



# **WASHINGTON COUNTY COURT OF COMMON PLEAS PRO SE CUSTODY PACKET**

## **NOTICE**

**ALL PARTIES INVOLVED IN LITIGATION ARE STRONGLY ENCOURAGED TO SEEK PROFESSIONAL LEGAL ADVICE FROM AN ATTORNEY.** Court staff cannot offer any legal advice. The information in this packet is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents.

If you want to hire an attorney and do not know one, you should call the Bar Association's Lawyer Referral Service (LRS) at 724-225-6710 to schedule a half-hour consultation with a licensed, insured attorney who has experience in the area of law related to your legal matter. The initial half-hour consultation with the attorney is \$50.00 to be paid in advance to the Bar Association; any fees beyond the first half-hour should be discussed and agreed upon by you and the lawyer.

If you meet certain income and other qualifications, you may be able to secure an attorney through Southwestern PA Legal Services at 724-225-6170. Ask if you are eligible for the Bar Association/Bar Foundation "Limited Representation Custody Program," and, if so, you may be referred to an attorney who will represent you at no cost at the initial custody meeting.

If you have questions about domestic violence or believe that you may be the victim of domestic violence, we strongly recommend that you contact the *Washington County Domestic Violence Services* at 724-223-8349.

If you suspect child abuse, please contact *CHILDLINE* at 1-800-932-0313. You can report suspected child abuse 24 hours per day and remain anonymous.

# **SPECIAL RELIEF PETITION & ORDER**

***Special Relief** is a motion for matters of an emergency nature requesting relief that is not available through the normal Custody Complaint, Petition to Modify or Petition for Contempt. The five (5) business days' notice Rule requires appropriate notice to the other party. **Any motion that is presented without complying with the five (5) business days' notice requirement will be rejected.***

## **Motions Court**

Motions Court for ALL Family Court Motions on TUESDAY'S at 9:15 a.m. in Courtroom #6.

If you are filing for special relief, you **MUST** provide a copy of your Petition for Special Relief to the other party and you **MUST** give them five (5) business days' notice of when you intend to go to Motions' Court.

You **must** notify the court that you are appearing in Motions Court by dropping off a copy of your Petition to the Judge's Chambers by Noon on the FRIDAY before you intend to appear before the Judge and signing in on the sign-up sheet. Disregard for this prior notification to the court could result in you being turned away and asked to return the following week.

If the other party does not appear in motions court, you will have to show proof of notice to the Court or your petition could be denied.

***Most issues presented in Motions Court require a separately scheduled hearing; therefore, the relief sought may not be granted immediately upon presentation of the motion. The presentation of the motion is not the time to argue the case, but to allow the judge to receive only the information necessary at that time.***

**IF YOU DO NOT ALREADY HAVE AN EXISTING COURT ORDER FOR CUSTODY, YOU MUST FILE A CUSTODY COMPLAINT PRIOR TO PRESENTING YOUR PETITION FOR SPECIAL RELIEF AND PAY THE FILING FEE.**

## RULE 1915-13 – SPECIAL RELIEF

Motions for Special Relief should be for matters of an emergency nature and shall be presented to the Judge to whom the case is assigned. A Complaint in Custody must be filed prior to presentation of the motion. Other matters of a non-emergent nature shall be disposed of in accordance with Wash.L.R.C.P. 1932. A motion for special relief may be denied without a hearing.

\*\* Complaint in Custody (i.e.: Initial Complaint for Custody, Modification Petition)\*\*

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA

_____	:	
Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
_____	:	
Defendant.	:	

**NOTICE OF PRESENTATION**

**TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(name & address of the other party)

Please take notice that I intend to present to Judge \_\_\_\_\_ at motions court the attached Petition for Special Relief on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ .m. at the Washington County Courthouse, 1 South Main Street, Washington, PA in Courtroom No. \_\_\_\_.

**Date** \_\_\_\_\_

\_\_\_\_\_  
Petitioner

**CERTIFICATION OF SERVICE**

I hereby certify that I have caused to be served a true and correct copy of the attached on the above named at least five (5) business days prior to the date of presenting the Motion by way of (check all that apply):

_____	regular mail
_____	certified mail
_____	hand delivery

\_\_\_\_\_  
Petitioner

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

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

:  
:  
: No. \_\_\_\_\_

:  
:  
: Type of Pleading:  
: **Petition for Special Relief**

:  
:  
: Filed on behalf of:

\_\_\_\_\_  
(Your Name)

Filing Party's Information:

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

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

\_\_\_\_\_,  
Plaintiff,  
vs. \_\_\_\_\_, No. \_\_\_\_\_  
Defendant.

**PETITION FOR SPECIAL RELIEF**

1. Petitioner is \_\_\_\_\_, and is the (circle one) mother/father.

Petitioner is the (circle one) plaintiff/defendant; Petitioner currently resides at (give full address): \_\_\_\_\_.

2. Respondent is \_\_\_\_\_, and is the (circle one)

mother/father. Respondent is the (circle one) plaintiff/defendant; respondent currently resides at (give full address): \_\_\_\_\_.

3. The child(ren): **(USE INITIALS OF THE CHILDREN ONLY—NO NAMES)**

Child #1 \_\_\_\_\_ age \_\_\_\_\_, presently resides with \_\_\_\_\_ at (give full address): \_\_\_\_\_.

Child #2 \_\_\_\_\_ age \_\_\_\_\_, presently resides with \_\_\_\_\_ at (give full address): \_\_\_\_\_.



**VERIFICATION**

I verify that the statements made in this Petition for Special Relief are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. Ann § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

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

\_\_\_\_\_  
Petitioner





IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA

CIVIL DIVISION

_____	}	
	}	
Plaintiff,	}	
	}	
Vs.	}	No. _____
	}	
_____	}	
	}	
Defendant.	}	

**ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY**  
**PURSUANT TO Pa.R.C.P. No. 1930.8**

I, \_\_\_\_\_, the Plaintiff or Defendant (circle one), represent myself in the within action.

REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (If Applicable)

\_\_\_\_\_ Remove \_\_\_\_\_, Esquire, as my attorney of record.

\_\_\_\_\_ Withdraw my appearance for the filing party.

\_\_\_\_\_, Esq. PA ID # \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_  
Attorney's Signature

I understand that I am under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

All pleadings and legal papers can be served on me at the address listed below, which may or may not be my home address pursuant to Rule 1930.8:

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Plaintiff or Defendant  
\_\_\_\_\_  
Print Name, Address and Phone Number  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL PARTIES AND ATTORNEYS INCLUDING THE ATTORNEY REMOVED FROM THE CASE.**

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

**CERTIFICATE OF COMPLIANCE WITH ADMINISTRATIVE ORDER NO. 2016-1**

I, \_\_\_\_\_, certify that I have complied with Administrative Order 2016-1 as noted below:

Talked by phone \_\_\_\_\_  
(date)

Met in person \_\_\_\_\_  
(date)

Telephoned/Left a message \_\_\_\_\_  
(date)

Unable to Confer because: \_\_\_\_\_

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

Domestic Violence Waiver \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature