DEPORTATION, ASYLUM,
Migrant Issues	EMPLOYMENT PROTECTION,





# Legal Information Subtopics



## Each Main Information Topic is Divided Into Relevant Subtopics:

➤ Allows Users to Quickly Identify and Locate the Information They Want and Need

The screenshot shows the PA LawHELP.org website. At the top is the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. Below this is a navigation bar with 'Home' and 'Referral Search'. The main content area is titled 'Children and Families' with an icon of a family. Below the title is a prompt to click on sub-topics for legal information and referrals. A list of sub-topics is displayed in two columns: Adoption, Child Custody, Child Support and Paternity, Domestic Violence & Protection From Abuse, Emancipation of Minors, Juveniles - Dependency and Delinquency, Marriage, Divorce and Separation, Name Change, and Family Issues for Seniors. At the bottom right, it says 'powered by probono.net'.

**PA LawHELP.org**  
Your Online Guide to Legal Information and Legal Services in Pennsylvania

[Home](#) [Referral Search](#)

**Children and Families**

Click on one of the sub-topics below for legal information and referrals.

- **Adoption**
- **Child Custody**
- **Child Support and Paternity**
- **Domestic Violence & Protection From Abuse**
- **Emancipation of Minors**
- **Juveniles - Dependency and Delinquency**
- **Marriage, Divorce and Separation**
- **Name Change**
- **Family Issues for Seniors**

powered by **probono.net**



# Legal Information Resources



## Listing of Legal Information Resources from a Variety of Authoritative Sources:

- PA Legal Aid Network
- Other Legal Aid Providers
- Bar Associations and Other Legal Organizations
- Government Agencies
- Private Organizations

A screenshot of the PA LawHELP.org website. The header includes the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. Navigation links for 'Home' and 'Referral Search' are visible. The main content area is titled '60+ Elder Law &gt; Guardianships, Powers of Attorney and Living Wills'. It features three tabs: 'Legal Information' (selected), 'Find Legal Assistance', and 'Court Information'. Below the tabs, a message states 'Information on this sub-topic grouped by the sources of the legal information.' and 'There are 20 resources'. A section titled 'Information from the Pennsylvania Legal Aid Network' lists two resources: 'Power of Attorney' (with a brief description and a PDF file link) and 'Older and Wiser Seminars' (describing a public service initiative for elderly adults).

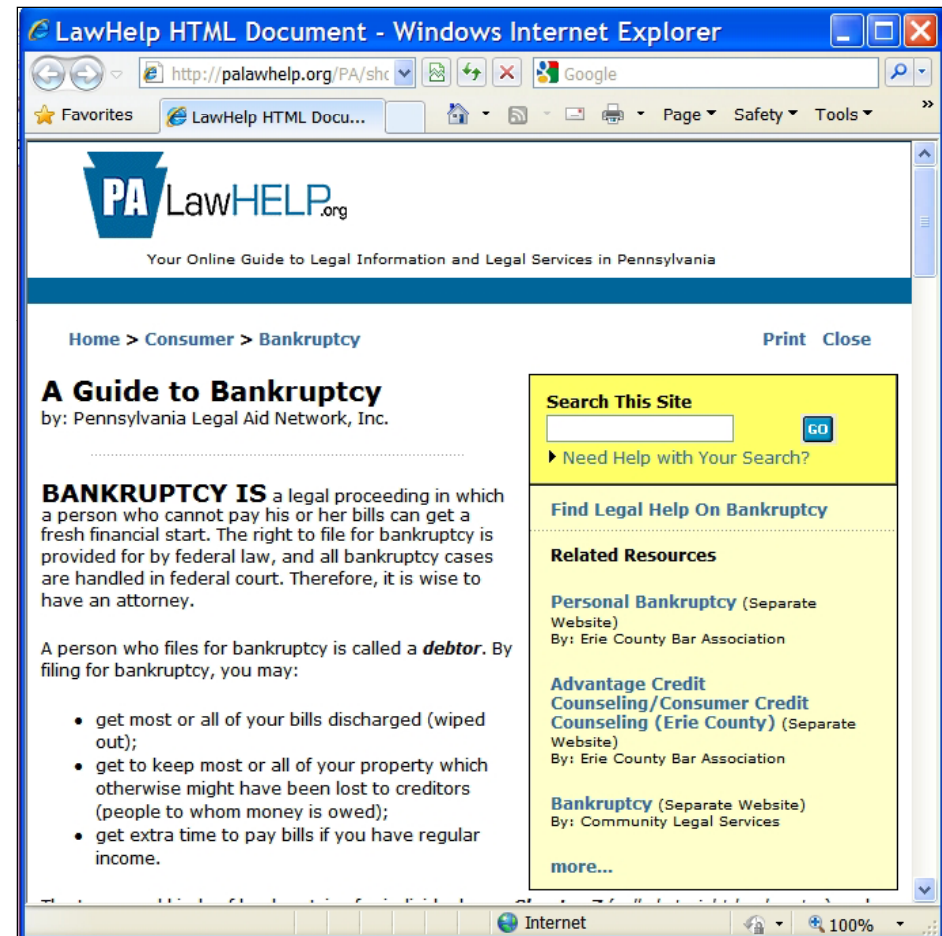


# Legal Information Resources



## Written Legal Information is Presented in a Variety of Formats -- both Specifically Created for the Website and from their Original Sources

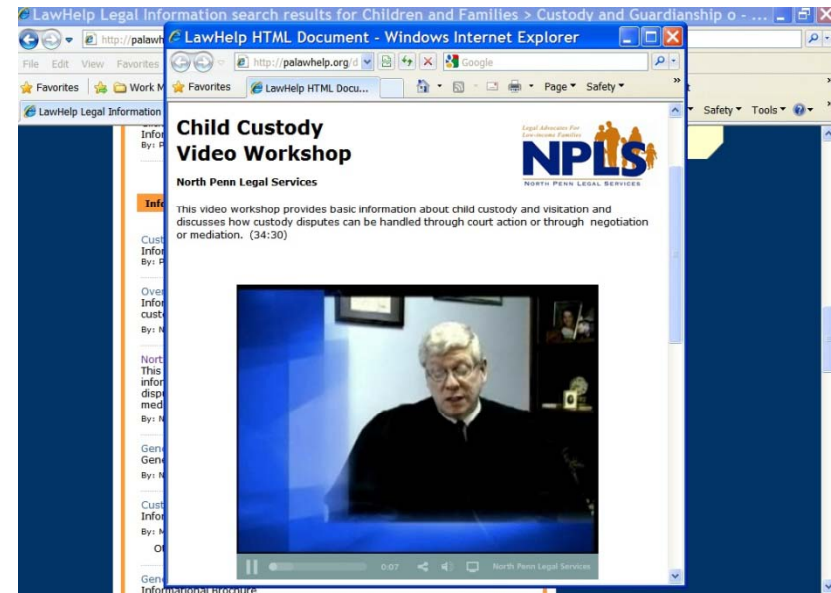
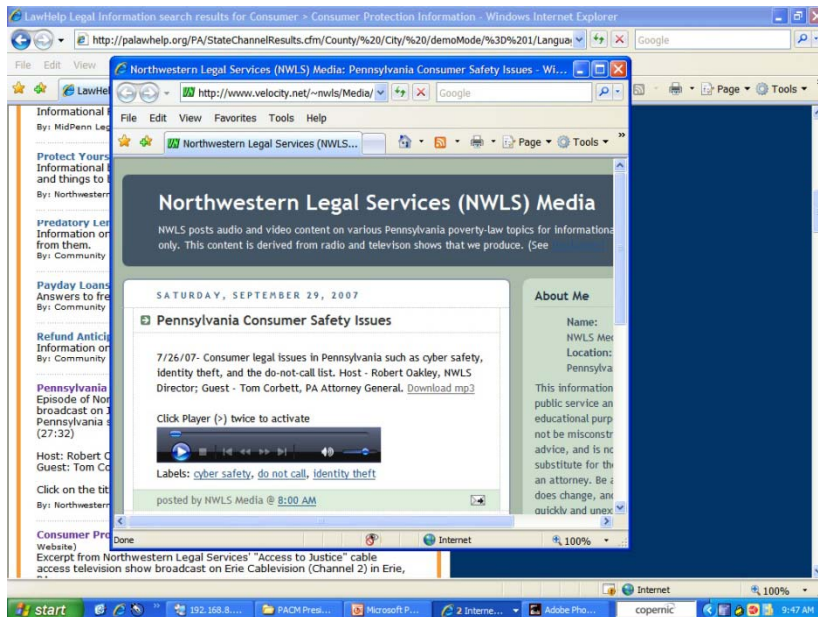
- Web brochure
- Adobe PDF Documents
- External Web Pages from:
  - Bar Associations
  - Government Agencies
  - Private Organizations



# Audio and Video Resources



PALawHELP.org now features Audio and Video Resources from the Pennsylvania Legal Aid Network and other sources.





