

### **III. Forms**

- A. Entry of Appearance (Form 1)
- B. State Cover Sheet (Form 2)
- C. Local Cover Sheet (Form 3)
- D. Supplemental Cover Sheet (Form 4)
- E. Notice (Form 5)
- F. Custody Complaint (Form 6)
- G. Criminal/Abuse Verification (Form 7)
- H. Service Documentation Forms
  - 1. Proof of Service - Certified Mail (Form 8)
  - 2. Affidavit of Service – Mail Unsuccessful (Form 9)
  - 3. Acceptance of Service (Form 10)
- I. Sample Custody Agreement (Form 11)
- J. Motion to Adopt an Agreement (Form 12)
- K. Sample Order Adopting an Agreement (Form 13)

PLEASE DETACH THE FOLLOWING FORMS AND FILL IN THE FORMS WHILE GOING THROUGH THE INSTRUCTIONS.

PLEASE NOTE THAT YOU MAY NOT NEED TO FILL IN OR USE ALL THE FORMS THAT HAVE BEEN PROVIDED.

\_\_\_\_\_  
PLAINTIFF

IN THE COURT OF COMMON PLEAS  
McKEAN COUNTY, PENNSYLVANIA

vs.

\_\_\_\_\_  
DEFENDANT

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

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

1. I am the \_\_\_ Plaintiff \_\_\_ Defendant in the above-captioned case.

2. I intend to represent myself in the X custody, \_\_\_ divorce case.

**Check only one line in Question 3**

3. \_\_\_ This is a new case and I am representing myself. I have decided not to hire an attorney to represent me. **OR**

\_\_\_ This is not a new case and I am representing myself. I have decided not to hire an attorney to represent me. **OR**

\_\_\_ This is not a new case. \_\_\_\_\_ previously  
(Name of Attorney)

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:

\_\_\_\_\_  
That attorney has acknowledged his/her withdrawal from this case by signing this form.

\_\_\_\_\_, Esq.  
(Attorney Signature)

4. \_\_\_ I am entering my appearance as a self-represented party \_\_\_\_\_  
(Your Signature)

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

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

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

6. My telephone number where I can be reached is \_\_\_\_\_.

\_\_\_ **I am not providing my telephone number because it is confidential** pursuant to the Protection From Abuse Act, 23 Pa. C.S. § 6112 and/or the Child Custody Act, 23 Pa. C.S. § 5336(c).

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

8. I understand that I must ensure that a copy of this form is served on 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 \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Your Signature)

# Supreme Court of Pennsylvania

## Court of Common Pleas Civil Cover Sheet



County \_\_\_\_\_

<i>For Prothonotary Use Only:</i>		TIME STAMP
Docket No: _____		

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

<b>Commencement of Action:</b>	
<input checked="" type="checkbox"/> Complaint	<input type="checkbox"/> Writ of Summons
<input type="checkbox"/> Transfer from Another Jurisdiction	<input type="checkbox"/> Declaration of Taking
<input type="checkbox"/> Petition	
Lead Plaintiff's Name: _____	Lead Defendant's Name: _____
Are money damages requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Dollar Amount Requested: <input type="checkbox"/> within arbitration limits (check one) <input type="checkbox"/> outside arbitration limits
Is this a Class Action Suit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this an MDJ Appeal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Plaintiff/Appellant's Attorney: _____	
<input checked="" type="checkbox"/> Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)	

