

THE COURTS

Title 255—LOCAL COURT RULES

BUCKS COUNTY

Juvenile Probation and Parole Supervisors On-Call Pay; Administrative Order No. 70

Order

And Now, this 18th day of September, 2013, in order to permit the execution of the On-Call pay for Supervisors in the Juvenile Probation and Parole Department, it is hereby *Ordered* and *Decreed* that:

Supervisors on night and weekend standby duty will be paid a flat rate of four hundred and sixty (\$460.00) dollars for every seven-day on-call rotation.

Night and weekend standby duty will consist of Monday through Thursday from 5:00 p.m. to 8:00 a.m. and from 5:00 p.m. on Friday through 8 a.m. on Monday, including holidays.

This Order shall take effect on October 1, 2013.

By the Court

SUSAN DEVLIN SCOTT,
President Judge

[Pa.B. Doc. No. 13-1842. Filed for public inspection October 4, 2013, 9:00 a.m.]

CARBON COUNTY

Adoption of Local Rule of Civil Procedure 205.3.1 Filing Pleadings and Other Legal Papers with the Prothonotary Originals and Copies; No. 13-1830

Administrative Order No. 14-2013

And Now, this 13th day of September, 2013, it is hereby

Ordered and *Decreed* that, effective November 1, 2013, Carbon County Rule of Civil Procedure CARB.R.C.P.

205.3.1 governing Filing Pleadings and Other Legal Papers with the Prothonotary, Originals and Copies be and is hereby *Adopted* as follows.

1. The Carbon County District Court Administrator is *Ordered* and *Directed* to File one (1) certified copy of this Administrative Order and Local Rules with the Administrative Office of Pennsylvania Courts.

2. File two (2) certified copies and one (1) CD with the Legislative Reference Bureau for publication in the *Pennsylvania Bulletin*.

3. File one (1) certified copy with the Civil Court Procedural Rules Committee.

4. Forward one (1) copy for publication in the *Carbon County Law Journal*.

5. Forward one (1) copy to the Carbon County Law Library.

6. Keep continuously available for public inspection copies of the Administrative Order and Local Rules in the Prothonotary's Office.

By the Court

ROGER N. NANOVIC,
President Judge

Rule 205.3.1. Filing Pleadings and Other Legal Papers with the Prothonotary. Originals and Copies.

1. A party representing himself or herself shall enter a written appearance which shall state an address, which need not be his or her home address, where the party agrees that pleadings and other legal papers may be served, and a telephone number through which the party may be contacted, as attached hereto. The entry of appearance may include a facsimile number as provided by Pa.R.C.P. No. 440(d).

2. A self-represented party is under a continuing obligation to provide current contact information to the Court, to other self-represented parties, and to attorneys of record.

3. The self-represented party shall provide a copy of the entry of appearance to all self-represented parties and attorneys of record.

4. The assertion of self-representation shall not delay any stage of the proceeding.

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

ENTRY OF APPEARANCE

In accordance with Carbon County Rule of Civil Procedure CARB.R.C.P. 205.3.1 governing a Self-Represented Party:

I _____, Plaintiff or Defendant (circle one)

choose to represent myself and provide the following address where pleadings and other legal papers can be served and a telephone number through which I can be contacted. This Entry of Appearance shall remain in full force and effect unless superseded with an Entry of Appearance by an attorney.

Street Address _____

Telephone Number _____

City, State, Zip Code _____

Facsimile Number _____

(Governed by PA Rule of Civil Procedure 440(d))

In accordance with Carbon County Rule of Civil Procedure 205.3.1, a self-represented party is under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

Signature

Date

[Pa.B. Doc. No. 13-1843. Filed for public inspection October 4, 2013, 9:00 a.m.]

CARBON COUNTY
Amendment of Local Rule of Orphans Court Procedure 3.1 Conformity to Equity Practice in General; No. 13-9317

Administrative Order No. 15-2013

And Now, this 13th day of September, 2013, it is hereby

Ordered and Decreed that, effective November 1, 2013, Carbon County Rule of Orphans Court Procedure CARB.Co.O.C.R. 3.1 governing Conformity to Equity Practice in General be and is hereby Amended as follows.

1. The Carbon County District Court Administrator is Ordered and Directed to File one (1) certified copy of this Administrative Order and Local Rules with the Administrative Office of Pennsylvania Courts.

2. File two (2) certified copies and one (1) CD with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.

3. File one (1) certified copy with the Orphans Court Procedural Rules Committee.

4. Forward one (1) copy for publication in the Carbon County Law Journal.

5. Forward one (1) copy to the Carbon County Law Library.

6. Keep continuously available for public inspection copies of the Administrative Order and Local Rules in the Orphan's Court Office.

By the Court

ROGER N. NANOVIC,
President Judge

3.1. Conformity to Equity Practice in General.

1 Motions and petitions shall be governed by the provisions of Carbon County Civil L206.1. A completed Petition/Motion cover sheet shall be attached in the form as Exhibit "A."

2 A copy of every pleading, including exceptions, shall be promptly served upon counsel of record for all parties in interest, and upon any party who is not represented.

3 A party representing himself or herself shall enter a written appearance which shall state an address, which need not be his or her home address, where the party agrees that pleadings and other legal papers may be served, and a telephone number through which the party may be contacted, as attached hereto and marked Exhibit "B." The entry of appearance may include a facsimile number as provided by Pa.R.C.P. No. 440(d).

4 A self-represented party is under a continuing obligation to provide current contact information to the Court, to other self-represented parties, and to attorneys of record.

5 The self-represented party shall provide a copy of the entry of appearance to all self-represented parties and attorneys of record.

6 The assertion of self-representation shall not delay any stage of the proceeding.

Exhibit "A"

**CARBON COURT OF COMMON PLEAS
ORPHANS' COURT DIVISION
PETITION/MOTION COURT COVER SHEET**

NO. _____

vs.

Assigned Judge

Court Action Taken

Returned to Attorney for Deficiencies

Action Deferred by Court
For Court Use Only

FILING OF: Petitioner () Respondent ()

TYPE OF FILING (check one):

- () 1. Application for Continuance (128)
- () 2. Petition for Adoption (134)
- () 3. Petition for Voluntary Termination (132)
- () 4. Petition for Involuntary Termination (155)
- () 5. Petition to Remove Fiduciary (053)
- () 6. Petition for Guardian of Minor (050)
- () 7. Petition to Sell Real Estate (052)

- () 8. Petition to Distribute Minor's Estate (057)
- () 9. Incapacity Petition (058)
- () 10. Petition to Withdraw as Counsel (127)
- () 11. Petition to Revoke Letters (064)
- () 12. Petition to Challenge Election (229)
- () 13. Petition to Excuse Additional Bond (055)
- () 14. Petition for Compensation (151)
- () 15. Other Motion or Petition (specify):

() 16. Response to:

OTHER ATTORNEY:

Attorney's Name (Typed)

Attorney for:

() Petitioner () Respondent

N.B. The numbers after the Motion or Petition above are docket codes used in the Court Computer System. Please be precise when marking your Motion or Petition. When filing Motion or Petition, provide Clerk with sufficient copies for opposing Counsel and filing Counsel.

THIS FORM IS AVAILABLE IN THE ORPHANS' COURT OFFICE

Exhibit "B"

IN THE COURT OF COMMON PLEAS OF CARBON COUNTY, PENNSYLVANIA
ORPHANS COURT DIVISION

ENTRY OF APPEARANCE

In accordance with Carbon County Rule of Orphans Court Procedure CARB.Co.O.C.R. No. 3.1 governing a Self-Represented Party:

I _____, Plaintiff or Defendant (circle one)

choose to represent myself and provide the following address where pleadings and other legal papers can be served and a telephone number through which I can be contacted. This Entry of Appearance shall remain in full force and effect unless superseded with an Entry of Appearance by an attorney.

Street Address

Telephone Number

City, State, Zip Code

Facsimile Number

(Governed by PA Rule of Civil Procedure 440 (d))

In accordance with Carbon County Rule of Orphans Court Procedure 3.1, a self-represented party is under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

Signature

Date

[Pa.B. Doc. No. 13-1844. Filed for public inspection October 4, 2013, 9:00 a.m.]

CARBON COUNTY

Amendment of Local Rules of Civil Procedure
1915.3 Commencement of Action—Complaint—
Order, 1915.4 Prompt Disposition of Custody
Cases—Disposition by Hearing Officer and
1915.7 Consent Order; No. 13-1829

Administrative Order No. 13-2013

And Now, this 13th day of September, 2013, it is hereby

Ordered and Decreed that, effective immediately, Carbon County Rules of Civil Procedure CARB.R.C.P. 1915.3 governing Commencement of Action, Complaint and Order, CARB.R.C.P. 1915.4 governing Prompt Disposition of

Custody Cases and Disposition by Hearing Officer and CARB.R.C.P. 1915.7 governing a Consent Order be and are hereby Amended as follows.

1. The Carbon County District Court Administrator is Ordered and Directed to File one (1) certified copy of this Administrative Order and Local Rules with the Administrative Office of Pennsylvania Courts.

2. File two (2) certified copies and one (1) CD with the Legislative Reference Bureau for publication in the Pennsylvania Bulletin.

3. File one (1) certified copy with the Civil Procedural Rules Committee.

4. Forward one (1) copy for publication in the Carbon County Law Journal.

5. Forward one (1) copy to the Carbon County Law Library.

6. Keep continuously available for public inspection copies of the Administrative Order and Local Rules in the Prothonotary's Office.

By the Court

ROGER N. NANOVIC,
President Judge

Rule 1915.3. Commencement of Action. Complaint. Order.

The person to be designated in the notice to defend as the person from whom legal referral can be obtained shall be the same as provided for in CARB.R.C.P.1018.1.

A proposed order substantially in the same form as Form "A" following this rule shall be attached to the complaint or petition.

"FORM A"

IN THE COURT OF COMMON PLEAS OF CARBON COUNTY, PENNSYLVANIA CIVIL ACTION—LAW

Plaintiff vs. Defendant
Counsel for Plaintiff
Counsel for Defendant

ORDER OF COURT

AND NOW this ___ day of _____, 20 ____, it is hereby

ORDERED and DECREED as follows:

1. This Order of Court shall govern the custodial situation of the following children:

2. In accordance with the statutory laws of this Commonwealth, each party shall be provided all access to the medical, dental, religious and school records of the child(ren) involved.

3. Jurisdiction of the child(ren) and this matter shall remain with the Court of Common Pleas of Carbon County, Pennsylvania, unless or until jurisdiction would change under the Uniform Child Custody Jurisdiction Act.

4. The welfare of the child(ren) shall be the primary consideration of the parties in any application of the terms of this Agreement. The parties shall exert every reasonable effort to foster a feeling of affection between the child(ren) of the other party.

5. Primary physical custody of the child(ren) shall be as follows:

6. The Plaintiff/Defendant, Father/Mother, shall have partial physical custody/supervised physical custody in accordance with the following schedule:

- (a) During the week:
(b) Weekends:
(c) Major Holidays:
(d) Minor Holidays:
(e) Mother's Day and Mother's Birthday shall be with the Mother;
(f) Father's Day and Father's Birthday shall be with the Father.
(g) Child(ren)'s Birthday(s):
(h) Vacation/Summers:
(i) Other times:

7. All other periods of partial physical custody/supervised physical custody shall be by mutual agreement of both parties after reasonable request, and such agreement shall not be unreasonable withheld.

8. The retrieving party shall provide transportation unless otherwise agreed to by the parties as follows:

9. Each party agrees to keep the other advised of their current residential address and telephone number. Each party shall be entitled to speak to the child(ren) by telephone at reasonable times and intervals when the child(ren) is/are in the custody of the other party.

10. Each party agrees to give to the other a general itinerary of all vacations they plan to take with the child(ren).

11. Each party shall endeavor to give at least twenty-four (24) hours prior notice to the other in the event that it will not be possible to exercise any of the rights herein identified.

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 attached "Appendix to Order" is incorporated herein and shall be part of this Order.

BY THE COURT:

J.

APPENDIX TO ORDER

Certain rules of conduct generally applicable to custody matters are set forth below and are binding on both parties, the breach of which could become the subject of contempt proceedings before this Court, or could constitute grounds for amendment of our order.

1.

Neither party will undertake nor permit in his or her presence the poisoning of the minor child's mind against the other party by conversation which explicitly or inferentially derides, ridicules, condemns, or in any manner derogates the other party.

2.

The parties shall not conduct arguments or heated conversations when they are together in the presence of their child(ren).

3.

Neither party will question the child(ren) as to the personal lives of the other parent except insofar as necessary to insure the personal safety of the child(ren). By this we mean that the child(ren) will not be used as a spy on the other party. It is harmful to a child to be put in the role of "spy".

4.

Neither party will make extravagant promises to the minor child(ren) for the purposes of ingratiating himself or herself to the minor child(ren) at the expense of the other party; further, any reasonable promise to the child(ren) should be made with the full expectation of carrying it out.

5.

The parties should at all times consider the child(ren)'s best interests, and act accordingly. It is in a child(ren)'s best interests to understand that he or she is trying desperately to cope with the fact of his parents' separation, and needs help in loving both parents, rather than interference of censure.

6.

The parties should remember that they cannot teach their child(ren) moral conduct by indulging in improper conduct themselves. Children are quick to recognize hypocrisy, and the parent who maintains a double standard will lose the respect of his or her child(ren).

7.

Any period of custody shall be subject to the following rules:

A. Arrangements will be worked out beforehand between the parties without forcing the child(ren) to make choices and run the risk of parental displeasure. However, the child(en) shall be consulted as to the child(ren) schedule.

B. Custodial rights should be exercised at reasonable hours and under circumstances reasonably acceptable to the other party and to the needs and desires of the minor child(ren).

C. If a party finds him or herself unable to keep an appointment, he or she should give immediate notice to the other party, so as to avoid subjecting the child(ren) to unnecessary apprehension and failure of expectations.

D. The party having custody of the child(ren) should prepare the child(ren) both physically and mentally for the custody with the other party and have the child(ren) available at the time and place mutually agreed upon.

E. If either party or the child(ren) has plans which conflict with a scheduled period of custody and wish to adjust such period, the parties should make arrangements for an adjustment acceptable to the schedules of everyone involved. Predetermined schedules are not written in stone, and both parties should be flexible for the sake of the child(ren).

F. If a party shows up for their partial physical custody/supervised physical custody under the influence of alcohol or drugs, the period of partial physical custody/supervised physical custody may be considered forfeited on those grounds alone.

8.

During the time that the child(ren) is/are living with a party, that party has the responsibility of imposing and enforcing the rules for day-to-day living. However, unless otherwise ordered, both parents should consult with one another on the major decisions affecting the child(ren)'s life, such as education, religious training, medical treatment, and so forth.

Rule 1915.4. Prompt Disposition of Custody Cases. Disposition by Hearing Officer.

1 Upon the filing of any claim or modification petition for custody the moving party shall deposit with the Prothonotary in addition to the filing fee the sum of \$150.00 unless excused by the Court. If the Hearing Officer determines at the pre-hearing conference that the custody issues are complex and that additional sums should be deposited to cover the payment of the Hearing Officer's fees, the Hearing Officer shall prepare an order for the Court directing the deposit of additional sums of money and allocating who shall be responsible for deposit of additional funds.

2 A pre-hearing conference shall be scheduled before a hearing officer no sooner than thirty (30) days but no longer than forty-five (45) days after the filing of the complaint or petition to modify. This conference will focus on issues for resolution by the Court, any agreements of the parties and negotiated settlement of the case.

3 If the parties agree on a custodial arrangement, a consent order shall be entered pursuant to CARB.R.C.P. 1915.7.

4 If the parties are unable to agree, the Hearing Officer shall prepare and forward to the Court within 10 days a recommended Interim Custody Order established in the best interest of the child(ren). This order shall list the date and time of the custody trial before the Court and, if requested by one of the parties or ordered sua sponte by the Court, the date and time of the pretrial conference before a Judge. If a pretrial conference is scheduled before a Judge, the pretrial procedures and requirements of the pretrial statement shall comply with Pa.R.C.P. 1915.4-4. If a custody trial is scheduled before a Judge, the Interim Custody Order shall direct the parties to file a Pretrial statement at least seven (7) days prior to the trial, which shall contain:

a. A clear concise statement of the issues to be resolved by the Court;

b. Unresolved discovery matters;

c. Name and address of each expert whom the party intends to call at trial as a witness;

d. Name and address of each witness the party intends to call at trial, the relationship of that witness to the party and a statement by the party or the party's counsel that he or she has communicated with each listed witness;

e. Issues relating to expert witnesses;

f. List of evidentiary disputes;

g. List of exhibits;

h. Any agreements of the parties;

i. Proposed Findings of Fact; and

j. Proposed Custody Order setting forth the custody schedule requested by the party.

5. If the hearing is to be held before the Hearing Officer, the moving party shall be responsible to secure the services and attendance of an outside court reporter for said hearing and shall be responsible for payment of same unless the Court places the payment responsibility on the other party.

Rule 1915.7. Consent Order.

A proposed consent order substantially in the same form as Form "A" following this Rule shall be attached to the stipulation or agreement.

"FORM A"

**IN THE COURT OF COMMON PLEAS OF CARBON COUNTY, PENNSYLVANIA
CIVIL ACTION—LAW**

_____ ,	:	
Plaintiff	:	
	:	
vs.	:	NO.
	:	
_____ ,	:	
Defendant	:	
	:	
_____ -	:	Counsel for Plaintiff
_____ -	:	Counsel for Defendant

ORDER OF COURT

AND NOW this ____ day of _____, 20 ____, upon review of the attached Agreement between the parties regarding custody of the child(ren), it is hereby

ORDERED and DECREED that said Agreement is approved and shall be incorporated into this Order of Court as if more fully set forth herein.

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 attached "Appendix to Order" is incorporated herein and shall be part of this Order.

BY THE COURT:

J.

**IN THE COURT OF COMMON PLEAS OF CARBON COUNTY, PENNSYLVANIA
CIVIL ACTION—LAW**

_____ ,	:	
Plaintiff	:	
	:	
vs.	:	NO.
	:	
_____ ,	:	
Defendant	:	
	:	
_____ -	:	Counsel for Plaintiff
_____ -	:	Counsel for Defendant

AGREEMENT FOR ENTRY OF CONSENT CUSTODY ORDER

AND NOW, this ____ day of _____, 20 ____, the following agreement is entered into upon stipulation of the parties:

1. This Agreement and ensuing Order of Court shall govern the custodial situation of the following children:

2. In accordance with the statutory laws of this Commonwealth, each party shall be provided all access to the medical, dental, religious and school records of the child(ren) involved. Absent an emergency situation, each party shall be informed in regard to the medical and dental needs of the child(ren) involved.

3. Jurisdiction of the child(ren) and this matter shall remain with the Court of Common Pleas of Carbon County, Pennsylvania, unless or until jurisdiction would change under the Uniform Child Custody Jurisdiction Act.

4. The welfare of the child(ren) shall be the primary consideration of the parties in any application of the terms of this Agreement. The parties shall exert every reasonable effort to foster a feeling of affection between the child(ren) of the other party. Neither party shall do anything to estrange the child(ren) from the other party, to injure the opinion of the child(ren) as to the other party, or to hamper the free and natural development of the child(ren)'s love and respect of the other party.

5. Primary Physical custody of the child(ren) shall be as follows:

6. The Plaintiff/Defendant, Father/Mother, shall have partial physical custody/supervised physical custody in accordance with the following schedule:

- (a) During the week: _____
- (b) Weekends: _____ ;
- (c) Major Holidays: _____ ;
- (d) Minor Holidays: _____ ;
- (e) Mother's Day and Mother's Birthday shall be with the Mother;
- (f) Father's Day and Father's Birthday shall be with the Father.
- (g) Child(ren)'s Birthday(s): _____ ;
- (h) Vacation/Summers: _____ ;
- (i) Other times: _____ .

7. All other periods of partial physical custody/supervised physical custody shall be by mutual agreement of both parties after reasonable request, and such agreement shall not be unreasonably withheld.

8. The retrieving party shall provide transportation unless otherwise agreed to by the parties as follows:_____

9. Each party agrees to keep the other advised of their current residential address and telephone number. Each party shall be entitled to speak to the child(ren) by telephone at reasonable times and intervals when the child(ren) is/are in the custody of the other party.

10. Each party agrees to give to the other a general itinerary of all vacations they plan to take with the child(ren).

11. Each party shall endeavor to give at least twenty-four (24) hours prior notice to the other in the event that it will not be possible to exercise any of the rights herein identified.

12. It is the intention of the parties that this agreement will be adopted into an Order of Court.

13. The filing fee for the stipulated order shall be paid by the _____ (Indicate Plaintiff or Defendant) to the Prothonotary of Carbon County simultaneous with the filing of the stipulated order.

14. 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.

_____ WITNESS AS TO PLAINTIFF	_____ PLAINTIFF
_____ WITNESS AS TO DEFENDANT	_____ DEFENDANT

APPENDIX TO ORDER

Certain rules of conduct generally applicable to custody matters are set forth below and are binding on both parties, the breach of which could become the subject of contempt proceedings before this Court, or could constitute grounds for amendment of our order. If these general rules conflict with the specific requirements of our order, the order shall prevail.

1.

Neither party will undertake nor permit in his or her presence the poisoning of the minor child’s mind against the other party by conversation which explicitly or inferentially derides, ridicules, condemns, or in any manner derogates the other party.

2.

The parties shall not conduct arguments or heated conversations when they are together in the presence of their child(ren).

3.

Neither party will question the child(ren) as to the personal lives of the other parent except insofar as necessary to insure the personal safety of the child(ren). By this we mean that the child(ren) will not be used as a spy on the other party. It is harmful to a child to be put in the role of “spy”.

4.

Neither party will make extravagant promises to the minor child(ren) for the purposes of ingratiating himself or herself to the minor child(ren) at the expense of the

other party; further, any reasonable promise to the child(ren) should be made with the full expectation of carrying it out.

5.

The parties should at all times consider the child(ren)’s best interests, and act accordingly. It is in a child(ren)’s best interests to understand that he or she is trying desperately to cope with the fact of his parents’ separation, and needs help in loving both parents, rather than interference of censure.

6.

The parties should remember that they cannot teach their child(ren) moral conduct by indulging in improper conduct themselves. Children are quick to recognize hypocrisy, and the parent who maintains a double standard will lose the respect of his or her child(ren).

7.

Any period of custody shall be subject to the following rules:

A. Arrangements will be worked out beforehand between the parties without forcing the child(ren) to make choices and run the risk of parental displeasure. However, the child(ren) shall be consulted as to the child(ren) schedule.

B. Custodial rights should be exercised at reasonable hours and under circumstances reasonably acceptable to the other party and to the needs and desires of the minor child(ren).

C. If a party finds him or herself unable to keep an appointment, he or she should give immediate notice to the other party, so as to avoid subjecting the child(ren) to unnecessary apprehension and failure of expectations.

D. The party having custody of the child(ren) should prepare the child(ren) both physically and mentally for the custody with the other party and have the child(ren) available at the time and place mutually agreed upon.

E. If either party or the child(ren) has plans which conflict with a scheduled period of custody and wish to adjust such period, the parties should make arrangements for an adjustment acceptable to the schedules of everyone involved. Predetermined schedules are not written in stone, and both parties should be flexible for the sake of the child(ren).

F. If a party shows up for their partial physical custody/supervised physical custody under the influence of alcohol or drugs, the period of partial physical custody/supervised physical custody may be considered forfeited on those grounds alone.

8.

During the time that the child(ren) is/are living with a party, that party has the responsibility of imposing and enforcing the rules for day-to-day living. However, unless otherwise ordered, both parents should consult with one another on the major decisions affecting the child(ren)’s life, such as education, religious training, medical treatment, and so forth.

[Pa.B. Doc. No. 13-1845. Filed for public inspection October 4, 2013, 9:00 a.m.]

DAUPHIN COUNTY

Probation Services (Adult Division) Drug Test Fees; No. 0010-15-MA-2013; AO No. AO-16-2013

Administrative Order of Court

And Now, this 12th day of September, 2013, *Effective* thirty (30) days following publication in the *Pennsylvania Bulletin*, the Probation Services (Adult Division) Department will impose a \$75.00 annual fee for those ordered by the courts to undergo one or more Drug Tests.

The Clerk of Courts shall collect this fee as part of Court fees levied on defendants and the Dauphin County Treasurer shall establish and administer a separate Dauphin County Probation (Adult Division) Services Drug Test Fund, consisting of those funds received from this Drug Test Fee.

It is further *Ordered* that, in accordance with Pa.R.C.P. 239, this District Court Administrator of Dauphin County, Pennsylvania, shall:

(a) File seven (7) certified copies hereof with the Administrative Office of Pennsylvania Courts;

(b) Distribute two (2) certified copies hereof to the Legislative Reference Bureau for Publication on the *Pennsylvania Bulletin*;

(c) File one (1) certified copy hereof with the Criminal Rules Committee;

(d) Cause a copy hereof to be published one (1) time in the *Dauphin County Reporter* at the expense of the County of Dauphin; and

(e) Supervise and distribute hereof to all Judges of this Court.

It is further *Ordered* that copies of this Order are directed to: the Court of Common Pleas; the District Court Administrator; the Dauphin County District Attorney's Office; the Dauphin County Public Defender's Office; the Dauphin County Clerk of Courts Office; the Dauphin County Probation Services (Adult Division) Department and the Dauphin County Treasurer's Office.

By the Court

TODD A. HOOVER,
President Judge

[Pa.B. Doc. No. 13-1846. Filed for public inspection October 4, 2013, 9:00 a.m.]

**WASHINGTON COUNTY
Local Rules; No. 2013-1**

1915.1—Scope; 1915.2—Reserved; 1915.3—Commencement of Action, Complaint, Order; Appendix C; Appendix E; 1915.4—Parenting Program; 1915.5—Motions; 1915.6—1915.7—Reserved; 1915.8—Physical and Mental Examination of Persons; 1915.9—1915.11—Reserved; 1915.12—Contempt; 1915.13—Special Relief; 1915.14—1915.25—Reserved; 1915.26—Child Custody Conference Officer; 1915.27—Process; 1915.28—Continuances; 1915.29—Pre-Custody Conciliation Meeting Procedure; 1915.30—Pre-Custody Conciliation Meeting; Appendix F; 1915.31—Custody Conciliation Conference; 1915.32—Interim Orders; 1915.33—Request for Custody Trial De Novo and Pretrial Conference; Appendix G/Custody; 1915.34—Pre-Trial Child Custody Conference Before the

Court; 1915.35—Uncontested Motions Verification Form; Appendix H/Custody; 1935.36—Consent Agreements

Order

And Now, this 17th day of September, 2013; *It Is Hereby Ordered* that the previously-listed Washington County Local Custody Rules be restated as follows.

These rules will become effective thirty days after publication in the *Pennsylvania Bulletin*.

By the Court

DEBBIE O'DELL SENECA,
President Judge

**ACTIONS FOR CUSTODY, PARTIAL CUSTODY,
AND VISITATION OF MINOR CHILDREN**

L-1915.1. Scope.

(a) These Rules shall apply to actions for custody, partial custody, and visitation of minor children and to modification of existing orders relating thereto as governed by the Pa.R.C.P. 1915.1—1915.25 and by reference, 1920.32.

(b) A copy of these rules shall be maintained by the Court Administrator's Office and a copy shall be provided to the Prothonotary and County Law Library and be made generally available pursuant to Pa R.C.P. 239(c)(5).

L-1915.2. Reserved.

L-1915.3. Commencement of Action, Complaint, Order.

(a) All actions raising custody, partial custody, visitation or modification of existing orders for minor children shall be commenced by the filing of a verified complaint or, in the case of a custody count in a divorce complaint, a petition and a separate scheduling order as set forth in Appendix E. The scheduling order located in Appendix E must also be filed and processed in accordance with this rule when any Divorce Complaint with a Custody Count is filed or when any Custody Count is filed separately.

(b) The moving party shall proceed to the Civil Division of the Court Administrator's Office with an original and two (2) copies of the complaint or petition and the separate scheduling order for an assignment of a date and a time for the Pre-Custody Conciliation Meeting. The Pre-Custody Conciliation Meeting shall be scheduled for a date and a time not later than forty-five (45) days after the filing of the complaint or petition. The Civil Division of the Court Administrator's Office will present the complaint or petition to the Family Court Judge to whom the case is assigned for signature and return the signed complaint or petition to the moving party. The moving party will file the complaint or petition with the Prothonotary's Office. The Civil Division of the Court Administrator's Office will not file complaints or petitions on behalf of parties. A copy of the scheduling order will then be delivered by the moving party to the Civil Division of the Court Administrator's Office. The Civil Division of the Court Administrator's Office will give parenting program information as well as the Parent Plan form to the moving party. The moving party shall attach copies of each to the filed, time-stamped copies of the complaint or petition and serve the defendant(s) with the complaint or petition, the parenting program information and a copy of the Parent Plan form.

(c) The moving party shall file proof of service of the complaint or petition with the Washington County Prothonotary and provide a copy of the proof of service of the complaint or petition, the parenting program information,

and a copy of the Parent Plan form to the Civil Division of the Court Administrator's Office prior to the Pre-Custody Conciliation Meeting.

(d) The presentation of the pleadings referred to in subdivision (a) shall be the responsibility of the moving party and if necessary, may be ex parte. The moving party shall be responsible for filing and serving the pleadings in accordance with Pa.R.C.P. 1915.3 and 1915.4. The moving party shall insure that a minimum of seven (7) days notice of the meeting or conference or any other appropriate proceeding is afforded to any interested parties. In the event seven (7) days' notice cannot be afforded to any interested parties, the moving party shall notify the Civil Division of the Court Administrator's Office forthwith.

(e) All appropriate costs and fees shall be paid at the time of filing.

(f) A duplicate copy of other pleadings and other documents shall be filed with the Prothonotary who shall forward it to the Civil Division of the Court Administrator's Office, specifically including petitions and orders to bifurcate proceedings.

(g) Petition for Confirmation of Custody.

(1) Any party may seek confirmation of his or her existing (de facto) legal and/or physical custody of any child by presenting a Petition for Confirmation of Custody to the Family Court Judge in Motions' Court.

(2) The Petition shall be substantially in the form of Pa.R.C.P. 1915.15 and a copy of the most recent custody order relating to the child or children must be attached if any exist.

(3) All persons having or claiming any right to custody of the child or children must either consent in writing to the Petition, or be given seven (7) days written notice of the presentation of the Petition.

(4) Notice of presentation of the Petition must be given in accordance with Pa.R.C.P. 1930.4 regarding service of original process in domestic relations matters. Proof of service must be attached to the Petition.

(5) If none of the person(s) who were given notice appear to oppose the Petition, the Court may grant the relief requested and confirm custody in the person who brought the Petition.

(6) The order attached to the Petition Confirming Custody shall be as set forth in Appendix C.

APPENDIX E

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

Plaintiff
-vs-
Defendant
No.

NOTICE AND ORDER TO APPEAR

You, _____ have been sued in Court to obtain custody of _____ .

You are ORDERED to appear in person at the Family Court Center, 29 W. Cherry Avenue, Washington, Pennsylvania 15301, on _____, _____, 20____, at _____ o'clock, ____ m., for a Pre-Custody Conciliation Conference Meeting before, _____, Esquire, Child Custody Conference Officer.

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

Pursuant to Local Rule 1915.4, all parties to the action are ordered to attend the mandatory parenting program 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.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER 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 WHERE YOU CAN GET LEGAL HELP.

If you can not afford an attorney:
SOUTHWESTERN PA LEGAL SERVICES
10 WEST CHERRY AVENUE
WASHINGTON, PA 15301
724-225-6170

If you can afford an attorney:
LAWYER REFERRAL SERVICE
119 SOUTH COLLEGE STREET
WASHINGTON, PA 15301
724-225-6710

Date: _____, J.

THE COURTS

APPENDIX C

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

_____,)
)
 Plaintiff)
)
 -vs-) No. _____
)
 _____,)
)
 Defendant)

INTERIM ORDER OF COURT

AND NOW, this _____ day of _____, 20 _____, after notice and presentation of the Petition for Confirmation, it is hereby ORDERED that:

1. Confirmation of Custody is denied.
2. A pre-custody conciliation meeting shall be scheduled pursuant to L-1915.3 and the case shall proceed pursuant to the Washington County Local Rules.
3. Pending further Order, custody of the child(ren) is (are) awarded on an interim basis to _____ with partial custody granted to _____ as follows:

4. The foregoing Complaint states a claim upon which relief may be granted.
5. Petitioner is responsible for the Prothonotary filing fee for this Petition.

BY THE COURT:

_____ J.

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

_____,)
)
 Plaintiff)
)
 -vs-) No. _____
)
 _____,)
)
 Defendant)

ORDER OF COURT FOR CONFIRMATION OF CUSTODY

AND NOW, this _____ day of _____, 20 _____, after notice and presentation of the Petition for Confirmation, it is hereby ORDERED that:

1. Confirmation of primary physical custody of the child(ren) (insert names and date of birth):
 _____ is granted to Petitioner _____ who resides at the address set forth in the Petition.
2. The Respondent's right to modify this order is preserved.
3. The TransParenting Program is waived.
4. Petitioner is responsible for the Prothonotary's filing fee for this Petition. No pre-custody conciliation meeting will be scheduled.
5. The foregoing Complaint states a claim upon which relief may be granted.

BY THE COURT:

_____ J.

L-1915.4. Parenting Program.

As a prerequisite to court involvement in a custody matter, all parties to the action are ordered to attend the mandatory parenting program 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. See Administrative Regulation 2002-1.

L-1915.5. Motions.

(a) Objections to jurisdiction or venue, motions concerning discovery, joinder of parties, psychological or psychiatric examinations, and appointment of counsel for minors shall be presented to the Family Court Judge to whom the case is assigned.

(b) If the issue of paternity is raised, the parties shall immediately apply for appropriate relief to the Family Court Judge to whom the case is assigned, with all Custody proceedings to be stayed pending resolution of the paternity issue.

L-1915.6—1915.7. Reserved.**L-1915.8. Physical and Mental Examination of Persons.**

Issues concerning physical and mental examinations of persons will be addressed directly to the Family Court Judge to whom the case is assigned who will follow the procedures set forth in Pa R.C.P. 1915.8.

L-1915.9-L—1915.11. Reserved.**L-1915.12. Contempt.**

All petitions for contempt for failure to comply with an Order related to custody shall be presented to the Family Court Judge to whom the case is assigned. The Family Court Judge to whom the case is assigned may refer the Petition, at his/her discretion, to the Child Custody Conference Officer for conference and review. If a resolution of the matter cannot be made promptly, the Child Custody Conference Officer will refer the contempt proceeding to the Family Court Judge to whom the case is assigned, and a date for a hearing will be set by the Court. The petition for contempt shall begin with a notice and order conforming with Pa.R.C.P. 1915.12.

L-1915.13. Special Relief.

Motions for special relief should be for matters of an emergency nature and shall be presented to the Family Court Judge to whom the case is assigned. A Complaint for Custody or petition must be prepared if one has not already been filed, a Child Custody Conference Officer appointed and a Pre-Custody Conciliation Meeting date set, which then is presented to the Judge with the motion for special relief. After presentation of the motion for special relief, the moving party shall file the complaint and scheduling order and shall effect service forthwith. Other matters of a non-emergency nature, as set forth in Local Rule 1915.32, shall be disposed of in accordance with that Rule. Special Relief may be denied without a hearing.

L-1915.14-L—1915.25. Reserved.**L-1915.26. Child Custody Conference Officer.**

The position of Child Custody Conference Officer is hereby established. The Child Custody Conference Officer shall be appointed by the Court and shall be a member in good standing of the Pennsylvania Bar. The Child Custody

Conference Office may act as a Hearing Officer when hearing matters pursuant to Pa.R.C.P. 1915.4-2.

L-1915.27. Process.

(a) Where a claim for custody, partial custody, or visitation is joined with an action of divorce, having been raised by complaint, counterclaim, or a subsequent petition, this claim will not be heard by the Court unless the matter is placed at issue by either of the parties filing a Complaint or Petition for Custody in accordance with Local Rule 1915.3.

(b) A petition to modify a custody order will be assigned to the Child Custody Conference Officer who handled the original custody complaint when possible.

L-1915.28. Continuances.

(a) Motions for continuances of proceedings before the Child Custody Conference Officers will be presented by the moving party to the Family Court Judge to whom the case is assigned in Motions Court prior to the scheduled proceeding. The order granting or denying the continuance will be filed in the Prothonotary's Office. A copy of an order granting a continuance will be delivered by the moving party to the Civil Division of the Court Administrator's Office.

(b) A \$25.00 fee will be charged for continuances. Except in the case of an emergency, when a party seeks and receives a continuance on the day of a scheduled meeting or conference the party will be charged a \$75.00 fee. The fee will be paid by the moving party to the Prothonotary's Office when the Motion and Continuance Order are filed. The fee shall be paid in the form of a check or money order payable to the Washington County Prothonotary.

(c) Motions for continuances shall be set forth in writing containing the following information:

1. A clear, concise, and certain reason for the motion.
2. A statement that opposing counsel or the opposing party, if unrepresented, has no objection to the request for continuance, if applicable.
3. A statement of the number of prior continuances, if any.
4. If another court appearance is the reason for the request, a copy of the notice or Order of the conflicting hearing shall be attached.

(d) The Notice of Presentation of the Continuance Motion shall include the date of service of the motion upon the opposing counsel or the opposing party, if unrepresented.

L-1915.29. Pre-Custody Conciliation Meeting Procedure.

(a) The parties shall make a good faith effort to resolve the custody and/or visitation issues prior to the meeting. If resolution occurs prior to or at the time of the meeting, a proposed order may be drafted in accordance with Pa.R.C.P. No. 1915.7 and submitted to the Court for approval through the Child Custody Conference Officer, or the parties may follow L-1915.30(b).

(b) The Civil Division of the Court Administrator's Office will give counsel of record at least ten (10) days notice before any proceeding is conducted.

(c) The Civil Division of the Court Administrator's Office will give a party who is not represented by counsel at least ten (10) days notice before any proceeding is conducted.

L-1915.30. Pre-Custody Conciliation Meeting.

(a) Each parent shall file a Washington County Parent Plan form with the Civil Division of the Court Administrator's Office no later than thirty (30) days from the filing of the Custody Complaint or Modification Petition. The Parent Plan form may be found at Appendix F. The finder of fact may draw a negative inference against the party who fails to comply with this requirement.

(b) The parties may also at any time present a Consent Custody Order to the Family Court Judge to whom the case is assigned. If a Pre-Custody Conciliation Meeting or Custody Conciliation Conference has been previously scheduled at the time a party presents the Consent Custody Order to the Family Court Judge, the party shall provide a copy of the signed Consent Custody Order to the Civil Division of the Court Administrator's Office to ensure the Pre-Custody Conciliation Meeting or Custody Conciliation Conference is cancelled.

(c) If no Consent Custody Order pursuant to subsection (b) is presented to the Family Court Judge to whom the case is assigned, the Pre-Custody Conciliation Meeting shall proceed as originally scheduled.

(1) All parties shall be present at the Pre-Custody Conciliation Meeting unless otherwise ordered by the Court.

(2) The Child Custody Conference Officer will attempt to mediate the differences between the parties using

mediation skills to come to an amicable settlement of those differences.

(3) The Child Custody Conference Officer will insure that the parties have submitted the completed Parent Plan form. The finder of fact may draw a negative inference against the party who fails to comply with this requirement. The Child Custody Conference Officer shall also insure that the mandated parenting program has been completed by the parties and certification presented.

(4) If the issue of custody cannot be resolved at the pre-custody conciliation meeting or continued meeting, the Child Custody Conference Officer shall schedule a custody conciliation conference if he/she determines that the issue concerns primary physical custody.

(5) If the issue of custody cannot be resolved at the pre-custody conciliation meeting or continued meeting, the Child Custody Conference Officer shall then determine whether the issue to be addressed concerns less than primary physical custody. If the issue is less than primary physical custody and both parties consent, the Child Custody Conference Officer shall schedule a hearing. The hearing shall be on the record pursuant to Pa.R.C.P. 1915.4-2(b). The Child Custody Conference Officer/ Hearing Officer shall receive evidence and hear argument, as well as issue a recommendation to the Court in accordance with PA.R.C.P 1915.4-2(b)(2) & (3). If any party disagrees with the recommendation, exceptions shall be filed as provided by Pa.R.C.P. 1915.4-2(b)(4).

APPENDIX F

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

_____)	
)	
Plaintiff,)	
)	
-vs-)	No. _____
)	
_____)	
)	
Defendant.)	

WASHINGTON COUNTY PARENT PLAN

DATE COMPLETED: _____

THE FOLLOWING INFORMATION SHALL BE COMPLETED AND RETURNED TO: COURT ADMINISTRATOR—CIVIL DIVISION, 1 SOUTH MAIN STREET, SUITE G006, WASHINGTON, PA 15301 NO LATER THAN THIRTY (30) DAYS FROM THE FILING OF THE CUSTODY COMPLAINT OR MODIFICATION PETITION.

The finder of fact may draw a negative inference against the party who fails to comply with this requirement. Failure of the Petitioner to comply with this requirement prior to the one hour meeting may subject them to being canceled.

INFORMATION

- 1) YOUR NAME: _____
- ADDRESS: _____
- TELEPHONE (HOME): _____ (CELL): _____
- DATE OF BIRTH: _____
- MARITAL STATUS: _____
- EDUCATION: _____

2) CURRENT OCCUPATION: _____

PLACE OF EMPLOYMENT: _____

WORK SCHEDULE: _____

3) IF SEPARATED, DATE OF SEPARATION: _____

4) NAME OF CURRENT PARTNER; IF APPLICABLE _____

5) MEMBERS OF PRESENT HOUSEHOLD; AND RELATIONSHIP TO CHILD/CHILDREN:

6) CURRENT CUSTODY SCHEDULE:

7) ISSUES/PROBLEMS/CONCERNS:

8) CHILD SUPPORT ORDER DATE, AMOUNT AND ARREARAGES, IF ANY:

YOUR PARENTING PLAN

This parenting plan involves the following child/children:

Child's Name	Date of Birth	Where does this child live?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

If you have children not addressed by this parenting plan, name here:

Child's Name	Age	Where does this child live?
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Legal Custody (who makes decisions about certain things):

	Circle one
DIET	Both parties decide together/ Plaintiff / Defendant
RELIGION	Both parties decide together/ Plaintiff / Defendant
MEDICAL CARE	Both parties decide together/ Plaintiff / Defendant
MENTAL HEALTH CARE	Both parties decide together/ Plaintiff / Defendant
DISCIPLINE	Both parties decide together/ Plaintiff / Defendant
CHOICE OF SCHOOL	Both parties decide together/ Plaintiff / Defendant
CHOICE OF STUDY	Both parties decide together/ Plaintiff / Defendant
SCHOOL ACTIVITIES	Both parties decide together/ Plaintiff / Defendant
SPORTS ACTIVITIES	Both parties decide together/ Plaintiff / Defendant
ADDITIONAL ITEMS	Both parties decide together/ Plaintiff / Defendant

Explain what process you will use to make decisions? (For example, the parent confronted with or anticipating the choice will call the other parent when the choice presents itself, and the other parent must agree or disagree within 24 hours of any deadline).

Physical Custody (where the child/children) will live): _____

The child's/children's residence is currently with _____

Describe which days and which times the child/children will be with each person:

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Describe where and when the child/children will be dropped off and/or picked up (day and time of day)?

Drop-Off

Where: _____

When: _____

Pick-Up

Where: _____

When: _____

If one of you doesn't show up, how long will the other wait? _____

If there are any extraordinary costs (taxi, train, airplane, etc.), who will pay for which costs? _____

HOLIDAYS

Where will the child/children stay?

Table with 4 columns: HOLIDAY, EVEN YEARS, ODD YEARS, EVERY YEAR. Rows include Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Yom Kippur, Rosh Hashanah, Thanksgiving, Vacation after Thanksgiving, Christmas Vacation, Kwanzaa, New Year's Eve/Day, Spring Vacation, Easter Sunday, Child's Birthday, Mother's Day.

HOLIDAY	EVEN YEARS	ODD YEARS	EVERY YEAR
Father's Day	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____

Summer Vacation Plans: _____

Special Activities or School Activities: _____

Child's Name	Activity	Will both of you attend? If not, which of you will attend?
_____	_____	_____
_____	_____	_____
_____	_____	_____

TEMPORARY CHANGES TO THIS PARENTING SCHEDULE

From time to time, one of you might want or need to rearrange the parenting time schedule due to work, family or other events. You can attempt to agree on these changes. If you cannot agree, the parent receiving the request will make the final decision. The parent asking for the change will ask _____ in person _____ by letter/mail _____ by phone

No later than _____ 12 hours _____ 24 hours _____ 1 week _____ 1 month

The parent being asked for a change will reply _____ in person _____ by letter/mail _____ by phone

No later than _____ 12 hours _____ 24 hours _____ 1 week _____ 1 month.

May parents contact one another? _____

When the child/children is/are with one of you, how may they contact the other parent? _____

When and how may _____ contact the child? _____

In the event that proposed changes, disputes or alleged breaches of this parenting plan and custody order are necessary or desired, the parties agree that such changes will be addressed by the following method (specify method of arbitration, mediation, court action, etc.):

The following matter or matters as specified by the court: _____

Other (anything else you want to agree on): _____

I VERIFY THAT THE STATEMENTS MADE IN THIS PARENT PLAN 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.

Date: _____

Signature

AFFIDAVIT OF MY HOUSEHOLD

I, _____, hereby swear or affirm, subject to penalties of law including 18 Pa.C.S. § 4909 relating to unsworn falsification to authorities that:

1. The following adults live in my household:

FULL NAME	DATE OF BIRTH
1. _____ (self)	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

(Please use additional lines if necessary)

2. I and/or another adult living in my household have or have not been charged, convicted, pled guilty or no contest to the following crimes in Pennsylvania or any other jurisdiction, as follows:

NO	YES		Me	Adult in my Household	Date
<input type="checkbox"/>	<input type="checkbox"/>	Contempt for violation of a Protection from Abuse order or agreement;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Driving under the influence of alcohol or a controlled substance or drug;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Possession, sale, delivery, manufacturing or offering for sale any controlled substance or other drug or device;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Criminal homicide; Murder;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Aggravated Assault;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Terroristic threats;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Stalking;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Kidnapping;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Unlawful restraint;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Luring a child into a motor vehicle or structure;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, sexual abuse of children, sexual exploitation of children, sexual intercourse with an animal or incest;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Arson and related offenses;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Concealing death of a child;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Endangering the welfare of children;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Prostitution and related offenses;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Obscene and other sexual materials;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Corruption of minors or unlawful contact with a minor;	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Trading, bartering, buying, selling or dealing in infant children; and	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Sex offender non-compliance with registration requirements, statute, court order, probation or parole, or other requirements under 18 Pa.C.S.A. § 3130 and 42 Pa.C.S. § 9795.2.	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. I and/or another adult living in my household have present and/or past history or violent or abusive conduct including the following:

NO	YES		Me	Adult in my Household	Date
<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

4. Children & Youth Services Involvement

The adults and/or child/children involved in this matter are not nor have they ever been involved in a Juvenile Court proceeding or with Children & Youth Services (CYS).

The adults and/or child/children involved in this matter are CURRENTLY INVOLVED in a Juvenile court proceedings at No. _____ or with Children & Youth Services (CYS). EXPLAIN INVOLVEMENT BELOW.

The Caseworker is: _____ whose phone number is: _____ .

The adults and/or child/children involved in this matter have PREVIOUSLY been involved in a Juvenile Court proceeding at No. _____ or with Children & Youth Services (CYS). EXPLAIN INVOLVEMENT BELOW.

The Caseworker was: _____ whose phone number is: _____ .

The case was closed on: _____ .

The involvement in the case is or was: _____

I CERTIFY THE ABOVE INFORMATION IS TRUE AS OF THE LAST THIRTY (30) DAYS.

Signature _____

L-1915.31. Custody Conciliation Conference.

(a) All parties and any child for whom primary physical custody is sought shall be present at the Custody Conciliation Conference, unless otherwise ordered by the Court. Failure of a party to appear at the Custody Conciliation Conference may result in the entry of a custody or visitation order by the Court on the recommendation of the Child Custody Officer in the absence of that party. The absent party may also be subject to contempt proceedings, if appropriate.

(b) The Child Custody Conference Officer will conduct informal proceedings and allow the parties and their witnesses to participate. The Child Custody Conference Officer shall control the presentation of evidence and will determine the amount of time allotted to each party for presentation of his/her case. Counsel, or the party himself/herself if unrepresented, may summarize his/her case to the Child Custody Conference Officer. The Child Custody Conference Officer may take testimony from the parties and any witnesses by swearing in said parties and having said parties offer testimony under oath. The proceeding will not be transcribed. At the discretion of the Child Custody Conference Officer, a witness(es) may be permitted to participate via telephone pursuant to Administrative Order 2004-1, In Re Family Court, dated October 26, 2004, pertaining to telephone testimony and subject to subsection (e) below. The conference will last no longer than one-half (1/2) day unless the Child Custody Conference Officer deems one or more issues complex in which event additional proceedings may be scheduled. If an agreement is reached, the agreement shall be prepared and signed in the form of a Custody Consent Order. If no agreement can be reached, the Child Custody Conference Officer will prepare a Summary Report and Recommended Order and forward same to the Court for the Court's consideration.

