

THE COURTS

Title 249—PHILADELPHIA RULES

Americans with Disabilities Act (Title II) Policy, Americans with Disabilities Act (Title II) Grievance Procedure and Implementing Forms; No. 02 of 2014

Order

And now, this 5th day of November, 2014, upon review, discussion and consideration of the following policies providing for reasonable accommodations for the public under Title II of the Americans with Disabilities Act, *It Is Hereby Ordered and Decreed* that the Administrative Governing Board of the First Judicial District of Pennsylvania adopts and promulgates the attached “Americans with Disabilities Act (Title II) Policy” and “Americans with Disabilities Act (Title II) Grievance Procedure” and implementing forms.

The original Order, Americans with Disability Act Policy, Grievance Procedure and Forms shall be filed with the Office of Judicial Records in a Docket maintained for orders issued by the Administrative Governing Board of the First Judicial District of Pennsylvania. The Order, Americans with Disability Act Policy, Grievance Procedure and Forms shall be submitted to the *Pennsylvania Bulletin* for publication and shall become effective thirty (30) days after publication in the *Pennsylvania Bulletin*. Copies shall also be submitted to the Administrative Office of Pennsylvania Courts, American Lawyer Media, *The Legal Intelligencer*, Jenkins Memorial Law Library, and the Law Library for the First Judicial District of Pennsylvania, and shall be posted on the web site of the First Judicial District of Pennsylvania: <http://www.courts.phila.gov/>.

By the Court

HONORABLE JOHN W. HERRON,
Administrative Judge, Trial Division

First Judicial District of Pennsylvania Americans with Disabilities Act (Title II) Policy

The First Judicial District of Pennsylvania (District) complies with Title II of the Americans with Disabilities Act (ADA) which provides that “no qualified individual

with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” 42 U.S.C.A. § 12132. Pursuant to that requirement, if you are an individual with a disability who needs an accommodation in order to participate in any judicial proceeding or any other service, program, or activity of the District, you are entitled, at no cost to you, to the provision of certain assistance. The ADA does not require the First Judicial District of Pennsylvania to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

If you require an accommodation under the ADA, it is recommended that you make your request as soon as possible or at least three (3) business days before your scheduled participation in any court proceeding or District program or activity. All requests for accommodation, regardless of timeliness, will be given due consideration and if necessary, may require an interactive process between the requestor and the First Judicial District of Pennsylvania to determine the best course of action.

To request a reasonable accommodation, please complete the Request for Reasonable Accommodation Form and return it to the ADA Coordinator(s) for your Court, Division or Department. A copy of the list is attached to this Policy. A current copy of the list will be available on the District’s Intranet at: <http://fjdintranet.courts.phila.gov/Pages/Home.aspx> and on the FJD Website at <http://www.courts.phila.gov>. Please call 215-683-6950 if you cannot determine the name of your ADA Coordinator.

If you need assistance completing this form, contact the ADA Coordinator for your Court, Division or Department.

Complaints alleging violations of Title II under the ADA may be filed pursuant to the First Judicial District of Pennsylvania’s Grievance Procedure with the below:

Lead ADA Coordinator
First Judicial District of Pennsylvania
Office of Human Resources
668 City Hall
Philadelphia, PA 19107
(215) 683-6950
HumanResources@courts.phila.gov

A response will be sent to you after careful review of the facts.



FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

AMERICANS WITH DISABILITIES ACT (TITLE II)
REQUEST FOR REASONABLE ACCOMMODATION FORM
 (INCLUDES REQUEST FOR INTERPRETER FOR HEARING/SPEECH IMPAIRED)

Client Information – Section A

Name: _____ Phone: _____
 Address: _____ Email: _____
 _____ Mobile: _____

Please check the box that most closely describes your status in this matter:
 Litigant Plaintiff Defendant Parent Child Witness Attorney Victim Juror
 Other (please explain) _____

Requestor Information (if different from above)

Name: _____ Bus. Phone/ Mobile: _____
 Address: _____ Fax: _____
 Relationship to Client: _____ Email: _____
 TTY: _____

Accommodation

Nature of the disability for which an accommodation is requested: _____

 Accommodation requested: _____

Location of Proceeding	Proceeding Information (if known)
<input type="checkbox"/> Municipal Court <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Traffic <input type="checkbox"/> Court Of Common Pleas <input type="checkbox"/> Trial Division-Criminal <input type="checkbox"/> Trial Division- Civil <input type="checkbox"/> Orphans’ Court Division <input type="checkbox"/> Family Division <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile Specify Address: _____	Case #: _____ Case Name: _____ Judge: _____ Proceeding Date: _____ Proceeding Time: _____ Proceeding Type: _____

AFTER COMPLETING THE FORM, PLEASE SEND TO THE ADA COORDINATOR FOR YOUR COURT, DIVISION OR DEPARTMENT. AN UPDATED LIST IS AVAILABLE ON THE FJD INTRANET AT [WHERE?] AND ON THE FJD WEBSITE AT [WHERE??]

I hereby certify that an Americans with Disabilities Act accommodation is required in the above-captioned action on the date stated.
 Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Service Provider Information - Section B

A SERVICE REQUEST HAS BEEN MADE FOR THE CLIENT NAMED ABOVE.

Service Provider Company: _____ Fax: _____
 Individual Interpreter Name: _____ Email: _____
 Bus. Phone/ Mobile: _____ Date to Provider: _____

Court Official Verification – Section C

VERIFYING OFFICIAL SHALL MAINTAIN A COPY IN THE COURT’S CASE FILE AND PROVIDE THE ORIGINAL TO THE SERVICE PROVIDER FOR SUBMISSION WITH BILLING.

I hereby verify that the services were performed by the provider in the above-captioned action on the date and time stated.
 Start Date & Time: _____ End Date & Time: _____
 Court Official: _____ Signature: _____
 (Please print name)
 Title: _____ Date: _____

**First Judicial District of Pennsylvania
Americans with Disabilities Act (Title II)
Grievance Procedure**

This grievance procedure is established for the prompt resolution of complaints alleging any violation of Title II of the Americans with Disabilities Act (ADA) in the provision of services, programs, or activities by the First Judicial District of Pennsylvania (FJD). If you require a reasonable accommodation to complete the Grievance Form, or need this form in an alternate format, please contact the FJD's ADA Coordinator for your Court, Division or Department. A current copy of the list is available on the District's Intranet at: <http://fjdintranet.courts.phila.gov/Pages/Home.aspx> and on the FJD Website at <http://www.courts.phila.gov>.