SECTION B

**Nature of the Case:** Place an "X" to the left of the ONE case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

<p><b>TORT</b> (do not include Mass Tort)</p> <input type="checkbox"/> Intentional <input type="checkbox"/> Malicious Prosecution <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Nuisance <input type="checkbox"/> Premises Liability <input type="checkbox"/> Product Liability (does not include mass tort) <input type="checkbox"/> Slander/Libel/ Defamation <input type="checkbox"/> Other: _____	<p><b>CONTRACT</b> (do not include Judgments)</p> <input type="checkbox"/> Buyer Plaintiff <input type="checkbox"/> Debt Collection: Credit Card <input type="checkbox"/> Debt Collection: Other _____ <input type="checkbox"/> Employment Dispute: Discrimination <input type="checkbox"/> Employment Dispute: Other _____ <input type="checkbox"/> Other: _____	<p><b>CIVIL APPEALS</b></p> <p>Administrative Agencies</p> <input type="checkbox"/> Board of Assessment <input type="checkbox"/> Board of Elections <input type="checkbox"/> Dept. of Transportation <input type="checkbox"/> Statutory Appeal: Other _____ <input type="checkbox"/> Zoning Board <input type="checkbox"/> Other: _____
<p><b>MASS TORT</b></p> <input type="checkbox"/> Asbestos <input type="checkbox"/> Tobacco <input type="checkbox"/> Toxic Tort - DES <input type="checkbox"/> Toxic Tort - Implant <input type="checkbox"/> Toxic Waste <input type="checkbox"/> Other: _____	<p><b>REAL PROPERTY</b></p> <input type="checkbox"/> Ejectment <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Ground Rent <input type="checkbox"/> Landlord/Tenant Dispute <input type="checkbox"/> Mortgage Foreclosure: Residential <input type="checkbox"/> Mortgage Foreclosure: Commercial <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Other: _____	<p><b>MISCELLANEOUS</b></p> <input type="checkbox"/> Common Law/Statutory Arbitration <input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Mandamus <input type="checkbox"/> Non-Domestic Relations Restraining Order <input type="checkbox"/> Quo Warranto <input type="checkbox"/> Replevin <input checked="" type="checkbox"/> Other: Custody _____
<p><b>PROFESSIONAL LIABILITY</b></p> <input type="checkbox"/> Dental <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional: _____		

\_\_\_\_\_  
 Plaintiff : IN THE COURT OF COMMON PLEAS OF  
 : McKEAN COUNTY, PENNSYLVANIA  
 vs. : CIVIL DIVISION - \_\_\_ Law \_\_\_ Equity  
 : \_\_\_ Medical Professional Liability Action  
 \_\_\_\_\_  
 Defendant : NO. \_\_\_\_\_

**LOCAL COVER SHEET**

Dated: \_\_\_\_\_, 20\_\_\_\_

1. Type of Pleading (*e.g.* Complaint in Divorce) Complaint in Custody

2. By whom filed:  Plaintiff \_\_\_ Defendant      Are monetary damages requested? \_\_\_ Yes  No  
 Jury trial demanded \_\_\_ Yes  No      Complex\* \_\_\_ Yes  No      Small Claim (<\$12,000) \_\_\_ Yes  No

To be listed for Arbitration? \_\_\_ Yes  No *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. \* For definition: See Note following [L205.2\(b\)\(2\)](#).*

3. The plaintiff is represented by:

Attorney \_\_\_\_\_ Email \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel. # \_\_\_\_\_ Fax # \_\_\_\_\_ Supreme Court ID No. \_\_\_\_\_

The plaintiff appears *pro se*:

Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Email \_\_\_\_\_

4. The defendant(s) is (are) represented by (attach a separate sheet of paper, if necessary):

Attorney \_\_\_\_\_ Email \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel.# \_\_\_\_\_ Fax # \_\_\_\_\_ Supreme Court ID No. \_\_\_\_\_

The defendant(s) appear(s) *pro se* (attach a separate sheet of paper, if necessary):

Address \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

IN THE COURT OF COMMON PLEAS  
OF McKEAN COUNTY, PENNSYLVANIA  
CIVIL DIVISION

NO. C.D. 2012

McKEAN COUNTY COURT OF COMMON PLEAS  
SUPPLEMENT TO Pa.R.C.P. No. 205.5 COVER SHEET

**FAMILY LAW**

- Annulment  
 Child Custody/Visitation  
 Divorce  
 Paternity

**Divorce Counts**

*Check all that apply*

- Alimony/Spousal Support  
 Alimony *pendente lite*, counsel fees & costs  
 Child Custody/Visitation  
 Child Support  
 Equitable Distribution/Property Rights

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

**ORPHAN'S COURT**

- Adoption  
 Wills  
 Administration of Estates  
 Accounts  
 Trust Estates  
 Minors  
 Incapacitated Persons  
 Auditors & Masters  
 Official Examiners  
 Absentees & Presumed Decedents  
 Real Property Transactions  
 Non-Profit Corporations  
Other: \_\_\_\_\_

**Nature of the Case**

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

*Note: Be brief and concise. Type or print legibly.*

\_\_\_\_\_ ,

**Plaintiff,**

**vs.**

\_\_\_\_\_ ,

**Defendant.**

**IN THE COURT OF COMMON PLEAS OF**

**McKEAN COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

**NO.        C.D.**

**NOTICE**

You, \_\_\_\_\_, have been sued in court to obtain (primary physical custody) (partial physical custody) of the following child(ren):

---

If you fail to defend against the claims set forth in the following pages, an Order for custody or partial custody could be entered against you or the Court may issue a warrant for your arrest.

You must file with the Court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact with the Court but not later than thirty (30) days after service of the complaint.

No party may make a change in 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.

---

**YOU SHOULD TAKE THIS PAPER TO YOUR ATTORNEY AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT. 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 REDUCE FEE OR NO FEE.**

Northwestern Legal Services  
100 Main Street  
Bradford, PA 16701  
(814) 362-6596  
1-800-665-6957

**AMERICANS WITH DISABILITIES ACT OF 1990:** The Court of Common Pleas of McKean 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 our office. All arrangements must be made at least 72 hours prior to any hearing or business before the court. You must attend the scheduled conference or hearing.

FORM 6

IN THE COURT OF COMMON PLEAS

OF McKEAN COUNTY, PENNSYLVANIA

CIVIL DIVISION

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

NO. C.D. 2012

**COMPLAINT FOR CUSTODY OR PARTIAL CUSTODY**

1. Plaintiff is \_\_\_\_\_ (name), who resides at \_\_\_\_\_  
(full mailing address).

2. Defendant is \_\_\_\_\_ (name), who resides at \_\_\_\_\_  
(full mailing address)

3. Plaintiff seeks (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the following children:

Name	Present Residence	Date of Birth

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

The child(ren) is presently in the custody of \_\_\_\_\_ (name), who resides at \_\_\_\_\_  
(full mailing address)

The child(ren) is presently in the custody of \_\_\_\_\_ (name), who resides at \_\_\_\_\_  
(full mailing address)

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

(List All Persons)	(List All Addresses)	(Dates)

The mother of the child is \_\_\_\_\_, currently residing at

---

(full mailing address)

She is (married) (divorced) (single)

The father of the child is \_\_\_\_\_, currently residing at

---

(full mailing address)

He is (married) (divorced) (single).

4. The relationship of the plaintiff to the child is that of \_\_\_\_\_

The plaintiff currently resides with the following persons:

Name	Relationship
------	--------------

---

5. The relationship of the defendant to the child is that of \_\_\_\_\_.

The defendant currently resides with the following persons:

Name	Relationship
------	--------------

---

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

---

---

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

---

---

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

---

---

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



Name

Address

Basis of Claim

---

---

8(a). If the plaintiff is a grandparent who is not *in loco parentis* to the child and is seeking physical and/or legal custody pursuant to 23 Pa.C.S. § 5323, you must plead facts establishing standing pursuant to 23 Pa.C.S. § 5324(3).

---

---

8(b). (b) If the plaintiff is a grandparent or great-grandparent who is seeking partial physical custody or supervised physical custody pursuant to 23 Pa.C.S. § 5325, you must plead facts establishing standing pursuant to § 5325.

---

---

8(c). If the plaintiff is a person seeking physical and/or legal custody pursuant to 23 Pa.C.S. § 5324(2) as a person who stands *in loco parentis* to the child, you must plead facts establishing standing.

---

---

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

---

---

---

---

---

---

---

---

---

---

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

**Wherefore, the plaintiff requests the court to grant (shared legal custody) (sole legal custody) (partial physical custody) (primary physical custody) (shared physical custody) (sole physical custody) (supervised physical custody) of the child.**

---

Plaintiff

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

---

Plaintiff

**FORM 6**

FORM 7

IN THE COURT OF COMMON PLEAS OF  
McKEAN COUNTY, PENNSYLVANIA  
CIVIL DIVISION

\_\_\_\_\_

Plaintiff,  
vs.

\_\_\_\_\_

Defendant.

NO. C.D.

**CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

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

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

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 2910 (relating to luring a child into a motor vehicle or	<input type="checkbox"/>	<input type="checkbox"/>		

	structure)				
<input type="checkbox"/>	18 Pa.C.S. § 3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	18 Pa.C.S. § 5902(b) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 5903(c) or (d) (relating to obscene and other sexual materials and performances)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	18 Pa.C.S. § 6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	23 Pa.C.S. § 6114 (relating to contempt for violation of protection order or agreement)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device	<input type="checkbox"/>	<input type="checkbox"/>		

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct or involvement with a Children and Youth Agency including the following:

<b>Check all that apply</b>		<b>Self</b>	<b>Other household member</b>	<b>Date</b>
<input type="checkbox"/>	A finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Involvement with a Children & Youth agency in Pennsylvania or another jurisdiction. Where? _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	

3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

---



---

4. If any conviction above applies to a household member, not a party, state that person's name, date of birth and relationship to the child.

---



---

5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

---



---

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_ ,

**Plaintiff,**

**vs.**

\_\_\_\_\_ ,

**Defendant.**

**IN THE COURT OF COMMON PLEAS OF**

**McKEAN COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

**NO.        C.D.**

**PROOF OF SERVICE**

I hereby certify that on \_\_\_\_\_ (date), a copy of the Notice, Custody Complaint and Criminal/Abuse Verification was served upon Defendant by regular mail, postage pre-paid, and by certified mail, restricted delivery to addressee only, return receipt requested, at \_\_\_\_\_ (address). The return receipt signed by the defendant is attached.

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_ ,

**Plaintiff,**

**vs.**

\_\_\_\_\_ ,

**Defendant.**

**IN THE COURT OF COMMON PLEAS OF**

**McKEAN COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

**NO.        C.D.**

**AFFIDAVIT OF SERVICE**

\_\_\_\_\_ (plaintiff), being duly sworn according to the law deposes and states that he/she served a true and correct copy of the Notice, Custody Complaint and Criminal Abuse Verification filed in this matter by certified/registered mail, return receipt requested, restricted to addressee only and also by regular mail at \_\_\_\_\_ (address), on \_\_\_\_\_ (date). The regular mail has not been returned within fifteen days after mailing. Attached to this affidavit is the returned letter with the notation that the defendant refused to accept delivery.

\_\_\_\_\_  
Plaintiff

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public



\_\_\_\_\_ ,

**Plaintiff,**

**vs.**

\_\_\_\_\_ ,

**Defendant.**

**IN THE COURT OF COMMON PLEAS OF**

**McKEAN COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

**NO.        C.D.**

**ACCEPTANCE OF SERVICE**

I accept service of the Notice, Complaint in Custody and Criminal/Abuse Verification. I certify that I am authorized to accept service on behalf of Defendant.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Defendant or Authorized Agent

\_\_\_\_\_   
Mailing Address

**FORM 11**

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

)  
) THE MCKEAN COUNTY COURT  
) OF COMMON PLEAS  
)  
) CIVIL DIVISION  
)  
)  
)  
) Your Case No. \_\_\_\_\_

**CUSTODY AGREEMENT**

**1. Who is included**

**The following child(ren) is/are included in this agreement** (The child(ren) listed here must have the same schedule; make a different plan for any child(ren) with a different schedule.)

Name	Date of Birth

**Additional schedules are attached for other child(ren)** \_\_\_\_\_.

**2. Legal Custody: decision making (choose one)**

**Shared legal custody:** We can communicate and make joint decisions regarding our child(ren)'s major medical, educational, legal and religious needs; therefore, we shall share this responsibility.

**Sole legal custody:** Most of the time, we cannot communicate and make joint decisions regarding our child(ren), therefore sole legal custody shall be with  Father  Mother and he/she shall be responsible for all major decisions regarding the child(ren). This parent shall keep the other parent informed of our child(ren)'s major decisions. This parent shall list the other parent on all forms and registrations as a parent and emergency contact person.

**3. Physical Custody: where children live (choose one)**

**Shared Physical Custody:** We can communicate and coordinate with each other to provide for our child(ren)'s physical care on a day-to-day basis. The schedule below shall be the shared physical custody schedule for our child(ren).

**Primary Physical Custody:** Our child(ren)'s needs can best be met by primary physical custody being with  Father  Mother and the child(ren) spending time with the other parent according to the schedule below.

**Partial Physical Custody:** Our child(ren)'s needs can best be met by partial physical custody being with  Father  Mother and the child(ren) spending time with the other parent according to the schedule below.

**Other Custody Arrangement** (e.g. supervised custody) as follows:

---

---

---

**4. Are your children old enough to go to school?**

**Yes.** (Skip A. and go to B.)  **No.** (Answer A. and B.)

**A. Schedule before child(ren) is(are) old enough to go to school**

Before reaching school age, the child(ren) shall reside with  Father  Mother, except for the following days and times when the child(ren) shall reside with or be with the other parent:

i. from: \_\_\_\_\_ to \_\_\_\_\_  
(Day and time) (Day and Time)

other:

---

---

---

**Frequency:**

every week  every other week  every two weeks  \_\_\_\_\_

ii. and from: \_\_\_\_\_ to \_\_\_\_\_  
(Day and time) (Day and Time)

other: \_\_\_\_\_

---

---

**Frequency:**

every week  every other week  every two weeks  \_\_\_\_\_

**B. Schedule after child(ren) is (are) old enough to go to school**

After reaching school age, the child(ren) shall reside with  Father  Mother, except for the following days and times when the child(ren) shall reside with or be with the other parent:

i. from: \_\_\_\_\_ to \_\_\_\_\_  
(Day and time) (Day and Time)

other: \_\_\_\_\_

---

---

**Frequency:**

every week  every other week  every two weeks  \_\_\_\_\_

ii. and from: \_\_\_\_\_ to \_\_\_\_\_  
(Day and time) (Day and Time)

other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Frequency:**

every week     every other week     every two weeks     \_\_\_\_\_

**5. Place for custody exchanged between parents**

The exchange of the child(ren) between parents shall take place at the following location(s):

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

**6. Transportation for exchange between parents**

Dad     Mom     Both     Other \_\_\_\_\_  
(Name of person who will be helping)

shall be responsible for transporting the child(ren).

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Third party assistance with exchanges between parents**

- We do not propose assistance with the transfer.
- The following third party(ies) to conduct or supervise the transfer:

<i>Name</i>	<i>Phone</i>	<i>Conduct</i>	<i>Supervise</i>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**8. Other conditions that shall govern exchanges, if any:**

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

**9. Vacation, holiday, birthday and special occasion schedule**

There shall be no change in the **regular schedule (see pages 2-3) during** vacations and holidays unless specifically indicated below. (Specify whether time will be shared, or with a particular parent in odd, even or every year.)

	<u>With Dad</u>	<u>With Mom</u>	<u>Date/time begin and end</u>
New Years Eve	_____	_____	_____
New Years Day	_____	_____	_____
Easter Vacation	_____	_____	_____
Mother's Day	_____	_____	_____
Memorial Day Weekend	_____	_____	_____
Father's Day	_____	_____	_____
Independence Day	_____	_____	_____
Labor Day Weekend	_____	_____	_____
Thanksgiving Holiday	_____	_____	_____
Christmas Eve	_____	_____	_____
Christmas Day	_____	_____	_____
Children(s)' Birthday	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**10. Communications**

The non-custodial parent shall have phone contact with the children on the following days \_\_\_\_\_ every week at the following times \_\_\_\_\_.

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

All communications between the parents shall be via:

Telephone

E-mail

Text-Messaging

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

**11. Additional Provisions: Check all that apply**

All parties shall undergo a psychological evaluation and follow through with any and all recommendations.

Other counseling routine: \_\_\_\_\_

- 
- Neither party shall consume alcohol during their custodial periods.
  - Other alcohol arrangement: \_\_\_\_\_
- 

- Neither party shall smoke in the presence of the child(ren) and shall not allow anyone else to smoke in the presence of the children.
  - Both parties shall take turns claiming the child(ren) on tax returns.
  - Other tax claim arrangement: \_\_\_\_\_
- 

- Both parties may attend the child(ren)'s extra-curricular activities.
  - The following person(s) are a danger to the children and shall not be present during partial custody or supervised custody \_\_\_\_\_
- 

- Other provision: \_\_\_\_\_
- 
- 

**12. Child Restraints:** The child(ren) shall at all times be secured in age appropriate safety restraints in the rear of any vehicle in which they ride.

**13. Mutual Agreements:** This custody arrangement may be changed by mutual agreement. A change intended to be permanent shall be put in writing and filed with the Court along with a Petition to Modify.

**14. Appendix**

Attached is an Appendix that is an integral part of the Order as the parties are Ordered to fully comply with it.

**15. Other:** \_\_\_\_\_

---

---

\_\_\_\_\_ more pages are attached and incorporated by reference.  
*# of pages attached*

---

---

Date

*Plaintiff's Signature*

---

Plaintiff's Name

---

*Defendant's Signature*

---

Defendant's Name

**FORM 11**

## APPENDIX TO ORDER

Certain rules of conduct apply to custody matters. These rules are binding on the parties. Breaching them could result in contempt of court or a modification of the custody order. In the event these general rules are different from any specific provision in the custody order, the order shall prevail.

RULE 1. The parties shall always consider the best interests of the children and act accordingly.