**Document Assembly templates using HotDocs technology are available to individuals to use to prepare documents for court:**

- Pennsylvania Complaint for Custody
- Pennsylvania Petition for Modification or Contempt of a Custody Order
- Motion to Postpone Sheriff Sale
- Debt Collection Defense Packet



# Other Information Channels



## Localized Information

The information in the Find Legal Assistance, Court Information and Law Library channels is localized.

You will be asked to identify your location by city, county or zip code.

After selecting your location you will be presented with the resources of the channel relevant to the area where you live.

A screenshot of the PA LawHELP.org website. The header includes the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. A navigation bar has 'Home' and 'Referral Search' links. The main content area is titled 'Children and Families > Child Custody' with an icon of a family. Below this, it asks the user to 'Please identify your location using one of the methods indicated below:'. There are three options: 'Type in your zip code:' with a text input and a 'GO' button; 'Or, type in your city or town:' with a text input and a 'GO' button; and 'Or, select your county:' with a dropdown menu showing 'Lehigh' and a 'GO' button.



# Legal Aid Provider Referrals



## Referrals to Legal Aid Providers from the User's County in Particular Areas of the Law:

- Pennsylvania Legal Aid Network Providers
- Other Legal Aid Providers
- Pro Bono Referral Sources
- Local Lawyer Referral Programs

A screenshot of the PA LawHELP.org website. The header includes the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. A navigation bar has 'Home' and 'Referral Search' links. Below the navigation bar, there's a 'Consumer &gt; Bankruptcy' section with a tag icon. Three tabs are visible: 'Legal Information', 'Find Legal Assistance' (which is active), and 'Court Information'. The main content area shows a search result for 'Legal aid offices and other sources of assistance in your city or town, county or zip code.' It includes a link to 'Choose Another Location' and states 'There are 2 resources'. The first resource listed is 'MidPenn Legal Services (York Office)' with an LSC logo, located in York, PA. It lists eligibility requirements: 'at or below 125.0% of poverty level' and an asset test. The second resource is 'York County Bar Association Lawyer Referral Service'.





# Court Information Resources



## Court Information Channel

The Court Information channel provides localized information on state and federal courts.

A screenshot of the PA LawHELP.org website. The header includes the logo and the tagline 'Your Online Guide to Legal Information and Legal Services in Pennsylvania'. Navigation links for 'Home' and 'Referral Search' are present. A 'Print friendly' icon is also visible. The main content area is titled 'Children and Families > Custody and Guardianship of Children'. Below this, there are four tabs: 'Legal Information', 'Find Legal Assistance', 'Court Information' (which is highlighted in red), and 'Law Libraries'. A red banner below the tabs contains the text: 'Click on other tabs above for information about the law and legal aid providers in your area.' Below the banner, a section titled 'Scroll down for information about the Courts, Court Offices and Law Libraries serving your county or zip code.' is followed by a list of 30 resources. The list includes: 'About Pennsylvania Courts - (8)', 'Pennsylvania Courts Self-Help Centers, Information and Forms - (5)', 'Pennsylvania Trial Courts - (4)', 'Pennsylvania Special Courts - (2)', 'Pennsylvania Appeals Courts - (4)', 'About U.S. Courts - (4)', 'U.S. Trial Courts - (1)', and 'U.S. Appeals Courts - (2)'.

PA LawHELP.org

Your Online Guide to Legal Information and Legal Services in Pennsylvania

Home Referral Search

Print friendly

Children and Families > Custody and Guardianship of Children

Legal Information Find Legal Assistance Court Information Law Libraries

Click on other tabs above for information about the law and legal aid providers in your area.

Scroll down for information about the Courts, Court Offices and Law Libraries serving your county or zip code.

There are 30 resources

- About Pennsylvania Courts - (8)
- Pennsylvania Courts Self-Help Centers, Information and Forms - (5)
- Pennsylvania Trial Courts - (4)
- Pennsylvania Special Courts - (2)
- Pennsylvania Appeals Courts - (4)
- About U.S. Courts - (4)
- U.S. Trial Courts - (1)
- U.S. Appeals Courts - (2)



# Court Information Resources



## Resources Available for Pennsylvania State Courts:

### About Pennsylvania Courts

Resources from Pennsylvania's Unified judicial System outlining the operation and history of the state court system.

#### About Pennsylvania Courts

**About Pennsylvania's Unified Judicial System** (Separate Website)  
Pennsylvania's Unified Judicial System forms a hierarchical structure that can best be illustrated in the form of a pyramid as illustrated here.  
By: Pennsylvania's Unified Judicial System

**A History of Pennsylvania's Courts** (Separate Website)  
Information on the historical underpinnings of the Pennsylvania Courts  
By: Pennsylvania's Unified Judicial System

**Asked and Answered: Information about Pennsylvania's Courts and American Jurisprudence** (Separate Website)  
"Asked & Answered" expands on features from the Court's prior "FAQ" page and adds much more about what is new within the judiciary and what is topical about the judiciary.  
By: Pennsylvania's Unified Judicial System

**Pennsylvania's Judicial System: A Citizen's Guide** (Separate Website)  
A brochure by and about Pennsylvania's court system.  
By: Pennsylvania's Unified Judicial System

**Judicial Qualifications, Election, Tenure, Vacancies** (Separate Website)  
Information on the basic requirements which must be met before justices, judges and district justices can be appointed or elected to their positions.  
By: Pennsylvania's Unified Judicial System

**Looking to the Future: The State of the Commonwealth's Courts** (Separate Website)  
Information highlighting some of the Court's recent efforts and outlining the many positive initiatives are ongoing, involving hundreds of jurists, staff, and citizens.  
By: Pennsylvania's Unified Judicial System

**Pennsylvania Judiciary's Web Application Portal** (Separate Website)  
This site is the Internet Home for the Court's Electronic Services (E-Services).



# Court Information Resources



## Pennsylvania Courts Self Help Centers, Information and Forms


Links to court information centers, online forms, and information from local courts, legal aid programs and third parties on particular procedures in local courts, such as PFA or domestic relations actions.

### Pennsylvania Courts Self-Help Centers, Information and Forms

#### **Pennsylvania Complaint for Custody** (Separate Website)

This is a link to a website where you can create a "Complaint for Custody" that you can use to start a NEW custody case. The site will ask you a series of questions about your custody situation and then create a custody complaint for YOU based on YOUR ANSWERS. This complaint can then be printed and filed in your local court. PLEASE NOTE: This is NOT a fill-in-the-blank form.


IMPORTANT: To use this form, you must use Internet Explorer as your browser and Microsoft Word as your word processor.

By: North Penn Legal Services 

#### **Pennsylvania Petition for Modification or Contempt of a Custody Order** (Separate Website)

This is a link to a website where you can create a "Petition for Modification or Contempt of a Custody Order" that can be used to ask a court to change or enforce a custody order that is ALREADY IN EFFECT. The site will ask you a series of questions regarding your custody situation and existing order and then create a petition for YOU based on YOUR ANSWERS. This petition can then be printed and filed in your local court. PLEASE NOTE: This is NOT a fill-in-the-blank form.

IMPORTANT: To use this form, you must use Internet Explorer as your browser and Microsoft Word as your word processor.

By: North Penn Legal Services 

#### **Lehigh County Custody Office** (Separate Website)

Information on the Child Custody Office which processes cases regarding custody, partial custody or visitation of children.

By: Lehigh County Court of Common Pleas



# Court Information Resources



## Pennsylvania Trial Courts

Links to information on the user's local court and links to AOPC listing to contact courts, courthouses and prothonotaries.

## Pennsylvania Special Courts

Links to information on the user's local magisterial district justices and other special courts and the AOPC's magisterial district justice finder;

## Pennsylvania Appeals Courts

Links to the websites of Pennsylvania's appellate courts.

### Pennsylvania Trial Courts

**Lehigh County Court of Common Pleas** (Separate Website)  
Information on the court and related offices.  
By: Lehigh County Court of Common Pleas website

**Pennsylvania Courts of Common Pleas** (Separate Website)  
Addresses and Phone Numbers of the administrative offices for the Courts of Common Pleas of each Judicial District in Pennsylvania.  
By: Pennsylvania's Unified Judicial System

**Pennsylvania Prothonotaries** (Separate Website)  
Telephone numbers of Pennsylvania Prothonotary Offices  
By: Administrative Office of Pennsylvania Courts

**County Court House Information** (Separate Website)  
A listing of addresses and phone numbers for all of the county courthouses in Pennsylvania.  
By: Pennsylvania's Unified Judicial System

### Pennsylvania Special Courts

**Lehigh County District Justices & Magisterial Districts** (Separate Website)  
Information on District Justices in Lehigh County  
By: Lehigh County Court of Common Pleas website

**Pennsylvania Magisterial District Judges** (Separate Website)  
Locate a Magisterial District Judges by Magisterial District Judges Name, District Court Number, City, County or Zip Code  
By: Administrative Office of Pennsylvania Courts

### Pennsylvania Appeals Courts

**Supreme Court of Pennsylvania** (Separate Website)



# Court Information Resources



## Resources Available for Pennsylvania Federal Courts:

### About U.S. Courts

Resources from the Federal Judiciary website outlining the operation of the federal court system.

#### About U.S. Courts

##### **About The U.S. Courts** (Separate Website)

Information on the U.S. Courts and their function in the federal government.

By: The Federal Judiciary - U.S. Courts

##### **Frequently Asked Questions** (Separate Website)

Frequently asked questions about the operation of the U.S. Courts.

By: The Federal Judiciary - U.S. Courts

##### **Court Fees** (Separate Website)

Information on fees charged by the U.S. Courts.

By: The Federal Judiciary - U.S. Courts

##### **U.S. Courts Forms** (Separate Website)

Forms available from the Federal Judiciary web site.

By: The Federal Judiciary - U.S. Courts





# Court Information Resources



## U.S. Trial Courts

Links to the user's local federal district court.

## U.S. Special Courts

Links to special courts (such as bankruptcy) serving the user's district.

## U.S. Appeals Court

Links to the U.S. Supreme Court and the Court of Appeals for the Third Circuit which serves all of Pennsylvania.

### U.S. Special Courts

**United States Bankruptcy Court for the Eastern District of Pennsylvania** (Separate Website)  
Court website

### U.S. Trial Courts

**United States District Court for the Eastern District of Pennsylvania**  
(Separate Website)  
Court website.

### U.S. Appeals Courts

**Supreme Court of the United States** (Separate Website)  
Court website. This is the highest federal appeals court.

**United States Court of Appeals for the Third Circuit** (Separate Website)  
Court website. This is the intermediate federal appeals court for Pennsylvania, as well as several other states and territories.



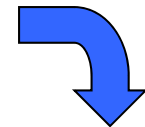
# Court Information Resources



## Local Law Library Information

The Law Library channel provides information on law libraries serving the user's location including information on:

- Location
- Hours of Operation
- Lending policies
- Services offered by the library
- Link to library websites

A screenshot of the PA LawHELP.org website. At the top, there's a navigation bar with 'Children and Families >' and 'Custody and Guardianship of Children'. Below this are four tabs: 'Legal Information', 'Find Legal Assistance', 'Court Information', and 'Law Libraries'. The 'Law Libraries' tab is selected. The main content area says 'Information about law libraries serving your community.' and 'There are 2 resources'. One resource is listed: 'Lehigh County Law Library'. The description says 'The public law library serving the Lehigh Valley community has an extensive print and electronic collection focused on Pennsylvania law.' and 'Other Formats: [Separate Website](#)'.A detailed information box for the Lehigh County Law Library. It includes the following sections:

- Lehigh County Law Library**
- Region covered**: Specifically Lehigh County but welcomes all residents of the Greater Lehigh Valley and surrounding communities.
- Hours of Operation**:
  - Hours of Operation: Monday through Thursday, 8:00 a.m. to 8:00 p.m.
  - Friday 8:00 a.m. to 4:30 p.m.
- Directions**: From Route 22 East or West, take 7th Street south exit and continue south on 7th Street to Hamilton Street. Turn left onto Hamilton Street at the monument circle. Continue east on Hamilton Street. The law library is on the 4th floor of the ?new? Lehigh County Courthouse is located at the corner of 5th Street and Hamilton Street in downtown Allentown. Please note: There are three courthouses at that intersection. The new county courthouse is the large pink marble building directly across from the Post Office. Parking is on the street and metered.
- Contact information**:
  - Address:** Lehigh County Law Library, 455 W. Hamilton Street, Allentown, PA 18101
  - Phone**: 610-782-3385
  - Web site**: <http://www.lccpa.org/courtadmin/lawlibrary.nex>
  - Email**: [loreleibroskey@lehighcounty.com](mailto:loreleibroskey@lehighcounty.com)





# Multilingual Information



## Some Information is Available in Different Languages:

- Foreign Language Material Grouped Together Off Link on Every Page
- Foreign Language Material Integrated Into Regular Resource Listings

PA LawHELP.org  
Your Online Guide to Legal Information and Legal Services in Pennsylvania

HomeReferral Search

### Foreign Languages

The following is a list of resources in foreign languages. Click on the resource title to view the complete article.

Veterans and Military

**Beneficios Federales para los Veteranos y sus Dependientes [PDF]**

(Separate Website)  
La versión en Español de el folleto "Beneficios Federales para los Veteranos y sus Dependientes", el cual explica la variedad de beneficios disponibles para los veteranos y sus dependientes, se encuentra disponible en versión PDF al presionar aquí.  
By: U.S. Department of Veterans Affairs  
Read this in: [English](#)

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**GovBenefits.gov En Español** (Separate Website)  
GovBenefits.gov es un servicio por Internet que le ayudará a encontrar los beneficios del gobierno a los que usted puede tener derecho.  
By: GovBenefits.gov, a partnership of many Federal agencies and organizations  
Read this in: [English](#)






## **Tour of the Use of a Document Assembly Template**



[Children and Families >](#)  
**Child Custody****Legal Information**[Find Legal Assistance](#)[Court Information](#)

Click on other tabs above for information about legal aid providers and courts in your area. Below is legal information on this sub-topic. You can localize this information by clicking on the "Choose Another Location" link in the right column and selecting the area where you live.

There are **32** resources**Page 1 of 2** **Online Resources, Self Help Resources and Forms****Pennsylvania Complaint for Custody** (Separate Website)

This custody form is for PARENTS only. Click this link to go to a website where you can create a "Complaint for Custody" that you can use to start a NEW custody case. The site will ask you a series of questions about your custody situation and then create a custody complaint for YOU based on YOUR ANSWERS. This complaint can then be printed and filed in your local court. PLEASE NOTE: This is NOT a fill in the blank form.

**IMPORTANT:** To use this form, you must use Internet Explorer as your browser and Microsoft Word as your word processor.

By: North Penn Legal Services

**Search This Site** 

▶ [Need Help with Your Search?](#)

**You Are Viewing Information Relating to this Location:**

PA

▶ [Choose Another Location](#)

**Choose another topic:**

- ▶ [Adoption](#)
- ▶ [Child Support and Paternity](#)
- ▶ [Domestic Violence & Protection From Abuse](#)
- ▶ [Emancipation of Minors](#)
- ▶ [Family Issues for Seniors](#)
- ▶ [Juveniles: Child Abuse, Dependency and Delinquency](#)
- ▶ [Marriage, Divorce and Separation](#)
- ▶ [Name Change](#)



## LawHelp Interactive Documents for PA

The documents listed below are available for your use from **LawHelp Interactive**.

**LawHelp Interactive** is a web site that helps people create legal documents. You will be asked questions, and your answers are used to complete the document which you can then download to your computer.

These documents have been specially developed by **North Penn Legal Services** for use in Pennsylvania. Click on the title of the document you want to create to be taken to **LawHelp Interactive**.

### **Pennsylvania Complaint for Custody**

This custody form is for PARENTS only. This form will create a **Complaint for Custody** that you can use to start a **NEW** custody case. You will be asked a series of questions about your custody situation. After answering all the questions you can submit the answers and create a custody complaint for YOU based on YOUR ANSWERS. This complaint can then be printed and filed in your local court. PLEASE NOTE: This is NOT a fill-in-the-blank form.

### **Pennsylvania Petition for Modification or Contempt of a**





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[Sign Up](#)

[Log In](#)

[Help](#)

[Email Us](#)

## Welcome to LawHelp Interactive

You can use this site to create the documents you selected. This is a free service.

### Get Started



- Complaint for Custody or Visitation for Pennsylvania
- This form starts a custody case in Pennsylvania. This form is appropriate **ONLY** for custody cases in which the only two parties involved are the Mother and Father of the children.

**GO**

### You can also...



[Sign Up to Save Your Work](#)



[Already Signed Up? Log In](#)

[Terms of Use](#) | [Privacy Policy](#) | [About](#) | [Email Us](#)

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.20...

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.2009-02-19.6206425848/get\_interview



## Complaint for Custody or Visitation



Welcome

# Complaint for Custody or Visitation



v.2008-09-30, North Penn Legal Services

Click the "Next" button below to start.

First Previous Next

Last Finish





## Complaint for Custody or Visitation



### Information you will need

Before you get started, here are some tips on what to expect . . .

. . .

You will be asked a series of questions to get all the information for your custody case.  
It may seem like a lot of questions, but all the questions are necessary.

Check if you want to see a list of information you will need:

- ☐ to file for custody or visitation
- ☐ to file your legal papers for free

Be prepared to spend 30 - 60 minutes answering the questions.

To send questions or comments about any technical problems with these forms, click the button below:

[Click here to send questions or comments](#)

(To come back to this page at any time during this session to report a problem, click FIRST at the bottom of the screen.)

[First](#) [Previous](#) [Next](#) [Last](#)

[Last](#) [Finish](#)

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.20...

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.2009-02-19.6206425848/get\_interview



## Complaint for Custody or Visitation

Help

### Finished document

Your legal papers may be as many as 25 pages long.

Be sure you have enough money with you, if you have to pay for copies.

You will be able to print your legal documents, or save them (to your hard drive or a disk.)

If you run out of time or don't know all the answers to the questions, you can still save the answers you've already given, so you can come back and finish your document later.

Your answers will be saved on this web site for 60 days.

First Previous Next

Last Finish

https://npado.org/template\_answers?template\_id=template.2008-05-21.3945716065 - Windows Internet Explorer

https://npado.org/get\_interview?template\_id=template.2008-05-21.3945716065

## Automated Documents Online

FOR NONPROFIT LEGAL SERVICES

[Frequently Asked Questions](#)

you are not logged in

### PA Complaint for Custody or Visitation

   [Help](#)

#### Verification

REMEMBER: You are preparing legal documents for filing with the court.

When you sign your name on the finished document, you will be swearing or affirming, under penalty of perjury, that the information is true.

So make sure your answers are honest and accurate.

...

Now you're ready to start.

[First](#)

[Previous](#)

[Next](#)

[Last](#)

[Finish](#)

Internet

100%

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.20...

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.2009-02-19.6206425848/get\_interview



## Complaint for Custody or Visitation



### Mother or Father

This Complaint for Custody is appropriate for PARENTS ONLY.

How are you related to the children?

\*

- ☐ mother  
☒ father

First Previous Next

Last Finish





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## Complaint for Custody or Visitation



### For Parents Only

This form is not for everyone. You must answer the following questions to see if this form is appropriate for your situation.

Have the children always lived with you or their mother?

☐ Yes ☐ No

Do you and the children's mother live together?

☐ Yes ☐ No

Do you know the exact address where the children's mother lives?

☐ Yes ☐ No

Are you and the mother are both adults (18 years old or older)?

☐ Yes ☐ No

Have the children lived in the county where you want to file this Complaint for 6 months or more?

☐ Yes ☐ No

[First](#) [Previous](#) [Next](#) [Last](#)

[Last](#) [Finish](#)

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## Complaint for Custody or Visitation

Help

### County

Select the county where your custody case will be filed:

Elk  
Erie  
Fayette  
Forest  
Franklin  
Fulton  
Greene  
Huntington  
Indiana  
Jefferson  
Juniata  
Lackawanna  
Lancaster  
Lawrence  
Lebanon  
**Lehigh**  
Luzerne  
Lycoming  
McKean  
Mercer  
Mifflin  
Monroe  
Montgomery  
Montour  
Northampton  
Northumberland

Last Finish

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## Complaint for Custody or Visitation



### Your Information

Give the following information about yourself:

First name

Fred

Middle name or initial

F.

Last name

Doe

(Jr./Sr./etc.)

Street number and name

123 Main Street

City

Bethlehem

State

Pennsylvania

Zipcode

18018

County of residence (select "Other" if you live outside Pennsylvania)

Lehigh

Your marital status is:

- ☐ single or widowed
- ☐ married and living together
- ☒ married but separated
- ☐ divorced

First Previous Next

Last Finish



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## Complaint for Custody or Visitation



### Additional information about yourself

Give the following additional information about yourself:

Date of birth (EXAMPLE: "11/24/1968")

12/3/1970

Home phone

(555) 555-1212

Work phone:

Cell or other phone

Name of your attorney

(none)

Attorney's phone

(none)

Do you need an interpreter?

☐ Yes ☒ No

First Previous Next

Last Finish

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## Complaint for Custody or Visitation



### Person you are suing

The person you are suing is called the "Defendant."

First name

Molly

Middle name or initial

M.

Last name

Doe

Jr./Sr./etc.



Street number and name

567 Center Ave.

City

Bethlehem

State

Pennsylvania



Zipcode

18018

County of residence (select "Other" if she lives outside Pennsylvania)

Lehigh



The child's mother is:

- ☐ single or widowed
- ☐ married and living together
- ☒ married but separated
- ☐ divorced

First Previous Next

Last Finish

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## Complaint for Custody or Visitation



### Opposing party additional information

Give the following additional information about Molly M. Doe:

Date of birth (EXAMPLE: "11/24/1968")

1/23/1977

Home phone

Work phone

Cell or other phone

Employer's name

Attorney's name

Attorney's phone

First Previous Next

Last Finish

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## Complaint for Custody or Visitation

Help

1: Jill

Give the following information about EACH CHILD who will be the subject of this custody case. List the children one by one.

First name

Jill

Middle name or initial

D.

Last name

Doe

Jr./Sr./etc.



Date of birth (EXAMPLE: "6/13/1998")

3/12/2001

Were you and the mother married at the time this child was born?

☒ Yes ☐ No

To add another child, click NEXT.

When you are finished, click the NEXT button twice.

Add Another

First Previous Next

Last Finish



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## Complaint for Custody or Visitation

### Type of Custody or Visitation

How much contact with the child do you want?

- ☐ custody (the child is with you most, or at least half, of the time)
- ☒ partial custody (the child stays or visits with you sometimes, maybe overnight)
- ☐ visitation (the child visits with you but only in the presence of the other parent)

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## Complaint for Custody or Visitation

    **Help**

### Children's present address

Where does the child live now?

- ☐ with you  
☒ with Molly M. Doe

When did the child move to 567 Center Ave.?

Month

March

Year

2001

Who else lives there besides the child's mother? List their names and relationship to the child.

 **First**  **Previous** **Next** 

**Last**  **Finish** 



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## Complaint for Custody or Visitation

    **Help**

### People who live with you

Do you live with anyone at the present time?

☐ Yes ☒ No

 **First**  **Previous** **Next** 

**Last**  **Finish** 

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https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.2009-02-19.6206425848/get\_interview



## Complaint for Custody or Visitation

Help

### People who live with Defendant

Besides the children, does Molly M. Doe live with anyone else at the present time?

☐ Yes ☒ No

First Previous Next

Last Finish



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## Complaint for Custody or Visitation

    **Help**

### Other court cases

Has there ever been any other court case involving CUSTODY of the child?

☐ Yes ☒ No

Is there a current CHILD SUPPORT (Domestic Relations) order?

☐ Yes ☒ No

Has the Office of Children and Youth Services ever been involved with anyone in this custody case?

☐ Yes ☒ No

 **First**  **Previous** **Next** 

**Last**  **Finish** 

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.20...

https://lawhelpinteractive.org/groups/PA-NorthPennLS/template.2009-02-19.6206425848/get\_interview



## Complaint for Custody or Visitation



### Reasons for request

My request for custody or visitation is in the best interests of the child because . . (please complete)

I want my agreed to summer vacation with Jill. Mother will not agree to a date when I am not out of town for work.

NOTE: Please make your answer brief. List the most important facts only.

[First](#) [Previous](#) [Next](#) [Last](#) [Finish](#)



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## Complaint for Custody or Visitation

Help

### Mediation

In Lehigh County, MEDIATION is required for most parents.

"Mediation" is a session where parents meet with a professional mediator who tries to help the parents come to an agreement about what custody arrangement would be best for the children. This session is for the parents only; no lawyers are allowed. In some circumstances, however, this process is skipped. A "custody conference" with a Custody Hearing Officer is scheduled instead.

Your answers to the questions on the following screens will determine whether mediation is necessary in your case.

First Previous Next

Last Finish

Done

Internet

75%



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## Complaint for Custody or Visitation

**Help**

### Mediation questions

\*Is either of the parents in jail somewhere outside Lehigh County?

NOTE: This does NOT include Lehigh County Prison, or work-release programs or halfway houses in Lehigh County.

☐ Yes ☒ No

\*

Do you or the other parent live more than 1-1/2 hours from Allentown?

NOTE: The time it takes you can depend on what kind of transportation you use - car, bus, etc.

☐ Yes ☒ No

\*

Has either parent currently have a habit of using illegal drugs, or drinking, excessively?

EXAMPLES: Getting arrested for drunk driving or drug possession, missing work because of drinking or doing drugs, getting drunk or high on a regular basis

☐ Yes ☒ No

\*

Is either parent is seriously mentally ill or retarded?

NOTE: "Seriously" mentally ill means the parent has noticeable effects of mental illness, despite medication or treatment.

☐ Yes ☒ No



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## Complaint for Custody or Visitation

    **Help**

### History of abuse

Has there ever been serious abuse by one parent against the other, or against the child?

NOTE: "Serious" means bad enough to cause lasting injuries or trauma. "Abuse" includes physical, mental or sexual abuse.

☐ Yes ☒ No

 **First**  **Previous** **Next** 

**Last**  **Finish** 


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## Complaint for Custody or Visitation



    Help

### Mediation or Conference

Your case will be scheduled for MEDIATION. Please be sure to read INFORMATION ABOUT MEDIATION which will be printed with the rest of your documents.

NOTE: If you believe that you should not have to go to mediation (regardless of your answers to the previous questions), you can ask the Custody Hearing Office when you go to file your papers, if your case can be scheduled for a conference instead. But remember that most parents are expected to go to mediation.

 First  Previous Next 

Last  Finish 



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## Complaint for Custody or Visitation

   [Help](#)

### Filing Fee

There is a fee of about \$160 to file a custody case in Lehigh County.

If you cannot afford to pay this fee, you can ask the Court to let you file for free.

To do so, you will have to tell the Court about your financial situation.

(This means listing your income, expenses, savings, property, etc.)

Check one:

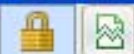
- ☐ I want the Court to let me file for free, and am willing to give information about my financial situation.
- ☒ I am able to pay the filing fee.

[First](#) [Previous](#) [Next](#) [Last](#)

[Last](#) [Finish](#)

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## Complaint for Custody or Visitation



### Finished !

You have now finished the interview for filing the documents you've chosen.

Click "FINISH" to send your documents to your word processor, where you can print or save them.

Click "PREVIOUS" to go back and review your answers.

Once your documents are sent to your word processor,  
Check them for accuracy.  
You can make revisions like any other word processing documents.  
Be sure to spell-check !!

[First](#) [Previous](#) [Next](#) [Last](#)

[Last](#) [Finish](#)





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Now get your document, save your answers, or go back to the questions.

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When you are done, close **all** of your browser's windows. If you do not, other people may see what forms you filled out. Make sure to get or e-mail your document before you close your browser.


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Help

## Done answering questions

Now get your document, save your answers, and print it.

**Note:** LawHelp Interactive does not store your answers.

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When you are done, close all of your browser windows. You may see what forms you filled out when you close your browser.

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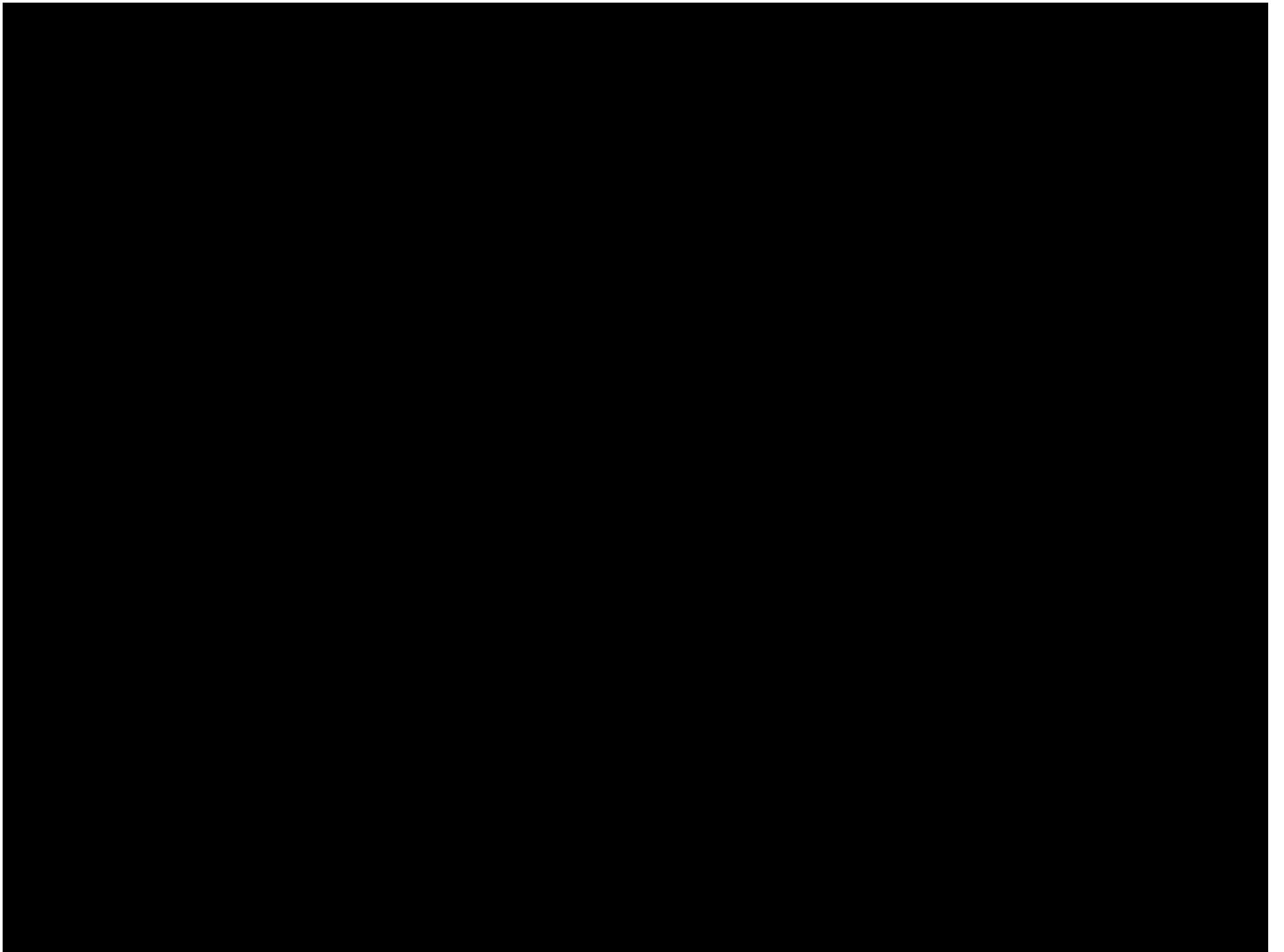
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National Legal Services Document Assembly Server.

**BEFORE PRINTING this file:**

**CHECK YOUR SPELLING** on every page.

**Also, CHECK** to be sure that the **PAGES DIVIDE** where they should.

**CHECK** to be sure the information is **CORRECT**.

This is a Microsoft Word file which can be saved onto a hard drive or disk.  
You can make changes, if you wish, just like any other Microsoft Word file.  
It is generally a good idea to save this file, at least until after your legal papers are filed.

If this file does not contain the documents you expected,  
or if there is a problem with the documents,  
send your comments or questions to [CustodyForms@northpennlegal.org](mailto:CustodyForms@northpennlegal.org).

These forms were produced by North Penn Legal Services, Inc.

# HOW TO FILE YOUR LEGAL DOCUMENTS in LEHIGH COUNTY

NOTE: After filing your papers, you must also SERVE them.

See next page for service instructions.

- Name of documents: Complaint for Custody
- Sign: **Sign and date** each document where your signature is indicated. These documents are now called the "originals."  
(Do not sign on lines where a "J." is below the line. That is where the Judge will sign your papers.)
- Make copies: Make **4 copies** of each document before going to the courthouse (The court staff will not make copies for you.)
- Staple: Look at the papers you printed very carefully - there are actually **several different documents** printed out together. To assemble each document, group the pages with the **same name in the lower right hand corner** together, making sure the pages are in numerical order. Then **staple** each document in the top left corner.
- Where to go: Lehigh County Courthouse  
455 West Hamilton Street  
Allentown, PA 18101
- What to take with you: All your signed copies; \$ 150 (filing fee)
- Follow the steps below:
1. First go to: Custody Hearing Office  
Room 729 (Seventh Floor)
  2. The receptionist will: Take your original documents to the Custody Hearing Officer for signatures AND assign a date and time for your mediation session.  
(Wait for your papers to be given back to you.)
  3. Then take the papers to: Civil Clerk's Office  
Room 132 (First Floor)
  4. Hand the clerk: The original documents and all copies; \$ 150 (filing fee)
  5. Tell the clerk: You want all the copies "time-stamped" and that you will be serving the papers your self. The Clerk will keep the original papers and give the copies back to you.
  6. SERVE the papers: According to the instructions on the next page. → → →



### HOW TO SERVE YOUR LEGAL DOCUMENTS

NOTE: you must file your documents at the courthouse,  
**before** you serve them on the other parent.

What the word "serve" means: "Serve" means to deliver copies of your court documents - by mail or in person - to the person you are suing.

Who should be served: Molly M. Doe

What needs to be served: 2 copies of each document

When do the papers need to be served: At least ten (10) days before the mediation session

Supplies you'll need: 2 business size envelopes (4" x 9-1/2" or larger)  
About \$10.00 for postage

How do I serve the papers: These instructions will give you the information you need to serve Molly M. Doe by **certified mail, return receipt requested, restricted delivery and regular mail**. It is possible to also serve the Defendant by having someone besides yourself hand a copy of the papers to her personally, but it is a good idea to first try to serve the papers by mail.

1. Take the 2 copies of each document, envelopes and \$10.00 to your local post office.
2. Address each of the 2 envelopes to Molly M. Doe, with your name and address as the return address. (If your address is confidential because of abuse by Molly M. Doe, use a return address of someone who can be trusted to give you the mail if it is returned or unclaimed.)
3. Put one set of documents in each envelope and seal.
4. Tell the postal clerk that one envelope is to be sent by **certified mail, return receipt requested, restricted delivery**; and the second envelope is to be sent by **regular mail** (The postal clerk will give you certified mail slips to fill out.)
5. Ask the postal clerk for receipts for **both** envelopes. (The certified mail receipt is green and white; the "Certificate of Mailing" for the regular mail will cost \$.90.)
6. Keep the receipts in a safe place and take them with you to the mediation session to prove you sent the legal documents to Molly M. Doe. Also, if the green certified mail receipt or either of the envelopes is returned to you, take them along to court too.
7. If the mail is not accepted by Molly M. Doe, go to your mediation session anyway, and they'll tell you what to do next.

## PREPARING FOR YOUR MEDIATION SESSION

Lehigh County:

### **Co-Parenting Education Program (COPE)**

Read through the information at the end of the Complaint concerning the Co-Parenting Program; Fill out the Co-Parenting registration form on your copy of the Complaint and mail it in.

(Remember you are required, if at all possible, to attend the COPE program no later than 60 days after filing your complaint or petition.)

### **Filing proof of service:**

Fill in the "Certificate of Service" with the information concerning when you mailed the legal documents to Molly M. Doe, and whether any of the mail or receipts was returned to you.

You may either:      Fill out the blank form printed out with your other legal documents,

Or:                      Go to the "Children and Families" section of [www.palawhelp.org](http://www.palawhelp.org) and prepare your Certificate of Service on-line.

File the "Certificate of Service" any time before your appearance in court. (There is no charge.)

### **Mail receipts:**

Take the green-and-white sender's receipt for the certified mail with you to court, along with any other receipt or envelope you get back in the mail. (This will help in case Molly M. Doe does not show up for the mediation session.)

### **Find out more about custody law in Pennsylvania:**

Go to the "Children and Families" section of [www.palawhelp.org](http://www.palawhelp.org) and read the information available on the web site.

Watch the video "Child Custody and Visitation", produced by North Penn Legal Services and available at each North Penn Legal Services office.

**For problems with these forms:**      Contact [CustodyForms@northpennlegal.org](mailto:CustodyForms@northpennlegal.org)

Sometimes the law and procedures change.

North Penn Legal Services cannot promise that this information is always up-to-date and correct.

We provide this information as a public service. It is not legal advice.

Always consult a lawyer, if you can, before taking legal action.

**IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

FRED F. DOE

123 Main Street

Bethlehem, PA 18018

Docket No. \_\_\_\_\_

(Issued at time of filing)

Related cases \_\_\_\_\_

Total No. of Plaintiffs 1

vs

MOLLY M. DOE

567 Center Ave.

Bethlehem, PA 18018

Jury Trial Demanded ☐ Yes ☐ No

To be listed for Arbitration ☐ Yes ☐ No

Total No. of Defendants 1

*Note: A civil action is to be listed for Arbitration unless (1) the amount in controversy exceeds \$50,000 exclusive of interest and costs or (2) the case involves title to real property.*

**CIVIL/FAMILY COURT COVER SHEET**

**CIVIL ACTION CASE TYPE**

- ☐ \*Declaration of Taking/Eminent Domain
- ☐ \*Ejectment
- ☐ \*Mortgage Foreclosure
- ☐ \*Quiet Title
- ☐ \*Other action effecting property
- ☐ Vehicle Accident: Date \_\_\_\_\_
- ☐ Asbestos
- ☐ Bone Screw/Plate
- ☐ Breach of Contract
- ☐ Breast Implant
- ☐ \*Equity
- Preliminary Injunction ☐ Yes ☐ No
- ☐ Medical Professional Liability
- ☐ Premises Liability
- ☐ Product Liability
- ☐ Professional Liability \_\_\_\_\_
- (Profession)
- ☐ Replevin
- ☐ Other \_\_\_\_\_

**APPEALS**

- ☐ \*Assessment
- ☐ \*Zoning/Subdivision
- ☐ District Justice
- ☐ Supersedeas: Tenant pays into court three months rent or amount in arrears
- ☐ Other \_\_\_\_\_

**PETITIONS**

- ☐ Confirm/Vacate Arbitration Award
- ☐ Elections
- ☐ Other \_\_\_\_\_

**FAMILY COURT CASE TYPE**

- ☐ Annulment
- ☒ Child Custody/Visitation
- ☐ Divorce

**Divorce Counts**

- ☐ Alimony/Spousal Support
- ☐ Alimony pendente lite, atty. fees, costs
- ☐ Child Custody/Visitation
- ☐ Child Support
- ☐ Equitable Distribution/Property Rights
- ☐ Other \_\_\_\_\_

**\*Parcel Identification Number Required**

Attorney/Pro Se Name: \_\_\_\_\_

FRED F. DOE

Signature: \_\_\_\_\_

Supreme Court ID No. \_\_\_\_\_

Address: 123 Main Street

Bethlehem, PA 18018

Telephone & Fax No. \_\_\_\_\_

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

FRED F. DOE,	)	
Plaintiff	)	
	)	
v.	)	No.
	)	
MOLLY M. DOE,	)	
Defendant	)	

ORDER OF COURT

You, MOLLY M. DOE, Defendant, have been sued in court to obtain custody, partial custody or visitation of the child: JILL D. DOE

You are ordered to appear in person at the Lehigh County Courthouse, 455 West Hamilton Street, Allentown, Pennsylvania, on \_\_\_\_\_, 200\_\_\_\_ at \_\_\_\_\_m., for a mediation session. Report to the Custody Hearing Office, Room 729 (7th Floor).