To file a complaint under the Grievance Procedure please take the following steps:

1. Complete the Americans With Disabilities Act (Title II) Grievance Form and return to:

Lead ADA Coordinator
Office of Human Resources
668 City Hall, Philadelphia, PA 19107
(215) 683-6950
HumanResources@courts.phila.gov

Alternative means of filing complaints will be made available for persons with disabilities upon request. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation.

2. Within fifteen (15) calendar days of receipt of the complaint, the above named person will investigate the

complaint, including, meeting with the individual seeking an accommodation, either in person or via telephone, to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the above named person will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio. The response will explain the position of the First Judicial District of Pennsylvania and offer options for substantive resolution of the complaint.

3. If the response to the complaint does not satisfactorily resolve the issue, the complainant may appeal the decision within fifteen (15) calendar days after receipt of the response to Amy Mader, Executive Director, Office of Human Resources. Within fifteen (15) calendar days after receipt of the appeal, Ms. Mader will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, Miss Mader will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

This grievance procedure is informal. An individual's participation in this informal process is completely voluntary. Use of this grievance procedure is not a prerequisite to and does not preclude a complainant from pursuing other remedies available under law.

The UJS Policy on Non-Discrimination and Equal Employment Opportunity also encompasses disability-related issues and provides complaint procedures for UJS court users. Any employment-related disability discrimination complaints will be governed by the UJS Policy on Nondiscrimination and Equal Employment Opportunity.



FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

AMERICANS WITH DISABILITIES ACT (TITLE II)
GRIEVANCE FORM

Grievant Information	
Grievant Name: _____	Home Phone (include area code): _____
Address: _____	Business Phone (include area code): _____
	Mobile Phone (include area code): _____
Alternative Contact Person (other than Grievant)	
Name: _____	Home Phone (include area code): _____
Address: _____	Business Phone (include area code): _____
	Relationship To Client: _____
Court Service, Program or Facility Allegedly in Violation	
Date and Location of Alleged Violation (dd/mm/yyyy)	
Description of Alleged Violation and Requested Remedy	
<p>Has this case been filed with the Department of Justice or other government agency or court?</p> <p style="text-align: center;">Yes No</p>	
If You Answered "Yes" to the Previous Question, Complete the Following	
Agency or Court: _____	Contact Person: _____
Address: _____	Phone (include area code): _____
	Date Filed: _____
Other Comments	
Signature: _____	Date: _____

[Pa.B. Doc. No. 14-2424. Filed for public inspection November 21, 2014, 9:00 a.m.]

Title 25—LOCAL COURT RULES

CUMBERLAND COUNTY

Local Rule 205.4; Civil Term No. 96-1335 Civil

Order

And Now, this 30th day of October, 2014, and effective December 1, 2014, or thirty (30) days after publication in the *Pennsylvania Bulletin*, the Cumberland County Local Rules of Court are amended as follows:

Rule 205.4. Electronic Filing and Service of Legal Papers Filed in the Civil Trial Division.

(a)(1) The Cumberland County Court of Common Pleas does hereby permit electronic filing of all legal papers with the Prothonotary through its Electronic Filing System, as well as the electronic service of such papers, under terms more specifically provided in Pennsylvania Rule of Civil Procedure 205.4 and Cumberland County Rule of Procedure 205.4.

The Prothonotary's Office will provide the necessary technical assistance to those parties who lack the capability to file legal papers electronically.

(2) As used in this rule, the following words shall have the following meanings: "electronic filing" shall be the electronic transmission of legal papers by means other than facsimile transmission; "filing party" shall be an attorney, party or other person who files a legal paper by means of electronic filing; and "legal paper" shall be a pleading or other paper filed with the Prothonotary in any civil action, including attachments and exhibits, even if the legal papers are not adversarial in nature or do not require a response from the non-filing party or parties.

(b) Legal papers shall be presented for filing in a portable document format ("PDF"). As authorized by Pa.R.C.P. 205.4(b)(1), in the event a legal paper is presented for filing in a hard-copy format or an electronic format other than a PDF, the Prothonotary shall convert said legal paper into a PDF and shall maintain it in that format. The Prothonotary shall return the hard-copy legal paper to the filing party for retention as required by Pa.R.C.P. 205.4(b)(4).

(c)(1) The Prothonotary shall provide access to its Electronic Filing System at all times, except during periods of required maintenance.

(2) All legal papers shall be filed electronically through the Electronic Filing System, which will be accessible through the Cumberland County website, www.ccpa.net/prothonotary. To obtain access to the Electronic Filing System, counsel or any unrepresented party must first register with the Prothonotary's Office for a User Name and Password.

(3) The time and date of filing a legal paper and any receipt of the legal paper filed electronically shall be that registered by the Electronic Filing System. The Prothonotary shall provide, through the Electronic Filing System's website, an acknowledgement that the legal paper has been received, including the date and time of receipt, in a form which can be printed for retention by the filing party.

(d) A filing party shall pay the cost of the electronic filing of a legal paper by approved credit or debit card, or by advance deposit of sufficient funds with the Prothono-

tary. The following cards have been approved for payment of the electronic filing: American Express, Discover, MasterCard and Visa.

(e)(1) A filing party shall be responsible for any delay, disruption, interruption of the electronic signals and legibility of the document electronically filed, except when caused by the failure of the Electronic Filing System's website.

(2) No pleading or other legal paper that complies with the Pennsylvania Rules of Civil Procedure shall be refused for filing by the Prothonotary or the Electronic Filing System based upon a requirement of a local rule or local administrative procedure or practice pertaining to the electronic filing of legal papers.

(3) If a pleading or other legal paper is not accepted upon presentation for filing or is refused for filing by the Electronic Filing System, the Prothonotary by email, or the Electronic Filing System, as may be appropriate, shall immediately notify the party presenting the legal paper for filing of the date of presentation, the fact that the document was not accepted or refused for filing by the system, and the reason therefor.

(4)(i) The Court upon motion shall resolve any dispute arising under paragraphs (1) and (2) of this subdivision.

(ii) If a party makes a good faith effort to electronically file a legal paper but it is not received, accepted or filed by the Electronic Filing System, the Court may order that the paper be accepted and filed nunc pro tunc upon a showing that reasonable efforts were made to timely present and file the paper.

(f) As authorized by Pa.R.C.P. 205.4(f), the following administrative procedures are adopted:

(1) The electronic filing of legal papers using an authorized User Name and Password shall constitute the filing party's signature on electronic documents as provided by Pa.R.C.P. 1023.1 and, if the filing party is an attorney, shall constitute a certification of authorization to file it as provided in Pa.R.C.P. 205.1.

(2) Verification of pleadings, as required by Pa.R.C.P. 206.3 and 1024, as well as any other documents executed by the client or third parties, such as Affidavits or Certificates of Service, shall be scanned and attached to the electronic filing in a PDF at the time the legal paper is submitted for electronic filing.

(3) Personal Identifiers in civil matters, such as Social Security numbers, dates of birth, financial account numbers and names of minor children, shall be modified or partially redacted in all documents electronically filed in the office. When necessary, the Prothonotary shall obtain a hard copy of the unredacted information and maintain such information in a closed folder for inspection by the Court; such unredacted information shall not be made available on the Electronic Case Filing System.

(4) The Prothonotary is authorized to refuse for filing a legal paper submitted without the requisite filing fee; such legal paper shall only be deemed to have been filed on the date that said filing fee payment was received by the Prothonotary.

(5) Neither the Court nor the Prothonotary shall be required to maintain a hard copy of any legal paper, notice or Order filed or maintained electronically under this Rule.

(g)(1) Copies of all legal papers other than original process filed in an action or served upon any party to an action may be served:

- (i) as provided by Rule 440; or
 - (ii) by electronic transmission, other than facsimile transmission, to all parties who have previously submitted electronic filing in the same case, pursuant to Cumberland County Civil Rule 205.4 and Pa.R.C.P. 205.4(g).
- (2) Service by electronic transmission is complete when a legal paper is sent:
- (i) to the recipient’s electronic mail address, or
 - (ii) to an electronic filing system website and an e-mail message is sent to the recipient by the electronic filing system that the legal paper has been filed and is available for review on the system’s website.

Note: Upon the electronic filing of a legal paper other than original process, the electronic filing system may automatically send notice of the filing to all parties who have agreed to service by electronic transmission or whose e-mail address is included on an appearance or prior legal paper filed in connection with the action. If the electronic filing system sends notice of such filing, the party filing the legal paper only need serve those parties who are not served by the electronic filing system.

An electronic mail address set forth on letterhead is not a sufficient basis under this rule to permit electronic service of legal papers.

(3) Copies of all Notice, Orders or Judgments from the Court in any action shall be served by electronic transmission through the Electronic Filing System to all parties who have previously submitted electronic filings in the same case. In the event that a party or parties have not yet submitted electronic filing in a particular case, then the Prothonotary shall provide notice by facsimile, other electronic means or by forwarding a hard copy to said party or parties.

Pursuant to Pa.R.C.P. 239, the Court Administrator is directed to forward seven (7) certified copies of this order to the Administrative Office of Pennsylvania Courts, two (2) certified copies to the Legislative Reference Bureau, for publication in the *Pennsylvania Bulletin* together with a diskette, formatted in Microsoft Word for Windows reflecting the text in hard copy version, one (1) copy to the Supreme Court Civil Procedural Rules Committee and/or the Supreme Court Domestic Relations Committee, and one (1) copy to the Cumberland Law Journal.

By the Court

KEVIN A. HESS,
President Judge

[Pa.B. Doc. No. 14-2425. Filed for public inspection November 21, 2014, 9:00 a.m.]

DAUPHIN COUNTY

Promulgation of Local Rules; No. 1793 S 1989

Order

And Now, this 5th day of November 2014, Dauphin County Local Rules of Civil Procedure 1012, 1915.3, 1915.4-2, 1915.15(c), 1920 and 1920.1 are amended as follows and Dauphin County Local Rules of Civil Procedure 1910.11, 1910.11.1, 1915.17, 1915.3.1, 1915.3.2, 1915.4-4, 1930, 1930.8 and 1931 are promulgated as follows:

Rule 1012. Self-Represented Party Entry of Appearance—Nonfamily Law Civil Actions.

1. [All] Each self-represented [parties] party in all civil actions other than family law matters shall [enter] file a written [which provides an address where service of pleadings and other legal papers may be made. This address does not have to be a home address. The written appearance shall also provide a telephone number where the party may be contacted. A facsimile number may also be provided in accordance with Pa.R.C.P. No. 440(d).] Self Represented Party Entry of Appearance in accordance with Pa.R.C.P. 1012. (For family law matters, see Local Rule 1930.8). A [appearance] Self Represented Party Entry of Appearance form [shall be made] is available in the Prothonotary’s Office and [on the Court’s website at www.dauphincounty.org] at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

2. Each self-represented [parties] party shall be under a continuing obligation to file [praecipe] an amended Self-Represented Party Entry of Appearance with the Prothonotary’s Office updating the self-represented party’s contact information immediately upon any change [in the address, telephone number or other contact information for that party].

3. [All] Each self-represented party shall provide a copy of [entry of appearance form and any updates to his/her contact information] his or her Self Represented Party Entry of Appearance and any updates to all other parties and attorneys of record immediately upon [the] filing [of such matters].

4. The assertion of self-representation shall not delay any stage of the [proceedings] proceeding, absent good cause shown.

5. The Self-Represented Party Entry of Appearance under this rule shall be substantially in the following form:

PLAINTIFF
vs.
NO. _____

DEFENDANT
SELF-REPRESENTED PARTY ENTRY OF APPEARANCE

1. I am the Plaintiff Defendant in the above-captioned case and have chosen to represent myself.

2. My address for the purpose of this case and for serving me with 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 regularly check my mail at this address to ensure that I know of important deadlines or scheduled proceedings.

3. My telephone number where I can be reached during normal business hours (8:00 a.m.—4:30 p.m. Monday—Friday) is _____. My Email is _____.

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

5. I certify that I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

6. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date _____ Signature (Your Signature) _____

(Editor's Note: Rules 1910.11 and 1910.11.1 are new and printed in regular type to enhance readability.)

Rule 1910.11. Domestic Relations Cases—Demand for Hearing De Novo Before the Court.

1. A Demand for Hearing De Novo before the Court, in accordance with Pa.R.C.P. 1910.11, shall be filed in the Domestic Relations Office accompanied by a filing fee of \$15.00.

2. A Demand for Hearing shall be substantially in the form set forth below and shall be accompanied by the following:

a. Prior Court Involvement Statement in accordance with Local Rule 1931. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

b. Seminar Attendance Order, in the form set forth below in accordance with Local Rule 1930. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

c. Self-Represented Party Entry of Appearance in accordance with Local Rule 1930.8 if the party filing the Demand for Hearing De Novo is not represented by counsel. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

3. The Domestic Relations Office shall obtain from the Court Administrator's Office the dates to insert in the Seminar Attendance Order and prepare an Order For Court Hearing.

4. The Domestic Relations Office will mail the Seminar Attendance and Hearing Orders to all parties.

5. All Demands for Hearing De Novo shall be substantially in the following form. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

Plaintiff : IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA
:
: PACSES CASE NUMBER
:
Defendant : DOCKET NO.

DEMAND FOR HEARING DE NOVO BEFORE THE COURT

1. I _____ am appealing the Order
Print Name

issued following my Domestic Relations Conference in the above-captioned case and demand a Hearing De Novo before the Court regarding the following:

Date of order: _____

Monthly Amount of Support Order \$ ____ . ____

2. The reason(s) for my Demand for Hearing De Novo is/are as follows:

3. I have attached:

(a) Filing Fee of \$15.00.

(b) Prior Court Involvement Statement (form available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center).

(c) Seminar Attendance Order (form available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center).

(d) Self-Represented Party Entry of Appearance (form available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center).

4. I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____

Name _____ Address _____

Signature of person requesting the Hearing or their attorney: _____

Print Name: _____ Date: _____

Rule 1910.11.1.

The Seminar Attendance Order shall be substantially in the following form:

: IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA
Plaintiff :
: PACSES CASE NUMBER:
:
Defendant : DOCKET NO.

SEMINAR ATTENDANCE ORDER

All parties are ORDERED to attend a four hour educational parenting seminar (Seminar) and file the Certificate of Attendance you will receive at the Seminar at the Domestic Relations Office prior to your hearing before the Court.

The Plaintiff shall attend on _____ at _____ o'clock and the Defendant shall attend on _____ at _____ o'clock. Any requests for re-scheduling must be directed to the Provider and will be granted only upon cause shown. (See attached Provider brochure for additional information).

You **MUST** attend and complete the Seminar prior to your Hearing before the Court.

Failure to attend and complete the Seminar may be considered as Contempt of Court punishable by fine and other appropriate sanctions including up to six (6) months incarceration.

BY THE COURT:

DATE: _____

Rule 1915.3. Custody Actions.

(a) *Commencement of Custody Actions*

1. A custody action shall be commenced by the filing of an original and one copy of either a Custody Complaint or a Divorce Complaint **or Counterclaim** that contains a custody count with the Prothonotary **in accordance with Pa.R.C.P. 1915.3.**

2. In addition to the filing fees assessed for the filing of complaints, an additional administrative fee in the amount of \$150.00 shall be paid to the Prothonotary simultaneously with the filing of the Custody **action.** [Complaint or the Divorce complaint which contains a custody count.]

(b) A Custody Action shall include the following attachments:

1. A Seminar Attendance and Custody Conference Scheduling Order in accordance with Local Rule 1915.15(c).

2. Prior Court Involvement Statement in accordance with Local Rule 1931. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

3. A Criminal or Abuse History Verification in accordance with Pa.R.C.P. 1915.3-2. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

4. A Proposed Parenting Plan in accordance with 23 Pa.C.S.A. § 5331. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

5. Self-Represented Party Entry of Appearance, if not represented by legal counsel, in accordance with Local Rule 1930.8. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

(c) The Prothonotary shall **promptly** forward the original Custody [Complaint or Divorce Complaint which contains a custody count] action with the attachments listed above to the Court Administrator's Office for assignment to a Custody Conference Officer and scheduling of the Seminar.

(d) [the] The Court Administrator's Office will contact a Custody Conference Officer [shall set] to establish the date, time and [place] location of the [and file a scheduling order with the Prothonotary] Custody Conference which will generally be scheduled after the dates for the parties' attendance at the mandatory four hour educational parenting seminar (Seminar) in accordance with Local Rule 1930.

(e) The Court Administrator's Office will insert the assigned dates, times and location on the Seminar Attendance and Custody Conference Scheduling Order.

(f) The Court Administrator's Office shall file the Order with the Prothonotary and promptly notify the Plaintiff(s) or their legal counsel, if represented, that the Custody action, attachments, Seminar Attendance and Custody Conference Scheduling Order are ready to pick up for service on the other parties in accordance with the applicable rules of civil procedure.

(g) Plaintiff(s) or their legal counsel, if represented, shall promptly file a [certificate of service] Certificate of Service with the Prothonotary verifying that they have served the Complaint, attachments and Order on all parties before the date of the scheduled Seminars and Custody Conference.

(h) If the parties do not reach an agreement at the Custody Conference (see Local Rule 1915.4-2), the case will be assigned to a Family Court Judge.

(i) As a general rule, if a Judge has handled a contested family law case for that family, the matter will be assigned to that Judge.

Rule 1915.3.1. Petitions for Modification of a Custody Order.

[(b) Subsequent actions (petitions for modification or contempt)]

(a) An original and one copy of [the petition for modification of a custody order or a petition for contempt of a custody order] a Petition for Modification of a Custody Order shall be filed with the Prothonotary together with the administrative fee of \$150.00.

[2. An administrative fee of \$150.00 shall be paid to the Prothonotary simultaneously with the filing of either the petition for modification of a custody order or a petition for contempt of a custody order.]

(b) A Petition for Modification of a Custody Order shall include the following attachments:

1. A Seminar Attendance and Custody Conference Scheduling Order in accordance with Local Rule 1915.15(c).

2. Prior Court Involvement Statement in accordance with Local Rule 1931. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

3. A Criminal or Abuse History Verification in accordance with Pa.R.C.P. 1915.3-2. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

4. Self-Represented Party Entry of Appearance, if not represented by legal counsel, in accordance with Local Rule 1930.8. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

5. A Proposed Parenting Plan in accordance with 23 Pa.C.S.A. § 5331. This form is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

6. A copy of the most recent Custody Order, Agreement or Parenting Plan.

(c) The Prothonotary shall **promptly** forward the original [petition for modification] Petition for Modification of a Custody Order [or petition for

contempt of a custody order] with the attachments listed above to the Court Administrator's Office for assignment to a Custody Conference Officer [the] and scheduling of the Seminar.

(d) The Court Administrator's Office shall contact a Custody Conference Officer [shall set] to establish the date, time and [place] location of the [and file a scheduling order with the Prothonotary] Custody Conference which will generally be scheduled after the dates for the parties' attendance at the mandatory four hour educational parenting seminar (Seminar) in accordance with Local Rule 1930. Attendance at the Seminar is not required if the parties have attended the Seminar within the last twelve (12) months unless ordered by the Court.

(e) The Court Administrator's Office will insert the dates, times and location on the Seminar Attendance and Custody Conference Scheduling Order.

(f) The Court Administrator's Office shall file the Order with the Prothonotary and promptly notify the Petitioner(s) or their legal counsel, if represented, that the Petition for Modification, attachments and Seminar Attendance and Custody Conference Scheduling Order are ready for service on the other parties in accordance with the applicable rules of civil procedure.

(g) The Petitioner or their legal counsel, if represented, shall promptly thereafter file a Certificate of Service verifying that they have served the Petition, attachments and Order on all parties with the Prothonotary before the date of the scheduled Seminars and Custody Conference.

(h) If the parties do not reach an agreement at the Custody Conference (see Local Rule 1915.4-2), the case will be assigned to a Family Court Judge.

(i) As a general rule, if a Family Judge has handled a contested family law case for that family, the matter will be assigned to that Judge.

[6. A copy of the most recent custody order shall be attached to the petition for modification or contempt.

(c) All parties in a contested custody case are strongly encouraged to attend the Seminar for Families in Conflict before attendance at the custody conference before a conference officer. To this end, when a custody complaint, petition for modification or petition for contempt are filed with the Prothonotary, all parties shall be provided with a copy of this rule and a pamphlet which provides information on the Seminar for Families in Conflict. If the filing party is represented, the attorney shall provide this information to his/her client and to all opposing parties. If the filing party is not represented, the conference officer shall provide this information to all parties.]

(Editor's Note: The following rule is new and printed in regular type to enhance readability.)

Rule 1915.3.2. Petition for Contempt of Custody Orders, Custody Agreement or Parenting Plan.

(a) An original and one copy of a Petition for Contempt shall be filed with the Prothonotary together with the administrative fee of \$150.00.

(b) A Petition for Contempt shall include the following:

1. Seminar Attendance and Custody Conference Scheduling Order in accordance with Local Rule 1915.15(c).

2. Prior Court Involvement Statement in accordance with Local Rule 1931. This is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

3. A Criminal or Abuse History Verification in accordance with Pa.R.C.P. 1915.3-2. This is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

4. Self-Represented Party Entry of Appearance if not represented by legal counsel in accordance with Local Rule 1930.8. This is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

5. Copy of the most recent Custody Order, Custody Agreement or Parenting Plan.

(c) The Prothonotary shall promptly forward the original Petition for Contempt with the attachments listed above to the Court Administrator's Office for assignment to a Custody Conference Officer.

(d) The Court Administrator's Office shall contact a Custody Conference Officer to establish the date, time and location of the Custody Conference.

(e) The Court Administrator's Office will insert the assigned dates, times and location on the Seminar Attendance and Custody Conference Scheduling Order.

(f) The Court Administrator's Office shall file the Order with the Prothonotary and promptly notify the Petitioner or their legal counsel, if represented, that the docketed Petition for Contempt, attachments and Seminar Attendance and Custody Conference Scheduling Order are ready for service on all other parties promptly in accordance with the applicable rules of civil procedure.

(g) The Petitioner or their counsel, if represented, shall thereafter promptly file a Certificate of Service verifying that they have served the Petition, attachments and Order on all parties with the Prothonotary before the date of the scheduled Custody Conference.

(h) If the parties do not reach an agreement at the Custody Conference (see Local Rule 1915.4-2), the case will be assigned to a Family Court Judge.

(i) As a general rule, if a Judge has handled a contested family law case for that family, the matter will be assigned to that Judge.

Rule 1915.4-2. Custody Conference Officers.

(a) Custody Conference Officers shall be appointed by the Court to meet with the parties and their legal counsel in a custody action [to work out custody arrangement;] to conciliate the matter, attempt to resolve issues and reach an agreed Parenting Plan/Custody Order and/or if this cannot be accomplished, to define and narrow the issues to be heard by a Judge.

[2. Recommend the appointment of counsel for the child(ren) in appropriate situations;

3. Recommend the utilization of home studies and/or expert witnesses in appropriate situations;

3. Prepare agreed interim or final Parenting Plan/Custody Orders [or final orders] for review by the Court.]

(b) The compensation of Custody Conference Officers shall be set by order of court **by the President Judge.**

(c) **Custody Conference Officers—Not Witnesses**

1. To facilitate the conference process and encourage frank, open and meaningful exchanges between the parties and their respective counsel, statements made by the parties, or their witnesses, shall not be admissible as evidence in a Custody [**hearing**] **Trial** before the Court.

2. The Custody Conference Officer shall not be a witness for or against any party in a Custody [**hearing**] **Trial** before the Court or in any other proceeding whatsoever **absent Court Order.**

(d) **Agreement of Parties at Conciliation Conference.**

(1) If the parties are able to reach an agreement during the Custody Conference, the Custody Conference Officer shall prepare a proposed [**order**] **Parenting Plan and Custody Order** memorializing the agreement. [**The proposed order shall be submitted to the judge assigned to handle custody matters for review. The proposed order shall not contain any reference to child support. If approved the order shall be filed with the Prothonotary and copies shall be distributed to all parties.**]

(2) At the conclusion of the Conference, even if the parties have reached an agreement, if any of the parties have not attended the Seminar within the past twelve (12) months, the Custody Conference Officer shall serve them with another Order setting forth the new dates for their attendance and direct that they file their Certificates of Completion of the Seminar with the Prothonotary following which the Court will sign their Parenting Plan/Custody Order.

(3) The Custody Conference Officer may also recommend that paramours or other adults who have a strong role in the parenting of the child(ren) should attend the Seminar.

(4) The Proposed Parenting Plan and Order shall be submitted to a Family Court Judge. If a Family Court Judge has previously handled any of the parties' prior contested family law matters, it will be submitted to that Judge.

(5) If approved and signed by the Court, the Parenting Plan/Custody Order shall be filed by the Court Administrator's Office with the Prothonotary and copies shall be mailed to all parties by the Court Administrator's Office.

(e) **No Agreement**

1. If the parties are unable to reach an agreement during the Custody Conference, the Custody Conference Officer shall prepare a Conference Summary Report [**The Conference Summary Report shall contain**] **for the Court which shall include the following:**

(a) [**facts**] **All relevant information** gathered by the Custody Conference Officer during the conference. [**and outline the**]

(b) **A summary of the contested issues** [**for resolution**] **to be decided by the Court.**

(c) **Whether or not the parties have filed the required attachments pursuant to Local Rule 1915.3(b) and if not, the dates within which the**

parties have to comply and attach a recommended order providing the due date for the following:

(1) **Seminar Attendance Certificates;**

(2) **Prior Court Involvement Statement;**

(3) **Criminal History and Abuse Verification;**

(4) **Proposed Parenting Plan;**

(5) **Self-Represented Party Entry of Appearance if not represented by legal counsel.**

(d) **List any criminal or abuse history on the parties' Criminal History and Abuse Verification warranting the Court to immediately order an Evaluation pursuant to 23 Pa.C.S.A. § 5329 or § 5330.**

(e) **Summarize any mental health or drug or alcohol problems raised at the Conference and recommend whether the Court should order an evaluation pursuant to Pa.R.C.P. 1915.8.**

(f) **Any recommendation that the court order the parties to re-attend the Seminar, even if they have attended the Seminar within twelve (12) months of the Conference.**

(g) **Any recommendation that paramours or other adults who reside in the household or have a strong role in the parenting of the child(ren) should attend the Seminar**

(h) **Any agreed Interim Parenting Plan/Custody Order.**

(i) **A list of the names and relationships of all persons who reside in each parties' household.**

(j) **Any reports from appropriate agencies/experts.**

(k) **Whether independent counsel should be appointed for the child(ren).**

(l) **The present status of the custody of the child(ren).**

(m) **Any existing Parenting Plan/Custody Order.**

(2) [(b)] **The Court Administrator's Office shall file [The] the Conference Summary Report [shall be filed] with the Prothonotary and copies shall be [distributed] mailed to all parties by the Court Administrator's Office.**

[(c)] (3) **The Court Administrator's Office [The Prothonotary] shall promptly forward the Conference Summary Report [to the Court Administrator's Office the case will be] and file to the assigned [to a] judge.**

4. **If the parties do not reach an agreement at the Custody Conference, the case will be assigned to a Family Court Judge.**

5. **As a general rule, if a Judge has handled a contested family law case for that family, the matter will be assigned to that Judge.**

(f) [**At the conclusion of the conference, the Custody Conference Officer will serve the parties with the date and time they are scheduled to attend the Seminar.**] **The Custody Conference Officer may determine that paramours or other adults who reside in the household or have a strong role in the parenting of the child(ren) should attend the Seminar.**

[3. All parties must attend the Seminar prior to the hearing before a judge. Any request for an extension of time within which to attend the Seminar shall be made to the assigned judge in a motion filed with the Prothonotary. The fee for the Seminar shall be determined by the provider and must be paid prior to the Seminar. Payment shall be made by certified check, money order or cash. No personal checks will be accepted. No hearing or trial shall be delayed because of the failure of a party to attend the Seminar.]

(*Editor's Note:* The following rule is new and printed in regular type to enhance readability.)

Rule 1915.4-4. Pre-Trial Conferences and Trial.

(a) No later than five (5) days prior to the Pre-Trial Conference with a Judge, all parties must file a Pre-Trial Statement and serve copies on all other parties or their legal counsel. The Pre-Trial Statement must include the following:

- (1) Brief summary of the case including the names and dates of birth of the child(ren) at issue and the current custody arrangement;
- (2) Statement of issues expected to be raised at Trial;
- (3) Admissions from pleadings to be made part of the record;
- (4) Stipulations of parties;
- (5) Statements of objections or unusual evidentiary problems expected to arise at trial;
- (6) Statement of settlement prospects;
- (7) Estimated time needed for Trial;
- (8) Name and address of each expert intended to be called at trial as a witness or a request that an expert custody evaluator or other expert witness be appointed by the Court;
- (9) Name and address of each witness intended to be present at Trial and the relationship of the witness to the parties and child(ren);
- (10) List of proposed exhibits intended to be offered at Trial;
- (11) Proposed Parenting Plan if this differs from the Proposed Parenting Plan already filed;
- (12) Updated Criminal or Abuse History Verification of other parties or persons living in the residence;
- (13) Information about Criminal and Abuse History of other parties or persons living in the residence;
- (14) Certificate of Completion of the Seminar if not previously filed;
- (15) Any other relevant matter.

(b) No later than five (5) days prior to a Custody Trial before a Judge, the parties shall file an updated Pre-Trial Statement and serve copies on all other parties or their legal counsel which shall include the items listed above and any additional items as directed by the Judge.

Rule 1915.15(c). Seminar Attendance and Custody Conference Scheduling Order—Custody Complaint, Custody Count in Divorce Complaint or Petition for Modification or Petition for Contempt.

In addition to the information required by Pa.R.C.P. 1915.15(a) or 1915.15(b), each Custody Complaint, Petition for Modification, Petition for Contempt, or custody

count in a Divorce action relating to child custody shall include a [cover sheet] Seminar Attendance and Custody Conference Scheduling Order in substantially the following [format] form:

Plaintiff : IN THE COURT OF COMMON PLEAS
 : DAUPHIN COUNTY, PENNSYLVANIA
 :
 : CIVIL ACTION
 : CUSTODY
 :
 Defendant : NO.

SEMINAR ATTENDANCE AND CUSTODY
 CONFERENCE SCHEDULING ORDER [OF COURT]

AND NOW, upon consideration of the attached Complaint, Petition for Modification or Petition for Contempt of a Custody Order, it is hereby [directed] ordered that the parties and their respective counsel appear before the Custody Conference Officer, on the _____ day of _____, 20____, Dauphin County Courthouse, 3rd Floor, 101 Market Street, Harrisburg, Pennsylvania for a Custody Conference. At such Conference, an effort will be made to **conciliate and** resolve the issues in dispute; or if this cannot be accomplished, to define and narrow the issues to be heard by the Court [, and to enter into a Temporary Order] .

Children should not attend the conference unless requested by the Custody Conference Officer.

All parties are ORDERED to attend a four hour educational parenting seminar (Seminar) and file with the Prothonotary and bring with you to the Custody Conference your Seminar Certificate of Attendance you will receive at the Seminar. The Plaintiff is scheduled to attend on _____ at _____ o'clock and the Defendant is scheduled to attend on _____ at _____ o'clock. Any requests for rescheduling must be directed to the Seminar Provider and will be granted only upon cause shown. (See attached Seminar Provider brochure for additional information).

FAILURE TO ATTEND THE SEMINAR MAY BE CONSIDERED AS CONTEMPT OF COURT PUNISHABLE BY FINE, OTHER APPROPRIATE SANCTIONS INCLUDING UP TO SIX (6) MONTHS INCARCERATION.

IF YOU FAIL TO APPEAR AT THE CUSTODY CONFERENCE AS PROVIDED BY THIS ORDER, AN ORDER FOR CUSTODY MAY BE ENTERED AGAINST YOU OR THE COURT MAY ISSUE A WARRANT FOR YOUR ARREST.

You must complete and file with the [court a verification regarding any criminal record or abuse history] Prothonotary a Criminal or Abuse History Verification regarding you and anyone living in your household [the conference scheduled above] and your Proposed Parenting Plan on or before _____. [This Verification must be filed in the Prothonotary's Office at the Dauphin County Courthouse, 101 Market Street, Harrisburg, PA.] The Criminal or Abuse History Verification and Proposed Parenting Plan are attached. These forms are also available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

You must mail a copy of your Criminal or Abuse History Verification and your Proposed Parenting Plan to all other parties by _____ .

No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and Pa.R.C.P. No. 1915.17 regarding relocation.

[The Court strongly recommends that all parties immediately attend the Seminar for Families in Conflict presented by InterWorks which provides helpful information on communication concerning the child(ren) despite disagreements of the parties on those and other topics. Call InterWorks to schedule attendance at (717) 236-6630. If resolution is not reached at the custody conference, the Court will order the parties to attend the Seminar.]

IF ANY PARTY TO THIS CUSTODY ACTION IS INCARCERATED AT ANY STAGE OF THE PROCEEDINGS, THE CUSTODY CONFERENCE OFFICER OR ASSIGNED JUDGE WILL MAKE REASONABLE EFFORTS TO ARRANGE FOR THE INCARCERATED PARTY TO PARTICIPATE BY TELEPHONE OR VIDEO CONFERENCE. IF YOU, AS AN INCARCERATED PARTY, DO NOT THINK SUCH ARRANGEMENTS HAVE BEEN MADE, PLEASE CONTACT THE COURT ADMINISTRATOR'S OFFICE AT (717) 780-6630 OR BY MAIL AT 3RD FLOOR, DAUPHIN COUNTY COURTHOUSE, 101 MARKET STREET, HARRISBURG, PA[.] 17101.

FOR THE COURT:

Date _____ By _____
Custody Conference Officer

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. IF NEEDED, YOU SHOULD CALL TODAY TO MAKE AN APPOINTMENT PRIOR TO YOUR CUSTODY CONFERENCE.

DAUPHIN COUNTY LAWYER REFERRAL SERVICE
213 North Front Street
Harrisburg, PA 17101
(717) 232-7536

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Dauphin 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 at (717) 780-[6624] 6630. All arrangements must be made at least 72 hours prior to any hearing or [business before the court] conference. [You must attend the scheduled conference.]

(Editor's Note: The following rule is new and printed in regular type to enhance readability.)

Rule 1915.17. Relocation—Change of Address Which Will Significantly Impair the Ability of a Non-Relocating Party to Exercise Custodial Rights.

(1) A party proposing to relocate must send a Notice of Relocation and Counter-Affidavit to every other person who has custodial rights to the child(ren) pursuant to Pa.R.C.P. 1915.17. The Notice of Relocation and Counter-Affidavit are found in Pa.R.C.P. 1930.4 and also are available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

(2) If a party, because of the proposed relocation, files a Complaint for Custody or a Petition for Modification, the local rules regarding those actions must be followed. See Local Rule 1915.3 and 1915.3.1.

Rule 1920. [Actions of] Divorce or Annulment Complaints.

Rule 1920.1. Form of Complaint.

(1) In addition to the information required by Pa.R.C.P. 1920.12, each Divorce or Annulment Complaint shall contain one of the following averments:

A. Plaintiff avers that there are no children of the parties under the age of 18.

B. Plaintiff avers that there are children of the parties under the age of 18 and their names and ages are as follows:

(2) A Divorce or Annulment Complaint or Counterclaim which includes a count for custody shall contain the attachments set forth in Local Rule 1915.3 and follow all other Custody action procedures.

(3) A Divorce or Annulment Complaint which does not include a count for custody, where the parties are parents of children under the age of eighteen (18), shall include the following Seminar Scheduling Order.

Plaintiff : IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA
: CIVIL ACTION
Defendant : NO.

SEMINAR SCHEDULING ORDER

All parties are ORDERED to attend a four hour educational parenting seminar (Seminar) and file with the Prothonotary the Certificate of Attendance you will receive at the Seminar. The Plaintiff is scheduled to attend on _____ at _____ o'clock and the Defendant is scheduled to attend on _____ at _____ o'clock. Any requests for re-scheduling must be directed to the Provider and will be granted only upon cause shown. (See attached Provider brochure for additional information).

FAILURE TO APPEAR AT THE SEMINAR AS SCHEDULED OR FAILURE TO REGISTER AND COMPLETE THE PROGRAM WILL BE BROUGHT TO THE ATTENTION OF THE COURT AND MAY RESULT IN A FINDING OF CONTEMPT OF COURT PUNISHABLE BY FINE AND OTHER APPROPRIATE SANCTIONS INCLUDING UP TO SIX (6) MONTHS INCARCERATION.

If you fail to attend this seminar, no divorce decree will be granted where there are children under the age of 18 until both parties attend the Seminar.

BY THE COURT:

Date: _____

(Editor's Note: Rules 1930, 1930.8 and 1931 are new and printed in regular type to enhance readability.)

Rule 1930.

A. Mandatory Four Hour Educational Parenting Seminar

1. In all Custody, Divorce or Annulment actions in which the parties have children under the age of 18 and where a Demand for Hearing De Novo Before the Court involving child support has been filed, except for the exclusions listed below, the parties shall complete a four hour parenting educational seminar (Seminar) if a party has not attended the Seminar in the prior twelve (12) months and in such other cases as the Court may order.

2. In Divorce or Annulment actions in which the parties have children under the age of 18, the Plaintiff shall attend the Seminar within forty five (45) days of filing and the Defendant shall attend the Seminar within forty five (45) days from service of the complaint.

3. In custody actions, other than Petitions for Special Relief (Emergency Custody Petitions) and Contempt, all parties must attend the Seminar before the date of their Custody Conference.

4. In a Petition for Contempt or a Petition for Special Relief (Emergency Custody) or other similar Custody actions, the parties shall attend the Seminar as ordered by the Court.

5. In Demands for Hearing De Novo Before the Court involving child support, the parties shall attend the Seminar prior to the hearing before the Court except in Children and Youth Appeals, emancipation cases and cases where the obligor has no assets.

6. The fee for the Seminar must be submitted to the Provider on the date of attendance in accordance with the instructions contained in the pamphlet provided to all parties with their Seminar Attendance Order.

7. If the parties have not attended the Seminar prior to their Custody Conference, the Custody Conference Officer shall provide the party with another date or time to attend the Seminar and such Order will be filed with the Prothonotary's Office.

8. If the Custody Conference Officer recommends that it would be in the child(ren)'s best interests for a party's paramour or other adult who resides in the household or has a strong role in the parenting of the child(ren) to attend the Seminar, the Court may enter an Order requiring their attendance at the Seminar.

9. No Parenting Plan/Custody Order will be entered or Divorce or Annulment Decree granted in cases where the parties have children under the age of eighteen (18) until all parties have completed the Seminar, unless this requirement is waived by the Court for good cause shown.

10. Failure to attend the Seminar may be considered as Contempt of Court punishable by fine and other appropriate sanctions including up to six (6) months incarceration.

Rule 1930.8. Self-Represented Party Entry of Appearance—Family Law Matters.

1. All self-represented parties in family law matters shall file a written Self Represented Party Entry of

Appearance in accordance with Pa.R.C.P. 1930.8 at all of their pending case dockets (custody, divorce, support, protection from abuse and paternity) where they are not represented by counsel. This form is available in the Prothonotary's Office, Domestic Relations Office and at www.dauphincounty.org/government/Court-Departments/Self-Help-Center.

2. All self-represented parties shall be under a continuing obligation to file an amended Self Represented Party Entry of Appearance updating the self-represented party's contact information immediately upon any change in their address, telephone number or other contact information.

3. All self-represented parties shall provide a copy of their Self Represented Party Entry of Appearance and any updates to all other parties and attorneys of record immediately upon filing.

4. The Self-Represented Party Entry of Appearance under this rule shall be substantially in the following form:

_____ IN THE COURT OF COMMON PLEAS
 PLAINTIFF DAUPHIN COUNTY, PENNSYLVANIA
 vs.
 NO. _____

 DEFENDANT

SELF-REPRESENTED PARTY ENTRY OF APPEARANCE

1. I am the Plaintiff Defendant in the above-captioned (MARK ONE) custody, divorce, support, protection from abuse, paternity case.

2. This (MARK ONE) is 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 (check only one box)

This is NOT a new case and _____
 (Name of Attorney)

previously represented me in this 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:

OR (check only one box)

I am entering my appearance as a self-represented party (sign) _____

My attorney acknowledges his/her withdrawal as my attorney in this case.

(Attorney signature) _____, Esq.

3. 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 regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

This is my home address.
 This is not my home address.

4. My telephone number where I can be reached during normal business hours (8:00 a.m.—4:30 p.m. Monday—Friday) is _____. My email address is _____

My telephone number and email address are confidential pursuant to a Protection From Abuse Order.

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

6. I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____

Name _____ Address _____

7. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18

Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date Signature (Your Signature)

Rule 1931. Mandatory Prior Court Involvement Statement for All Family Law Matters.

1. For the purposes of this section, Family Law Matters include all Divorce, Custody, Protection from Abuse, Support and Paternity actions and all related motions, petitions or other pleadings.

2. All Family Law Matters that require the assignment of a judge must attach a completed Prior Court Involvement Statement to the front of their pleading. The Prior Court Involvement Statement shall be in the following form and is available at www.dauphincounty.org/government/Court-Departments/Self-Help-Center:

Plaintiff : IN THE COURT OF COMMON PLEAS
 : DAUPHIN COUNTY, PENNSYLVANIA
 :
 v. : NO. _____
 :

Defendant : CIVIL ACTION—LAW

PRIOR COURT INVOLVEMENT STATEMENT

The following lists all cases involving one or more of the same parties and indicates if a prior matter involved a Conference or a Contested Hearing before a Judge or if an agreed order was entered.

<i>Check all that Apply</i>	<i>Action</i>	<i>Docket Number</i>	<i>Judge</i>	<i>Contested Hearing or Pretrial Conference</i>	<i>Agreement Reached and No Hearing Before a Judge Required</i>
<input type="checkbox"/>	Custody				
<input type="checkbox"/>	Divorce				
<input type="checkbox"/>	Support or APL				
<input type="checkbox"/>	Paternity				
<input type="checkbox"/>	PFA				
<input type="checkbox"/>	This is the first Family Law Matter Filed in Dauphin County involving the above-captioned parties and children.				

Date

Signature (Your Signature)

Name (Print your Name)

This amendment shall be effective January 1, 2015 after publication in the *Pennsylvania Bulletin*.

By the Court

TODD A. HOOVER,
President Judge

[Pa.B. Doc. No. 14-2426. Filed for public inspection November 21, 2014, 9:00 a.m.]

LEHIGH COUNTY
Local Rules of Court; No. 2014-J-71

Order of Court

And Now, this 3rd day of November 2014, effective 30 days after publication in the Pennsylvania Bulletin, it is hereby Ordered that the following Lehigh County Family Court Rules are Rescinded:

Rule 1910.11(a)-1 Attorney Appearance

Rule 1910.11(a)-2 Continuances

Rule 1910.12 Hearing Procedure

It is further Ordered that, effective 30 days after publication in the Pennsylvania Bulletin, the following Lehigh County Family Court Rules are Adopted:

Rule 1910.6. Notification. Entry of Appearance.

An attorney who attends a support conference or hearing on behalf of a party shall first file a Praecipe for Entry of Appearance with the Domestic Relations Section. The Entry of Appearance shall continue for all aspects of the support action.

Rule 1910.12. Hearing. Exceptions. Continuance.

Support actions shall proceed in accordance with the alternative hearing procedure set forth in Pa.R.C.P. 1910.12.

* * * * *

(d)(1) If the moving party fails to appear for the hearing, the hearing officer, upon agreement of the appearing party, shall:

- a) make the Interim Order a Final Order or
b) dismiss the pleading.

(2) If the non-moving party fails to appear for the hearing, the hearing officer shall proceed with the hearing.

(3) Evidence to be received by the hearing officer pursuant to Pa.R.C.P. 1910.12(d) shall include financial information gathered through the regularly conducted business of the Domestic Relations Section, including, but not limited to income tax returns, wage, employment, and asset information.

(e) Information on the procedure for filing exceptions and the costs associated therewith shall be sent with the proposed order and report of hearing officer to counsel of record and to each party.

(f) Upon the filing of exceptions, an order shall issue:

- (1) scheduling the matter for argument within 45 days and
(2) directing the party filing exceptions to obtain a hearing transcript.

* * * * *

(h) Failure to comply with the provisions of this rule or the provisions of the order set forth in section (f) above may subject a party to:

- (1) dismissal of the exceptions,
(2) a finding of contempt after notice and hearing, and imposition of appropriate sanctions.

* * * * *

(1) Applications for Continuance

Applications for continuance shall be made by the attorney of record or a self represented litigant on the Domestic Relations Section Application for Continuance form.

(1) An application for continuance for any matter scheduled before a conference officer shall be presented to the director of the domestic relations section for decision. Any party dissatisfied with the decision of the director may seek further relief from the family/miscellaneous motions judge.

(2) An application for continuance for a hearing before a hearing officer shall be presented to the hearing officer for decision. Any party dissatisfied with the decision of the hearing officer may seek further relief from the family/miscellaneous motions judge.

(3) An application for continuance for a matter scheduled to be heard by a judge shall be presented to the assigned judge, or if the matter is not assigned to a judge, to the family/miscellaneous motions judge.

By the Court

CAROL K. McGINLEY,
President Judge

[Pa.B. Doc. No. 14-2427. Filed for public inspection November 21, 2014, 9:00 a.m.]