RULE 2. The provisions in the custody order are to be considered minimum requirements. The parties are free to expand the provisions by mutual agreement. However, no party can increase or decrease periods of custody without agreement.

RULE 3. The parties shall permit reasonable telephone contact with the children when they are in that party's custody.

RULE 4. In the event of a serious illness or an accident requiring medical attention, the party having custody of the child shall immediately notify the other party and shall inform the other party as to the nature of the illness or injury. During such illness or injury either party shall have the right to visit the child as long as such visit does not interfere with the proper medical care of the child.

RULE 5. A party shall provide the other with an address and a phone number to that party's residence. In the event of a change in this information, the party shall notify the other within 72 hours. Further, a party shall provide an address and contact information in the event of an overnight stay at a location other than that party's residence.

RULE 6. Both parties shall have access to any school or medical records of the child.

RULE 7. Neither party should attempt to influence the children against the other party by making derogatory or uncomplimentary statements. The parties shall not argue or engage in heated discussions in the presence of the children.

RULE 8. Neither party shall question the children about the personal life of the other party, except to the extent necessary to insure the personal safety of the children. Children should not be used as spies; this is a harmful role for a child to fill.

RULE 9. If a party is unable to make a scheduled appointment, that party should give immediate notice to the other party to avoid subjecting the children to unnecessary travel and the failure of expectations.

RULE 10. If either party or a child has plans which interfere with the scheduled custody and wish to change such period of custody, the parties should make arrangements for an adjustment acceptable to everyone involved. Predetermined schedules may encounter complications, and both parties should be flexible for the sake of the children.

RULE 11. A party or the person responsible for transporting the children must refrain from the use of alcohol and illicit drugs and must possess a valid driver's license with current operating privileges. Any party who arrives to pick up the children and has used alcohol excessively, is intoxicated, or does not possess a valid driver's license automatically forfeits that custody period. Any party that returns the children under the same conditions automatically forfeits the next scheduled period of custody. Further, a party, while the child is in his or her presence, shall refrain from imbibing alcoholic beverages in excess or using illicit drugs. Chronic violations of this rule may result in a modification or suspension of custody.



**RULE 12. In the event of a proposed relocation, any party to this action shall comply with the provisions of 23 Pa.C.S.A. § 5337 relating to a change in residence.**

RULE 13. The parties to this action should welcome their parenting duties, but may delegate these responsibilities to capable babysitters or others when attending normal social functions or in cases of emergencies and/or uncontrollable work schedules.

RULE 14. Child support is a separate issue from child custody. Under no circumstances should a parent refuse contact between a child and a parent on the basis of a child support issue. Failure to follow this directive may result in contempt proceedings.

RULE 15. Clothing and personal belongings a child arrives with at the beginning of a period of custody are to return with the child at the end of that period of custody.

RULE 16. If either party feels the other party has violated these rules or the custody order, that party may petition the court as set forth in Pa.R.C.P. 1915.12.

\_\_\_\_\_ ,

**Plaintiff,**

**vs.**

\_\_\_\_\_ ,

**Defendant.**

**IN THE COURT OF COMMON PLEAS OF**

**McKEAN COUNTY, PENNSYLVANIA**

**CIVIL DIVISION**

**NO.        C.D.**

**JOINT MOTION TO ADOPT CUSTODY AGREEMENT**

1. The Plaintiff is \_\_\_\_\_, who resides at

\_\_\_\_\_.

2. The Defendant is \_\_\_\_\_, who resides at

\_\_\_\_\_.

3. Plaintiff and Defendant are the natural parents of \_\_\_\_\_

\_\_\_\_\_

4. Plaintiff and Defendant have mutually agreed on the custody arrangement for the abovementioned children.

5. Plaintiff and Defendant's agreement is attached to this Motion.

WHEREFORE, Plaintiff and Defendant respectfully request the Court to adopt the attached custody agreement as a Court Order.

We verify that the statements made in this Motion are true and correct. We understand that false statements are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Plaintiff's Signature

\_\_\_\_\_  
Defendant's Signature.

\_\_\_\_\_ ,

**Plaintiff,**

**vs.**

\_\_\_\_\_ ,

**Defendant.**

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

**NO.        C.D.**

**ORDER**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Court hereby adopts the Custody Agreement filed \_\_\_\_\_ by the abovementioned Parties as a Court ORDER.

**BY THE COURT:**

\_\_\_\_\_  
**CHRISTOPHER G. HAUSER, J.**