

NOTICE TO ATTEND

Washington County Court of Common Pleas

CUSTODY EDUCATION PROGRAM

Administered by Washington County Bar Association

Per local rule: As a prerequisite to court involvement in a custody matter, all parties to the action are ordered to attend the mandatory parenting program which has been approved, sanctioned and authorized by the Court and administered through the Washington County Bar Association prior to the Pre-Custody

Conciliation Meeting. Failure of a party to attend the parenting program will result in sanctions against the party up to and including being prohibited from proffering evidence in the Meeting or Conference, or being held in contempt by the Court.

Attend online (\$50) or in-person (\$35).

45-60 minutes, including time to check-in/pay.

Online: To register, pay by debit/credit, and view program, go to: cep.washcobar.org

Follow the directions carefully. When you successfully complete the online program, an email will be sent to the Bar Association — we will notify the Court and email a Certificate of Attendance to you.

In Person: Program held at the Bar Association office, 119 S. College St., Washington, PA 15301 on Mondays at noon, Tuesdays at 5 :30pm and Wednesdays at 8am-(with exceptions), or by appointment. Children should not attend, and opposing parties should not attend the program on the same date/time (but may do so only if both parties agree). Arrive 15 minutes prior to program's scheduled start time, Note: if you have mobility/accessibility issues, contact WCBA at 724-225-6710 and arrangements will be made for the program to be held at another location.

To register for In-Person program BY PHONE: Call 724-225-6710 (no need to fill out form); you may pre-pay (\$35) by credit/debit card; or, bring cash] money order with you to program.

Use the form below ONLY if you are attending the program in person AND you are paying by check. Otherwise, register by phone (or register/pay/attend online). Send completed form and \$35 check payable to "WCBA" to 119 S. College St., Washington, PA 15301 at least 14 days prior to 1st requested date.

YOUR NAME:

Please print clearly. Print your name above as you want it to appear on your Certificate of Attendance. Parties / Names on Complaint or Petition:

_____ Vs. _____

Plaintiff/ Person initiating complaint/petition Defendant / Person responding to complaint How do you prefer to be contacted? By mail By Email C] By Phone

Do you need special arrangements for Vision Hearing Wheelchair Accessibility

Your Mailing Address: _____

Your Email Address: _____

Phone: Home: _____ Cellphone: _____ Work: _____

May we leave a message about your appointment on voicemail if you do not answer? YES NO

Schedule: *Mondays at Noon *Tuesdays at 5:30pm *Wednesdays at 8am with exceptions (or by appointment). List two dates/times you are able to attend :

CAN ATTEND on the following days/times:			
1st choice:		2nd choice:	
_____	_____	OR	_____
Date (Mon/ Tues / wed)	Time (12p/5.30p/8a)		Date (Mon / Tues / wed) Time (12p/5:30p/8a)

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Program. All parents with children under 18 years of age and who are involved in child custody litigation are required by the Washington County Court to participate in an educational program which provides information about court procedures regarding custody. The program has been developed by the Washington County Court and is administered by the Washington County Bar Association (WCBA). The program takes approximately one-hour, including check-in, viewing of the 40-minute video, and check-out. Parents **•SHOULD NOT** attend the same session and children **SHOULD NOT** ATTEND. You **MUST BRNG PHOTO I.D.**

Location. The program is held at the offices of the Washington County Bar Association, 119 South College Street, Washington, PA 15301. Please note that this location is not handicapped accessible; if you require a facility that is handicapped accessible, you must contact the Bar Association at 724-225-6710 prior to your scheduled program date and arrangements will be made for the program to be held at another location.

Registration. Complete the attached registration form. Copy the information from it into the "For Your Records" area below. Mail the registration form and your payment so that it is received by WCBA at least 14 days prior to your selected dates. Once your registration form and payment have been received you will be contacted to confirm your appointment.

Payment. The cost to attend the program is \$35 per person and must be paid by check or money order and mailed with your registration form to Washington County Bar Association, 119 S. College St., Washington, PA 15301. You can also call 724-225-6710 and pay by credit or debit card. You will receive confirmation of your appointment when payment is received. For all returned non-sufficient funds checks, WCBA reserves the right to require additional payment from you equal to our bank charges.

FOR YOUR RECORDS — KEEP THIS ENTIRE PAGE

Registration Form/Check Mailed on (date) _____

Check # _____

Or, called & paid by credit card on (date): _____

My 1st Requested Appointment Date: _____ Time: _____

My 2nd Requested Appointment Date: _____ Time: _____