If you fail to appear as provided by this order, an order for custody, partial custody or visitation may be entered against you or the court may issue a warrant for your arrest.

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

Lehigh County Lawyer Referral Service  
1114 Walnut Street  
Allentown, PA 18102  
(610) 433-7094

**NOTICE:  
AMERICANS WITH DISABILITIES ACT OF 1990**

The Court of Common Pleas of Lehigh County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the Court, please contact the Court Administrator's Office, Room 604, Lehigh County Courthouse, Fifth and Hamilton Streets, Allentown, PA 18101, (610) 820-3014. All arrangements must be made at least 72 hours prior to any hearing or business before the Court.

BY THE COURT:

---

J.



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

FRED F. DOE,	)	
Plaintiff	)	
	)	
v.	)	No.
	)	
MOLLY M. DOE,	)	
Defendant	)	

**NOTICE TO DEFENDANT**

The above-captioned custody case has been scheduled for a mediation orientation session in response to the filing of the enclosed pleading.

**Pennsylvania law provides that no party shall be required to mediate if either party or any child had been the subject of domestic violence or child abuse within 24 months preceding the filing of a custody action. If you and/or your child has been such a victim and you desire not to attend mediation, you must complete and file a Domestic Violence Waiver Form within seven (7) days of your receipt of this Notice. A custody conference will then be scheduled in place of the mediation orientation session.**

**If you wish to bypass the mediation orientation session and request the scheduling of a custody conference for any reason other than domestic violence, you may complete and file a Petition to Bypass Mediation Orientation within seven (7) days of your receipt of this Notice and then present your Petition to the Court.**

**FORMS AND INSTRUCTIONS ARE AVAILABLE in the Custody Office  
Room 729, Lehigh County Courthouse, 455 West Hamilton Street, Allentown, PA 18101  
(610) 782-3390.**

COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA  
CIVIL ACTION - LAW

FRED F. DOE,	)	
Plaintiff	)	
	)	
v.	)	No.
	)	
MOLLY M. DOE,	)	
Defendant	)	

COMPLAINT FOR PARTIAL CUSTODY

1. Plaintiff is FRED F. DOE, who resides at 123 Main Street, Bethlehem, Lehigh County, PA 18018.

2. Defendant is MOLLY M. DOE, who resides at 567 Center Ave., Bethlehem, PA 18018.

3. Plaintiff seeks partial custody of the following child:

<i>Name</i>	<i>Age</i>	<i>Was child born out of wedlock?</i>
JILL D. DOE	7 years	No

4. The child is presently in the custody of Defendant who resides at 567 Center Ave., Bethlehem, PA 18018.

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

<i>From</i>	<i>To</i>	<i>Address</i>	<i>With whom</i>
MAR, 2001	(Still living there)	567 Center Ave. Bethlehem, PA 18018	Defendant, mother; No one

6. The mother of the child is currently residing at 567 Center Ave., Bethlehem, PA 18018. She is separated.

7. The father of the child is currently residing at 123 Main Street, Bethlehem, PA 18018. He is separated.

8. The relationship of Plaintiff to the child is father. Plaintiff currently resides with the following persons:

<i>Name</i>	<i>Relationship to Plaintiff</i>
(None)	

9. The relationship of Defendant to the child is mother. Defendant currently resides with the following persons:

<i>Name</i>	<i>Relationship to Defendant</i>
JILL D. DOE	child

10. Plaintiff 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.

11. Plaintiff has no information of a custody proceeding concerning the child pending in a court of this Commonwealth or any other state.

12. Plaintiff does not know of a person not a party to the proceedings who has physical custody of the child or claims to have custody or visitation rights with respect to the child.

13. The best interest and permanent welfare of the child will be served by granting the relief requested because I want my agreed to summer vacation with Jill. Mother will not agree to a date when I am not out of town for work.

14. 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.

15. Plaintiff has been advised of the requirement to attend the Co-Parent Education Program ("COPE") and has received a copy of the Local Court Rule requiring attendance at the program and a registration form. Defendant will be provided with a copy of the Local Court Rule requiring attendance at the Co-Parent Education Program and a registration form.

WHEREFORE, Plaintiff requests the Court to grant partial custody of the child to Plaintiff.

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FRED F. DOE, Plaintiff

## Verification

I, FRED F. DOE, Plaintiff, verify that the facts stated in the foregoing Complaint are true and correct to the best of my knowledge, information and belief. Petitioner understands that false statements therein are subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
FRED F. DOE, Plaintiff

PLEASE READ.  
Information About Required Parenting Class ("COPE")  
(to be completed within 60 days)

Lehigh County Local Court Rule 1915.19. Co-parent education program.

- (a) All parties to divorce, custody, and other domestic relations actions, excluding domestic violence, contempt, and support actions, where the interests of children under the age of 18 years are involved, shall complete a program entitled the "Co-Parent Education Program", hereinafter referred to as "COPE".
- (b) The moving party shall register for and attend COPE within sixty (60) days of filing an applicable action. The responding party shall register for and attend COPE within sixty (60) days of service of the applicable pleading.
- (c) The moving party shall serve upon the responding party, with the applicable pleading, a copy of this rule and a registration form. Copies of this rule and registration forms for COPE shall be available at the office of the clerk of courts, and the child custody office.
- (d) Payment of a fee established by the court is required for participation in COPE and must be submitted with the registration form. Any request for waiver or reduction of the fee shall be presented to the custody conference/hearing officer or forwarded with the registration form along with verification of eligibility for social security disability benefits or cash public assistance benefits, a verified affidavit of indigence, or other proof of financial hardship. Fees will not be accepted at the COPE session. Any request for an extension of time to complete COPE shall be made to Family/Divorce Services, P.O. Box 318, Trexlertown, PA 18087 (tel. 610-366-8868), or to such other place as the court shall direct.
- (e) No final custody hearing shall be held or divorce decree granted in an applicable case until both parties have completed COPE, unless this requirement is waived by a judge or by the custody conference/hearing officer for good cause shown. Applications for waiver shall initially be presented to the custody conference/hearing officer.
- (f) Failure to comply with this order may result in the dismissal of the action, striking of pleadings, or other appropriate action including sanctions for contempt.



2008 CO-PARENT EDUCATION PROGRAM REGISTRATION FORM  
READ ALL INFORMATION

The COPE program is provided by Family/Divorce Services, Trexlertown. Call 610-366-8868, with any questions and REGISTER BY MAIL ONLY (see below).

The Program is held in Room 803 of the Lehigh County Courthouse, 455 Hamilton Street, Allentown. Security is provided by the Sheriff's Department.

Choose a Saturday morning or a Wednesday evening session. You must attend within 60 days of filing or receiving a divorce/custody complaint. The cost of the program is \$35 per party. If you receive Social Security Disability benefits or cash assistance for yourself from DPW, include verification of this with your registration below and your fee will be waived.

An adult who resides with a party or a relative who provides substantial child care may attend with you, free of charge, if registered below as a GUEST. Other guests will pay \$15 guest fee.

A videotape to view and return is available ONLY to parties who reside more than 90 minutes driving time from Allentown. See registration form below and order the video only if you qualify.

Register at least 7 days before you plan to attend. Confirmations are NOT sent. Come to the class you choose. Children shall NOT be brought to the courthouse.

Be prompt. Doors are locked when the class starts. Latecomers must reschedule. In case of a snowstorm, a message will be at 610-366-8868 when a decision is made to cancel.

PARKING is available between 4<sup>th</sup> and 5<sup>th</sup> on Linden Street, in a county lot behind the prison.

REGISTER BY MAIL ONLY. Select a date, complete the form and mail it with check or money order to: Family/Divorce Service, P.O. Box 318, Trexlertown, PA 18087.

Docket number of divorce or custody case: \_\_\_\_\_-FC-\_\_\_\_\_ Docket number MUST be included in for attendance credit. Only "FC" (Family Court) docket numbers are correct.

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Guest (name and relationship to child) \_\_\_\_\_

Your phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Select either a Saturday or Wednesday program:

**Saturday 9 AM-1PM**

\_\_ January 20, 2008

\_\_ February 2

\_\_ March 15

\_\_ April 12

\_\_ May 17

\_\_ June 14

\_\_ July 19

\_\_ August 16

\_\_ September 13

\_\_ October 18

\_\_ November 22

\_\_ December 13

**Wednesday 5:30-9:30 PM**

\_\_ January 16, 2008

\_\_ March 5

\_\_ May 7

\_\_ July 16

\_\_ September 17

\_\_ November 19

\_\_ Video or \_\_ DVD is \$70 total (includes fee, S&H and \$25 deposit). The deposit is refunded when tape is returned promptly in reusable condition.

## Information Form

Docket Number:

### Plaintiff:

Name: FRED F. DOE  
Address: 123 Main Street  
City: Bethlehem  
Home Phone: (555) 555-1212  
Employer: \_\_\_\_\_  
Attorney: (none)

Date of Birth: December 3, 1970  
State: PA Zip: 18018  
Other Phone: \_\_\_\_\_  
Employer Phone: \_\_\_\_\_  
Attorney Phone: (none)

### Defendant:

Name: MOLLY M. DOE  
Address: 567 Center Ave.  
City: Bethlehem  
Home Phone: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Attorney: (none)

Date of Birth: January 23, 1977  
State: PA Zip: 18018  
Other Phone: \_\_\_\_\_  
Employer Phone: \_\_\_\_\_  
Attorney Phone: (none)

### Child's Identifying Information:

Name: Jill D. Doe Date of Birth: March 12, 2001

Do you need an interpreter? ☐ Yes ☒ No What language?  
Has either party filed a **Protection from Abuse Order (PFA)** against  
the other or on behalf of the children within the last 2 years? ☐ Yes ☒ No  
Is there a history of **Domestic Violence** in the relationship? ☐ Yes ☒ No  
Is there a current **Domestic Relations (support)** order? ☐ Yes ☒ No  
Do you have a current **Custody Order** from Lehigh County? ☐ Yes ☒ No  
Do you have a **Custody Order** from another county/state? ☐ Yes ☒ No  
Has the **Office of Children and Youth Services** ever been involved? ☐ Yes ☒ No

\_\_\_\_\_  
Date

\_\_\_\_\_  
FRED F. DOE (Signature)

### FOR OFFICE USE ONLY

Intake Date	Filing	Staff	Mediation Date	Conference Date	Trial Date

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

FRED F. DOE,	)	
Plaintiff	)	
	)	
v.	)	No.
	)	
MOLLY M. DOE,	)	
Defendant	)	

ORDER FOR MEDIATION

1. MEDIATION. Both parties in the above-referenced matter shall attend (1) orientation mediation session with the following Mediator, \_\_\_\_\_ on \_\_\_\_\_, 200\_\_, in Room 729 of the Lehigh County Courthouse, 455 Hamilton Street, Allentown, PA 18101, at \_\_\_\_\_ a.m./p.m. **REQUESTS FOR RESCHEDULING SHALL BE MADE TO THE CUSTODY OFFICE (610) 782-3390.**

2. PAYMENT. The cost of the orientation/mediation session (one and a half hours) shall be as follows: \_\_\_\_\_ **Plaintiff;** \_\_\_\_\_ **Defendant.** Prior to the orientation/mediation session scheduled above, each party shall deposit the said amount with the Clerk of Courts–Civil Division, Lehigh County Courthouse, 455 Hamilton Street, Room 132, Allentown, PA 18101 (cash or money order payable to the County of Lehigh). Payment for any subsequently scheduled mediation sessions, at \_\_\_\_\_ **per hour for the Plaintiff and \_\_\_\_\_ per hour for the Defendant,** shall be deposited with the Clerk of Courts–Civil Division as set forth above, prior to each scheduled session. Unless costs have been waived by the Court, a receipt from the Clerk of Courts Office shall be presented to the Mediator at the commencement of each scheduled sessions **REQUESTS TO REDUCE OR WAIVE MEDIATION FEES SHALL BE MADE TO THE CUSTODY OFFICE, 455 HAMILTON STREET, ROOM 729, ALLENTOWN, PA 18101. (610) 782-3390.**

No.

3. ATTENDANCE. Only parties to the action shall attend the orientation/mediation session; children shall not be brought. **ATTORNEYS SHALL NOT PARTICIPATE IN MEDIATION. Failure of the moving party to appear may result in dismissal of the Complaint or Petition.**

4. PRIVACY OF MEDIATION. Neither of the parties shall call the Mediator or any employees or agents of the Mediator to testify as a witness or shall either party subpoena any records of the Mediator in any matter related to the mediation or related documents, notes, or any information kept by the Mediator shall not be admissible in a Court of law or available for legal discovery in any pending or subsequent litigation that relates to or involves an issue addressed in mediation, whether directly or indirectly. Furthermore, the parties shall not attempt to force the Mediator to divulge any information that he or she may acquire regarding the case. The parties shall not seek to require or request the Mediator or anyone employed by the Mediator to testify in any legal proceeding relating to his or her dispute.

5. CONFIDENTIALITY. The Mediator shall treat all information provided during mediation sessions as confidential. No information obtained during mediation sessions will be given to any outside person or organization unless both parties agree or unless there are allegations of child abuse. Disclosure shall only be permitted to the extent necessary to document the terms of any agreement reached as final resolution of the dispute. The parties shall execute a Confidentiality Agreement upon the request of the Mediator.

BY THE COURT:

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J.



COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA  
CIVIL DIVISION

FRED F. DOE, )  
Plaintiff )  
v. ) No.  
MOLLY M. DOE, )  
Defendant )

## Certificate Of Service

I, FRED F. DOE, Plaintiff in the above matter, hereby certify that on \_\_\_\_\_, I mailed a true and correct copy of the Complaint for Custody, by certified mail, return receipt requested, restricted delivery, and another copy of the same document by first class mail, postage prepaid, to:

MOLLY M. DOE  
567 Center Ave.  
Bethlehem, PA 18018

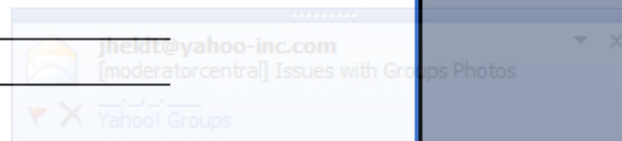
I certify that (check ALL of the following which are true):

**Certified mail:**

- ☒ The green and white sender's receipt is attached. (ATTACH receipt.)
- ☐ The green recipient's receipt is attached; MOLLY M. DOE signed the certified mail receipt on \_\_\_\_\_ (ATTACH receipt.)
- ☐ The certified mail was returned to me unsigned, with the notation that the certified mail was:
- ☐ refused
- ☐ unclaimed
- ☐ other notation: \_\_\_\_\_
- ☐ Neither the certified mail envelope nor the certified mail receipt was returned to me.

**Regular mail:**

- [ ] The regular mail has not been returned to me.
- [ ] The regular mail was returned to me, with the notation:





I verify that the information in the Certificate of Service is true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
(Signature) FRED F. DOE

**STAPLE OR TAPE THE CERTIFIED MAIL RECEIPTS BELOW:**

GREEN AND WHITE  
SENDER'S RECEIPT

GREEN RECEIPT WITH MOLLY M. DOE'S SIGNATURE