(1) The Summary Report and Recommended Order will be prepared and presented to the court within ten days of the date of the proceeding. The Summary Report will include the following:

a. The results of mental and physical evaluations and home studies, if any.

b. Findings of fact on jurisdiction or venue issues, if in question.

c. Recommendations for custody/visitation.

(c) The Recommended Order will normally be signed by the Family Court Judge to whom the case is assigned.

(1) The Recommended Order will become a final order unless a Request for Custody Trial De Novo and Pretrial Conference is filed within twenty (20) days after the Recommended Order is mailed or received by the parties, whichever occurs first. A copy of the order shall be provided to the parties by the Prothonotary in accordance with Pa.R.C.P. 236 with a copy to the Civil Division of the Court Administrator's Office.

(2) If a party makes a timely request for a Trial De Novo and Pretrial Conference, the Recommended Order will remain in effect pending further order of the Court.

(d) After the Family Court Judge to whom the case is assigned signs the Recommended Order, the attorneys representing the parties, or the parties if acting pro se, may review the Summary Report in the Court Administrator's Office—Civil Division within the twenty (20) day time period specified in paragraph (c)(1) above. The Summary Report will not be filed in the Prothonotary's Office. It will not be released from the Court Administrator's Office—Civil Division, nor may parties or attorneys make copies of the Summary Report.

(e) A party requesting to participate by telephone shall submit written consent from the opposing party(parties) to the Civil Division of the Court Administrator's Office. If represented by counsel, counsel shall provide written consent to the Civil Division of the Court Administrator's Office at least ten (10) days prior to the conference. If no consent is given by the opposing party to the requesting party (parties), relief must be obtained from the Custody Conference Officer or Hearing Officer pursuant to Administrative Order 2004-1, In Re Family Court, dated October 26, 2004, pertaining to telephone testimony. The requesting party shall contact the Civil Division of the Court Administrator's Office to seek such relief.

L-1915.32. Interim Orders.

(a) At the time of the initial custody meeting where issues regarding the temporary rights of the parties to custody or visitation of a non-emergency nature, as well as the arrangements for psychiatric or psychological examinations, home evaluations, and/or drug testing, are presented to the Child Custody Conference Officer, the Officer may submit to the Family Court Judge to whom the case is assigned a proposed interim order which will be reviewed by the Court and signed, if the Court deems

the order appropriate. A copy of this signed order will be provided to the parties by the Prothonotary in accordance with Pa.R.C.P. 236 with a copy to the Civil Division of the Court Administrator's Office.

(b) Any person not satisfied with the interim order may pursue an application for special relief in accordance with Local Rule 1915.13.

L-1915.33. Request for Custody Trial De Novo and Pretrial Conference.

(a) A party may file a Request for Custody Trial De Novo and Pretrial Conference in the Washington County Prothonotary's Office within twenty (20) days after the Recommended Order issued following the Custody Conciliation Conference is mailed or received by the parties, whichever occurs first. The request must be presented to the Family Court Judge to whom the case is assigned for

the scheduling of the Pretrial Conference. Form of Order may be found at Appendix G / Custody.

(b) A copy of the filed request with the scheduled Pretrial Conference date and time must be served on the other counsel, or if the party is a pro se litigant, the request must be served on the party. A copy must be delivered to the Civil Division of the Court Administrator's Office.

(c) A Trial De Novo will be scheduled, barring extenuating circumstances, within ninety (90) days of the request. The Pretrial Conference shall be held during the period between the request for Custody Trial De Novo and the scheduled hearing. Any psychological reports ordered should be obtained during the same period and presented to the Family Court Judge to whom the case is assigned, along with the parties' Pretrial Statements, at least forty-eight (48) hours in advance of the Pretrial Conference.

APPENDIX G / CUSTODY

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

_____)	
)	
Plaintiff,)	
)	
-vs-)	No. _____
)	
_____)	
)	
Defendant.)	

ORDER

AND NOW, this ____ day of _____, 20____, upon the request of _____ for Trial De Novo, a Pretrial Conference in the above-referenced matter is scheduled for the ____ day of _____, 20____, at ____ o'clock ____ .m. All parties are to be present and Pretrial Statements are due at least forty-eight (48) hours before the conference date.

The Court further directs all parties to immediately contact Southwestern Pennsylvania Human Services at the C.A.R.E. Center, Inc., 75 East Maiden Street, Suite 100, Washington, PA 15301, phone number (724) 229-3430 or (724) 229-4620. The parties are to enroll in and successfully complete the programs on Parenting, Improved Communication Skills and Conflict Resolution, as well as Individual and Family Counseling. Each party must contact the C.A.R.E. Center and schedule an appointment with that organization before Trial De Novo. In the event that any of the parties fail to schedule an appointment and/or actively participate in the counseling sessions directed by the Court, the offending party may be subject to sanctions upon proper Motion.

BY THE COURT:

_____ J.

L-1915.34. Pretrial Child Custody Conference Before the Court.

(a) All parties and any child for whom custody or visitation is sought shall be present at the judicial pretrial custody conference unless said required attendance is waived by way of Court Order. Failure of a party to appear at the judicial pretrial custody conference may result in the entry of a custody/visitation order by the court.

(b) The court will attempt to obtain a consent agreement on any pending custody issues. Any agreement shall be reduced to writing and entered as an order of court. Upon request, the Family Court Judge to whom the case is assigned will meet privately with the parties' counsel in an attempt to better define the issues and settle the custody dispute.

L-1915.35. Uncontested Motions Verification Form.

In an effort to comply with the local rules, any party may utilize the Family Court Judge's Uncontested Motions Verification Form, which shall be in the format contained in Appendix H / Custody.

APPENDIX H / CUSTODY
IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA
CIVIL DIVISION

Plaintiff,
- vs -
Defendant.
No. _____

UNCONTESTED MOTIONS VERIFICATION FORM

I, _____, Esquire, hereby represent to the Court, as indicated by the signature of opposing counsel or litigant(s) below (facsimile accepted), as the case may be, that the attached motion has been served on opposing counsel/litigant(s). I further acknowledge and agree to be responsible for retrieving the instant motion after it is signed by the Judge, filing of said motion and order, and service of a copy of the order on all opposing counsel/litigant(s), all in a timely fashion.* I understand that failure of myself or my client to appear for scheduled hearings may result in imposition of penalties and/or sanctions in the form of fines or attorney's fees upon myself, and/or my client.

Opposing Counsel/Litigant(s)

Presenting Attorney

Date

Date

Phone Number

Phone Number

*In cases where a hearing date is to be scheduled, please advise the Judge's secretary of any special scheduling requests, such as vacations, conflict dates, etc.; otherwise a date will be assigned.

L-1935.36. Consent Agreements.

(a) When parties have reached a consent agreement concerning custody of their minor child(ren) and the appointment of a Child Custody Conference Officer is unnecessary, the party(parties) may seek to have the consent agreement approved by the Court and may submit a Court Order by using the following procedure:

(1) A Custody Complaint in substantial compliance with Pa.R.C.P. 1915.15(a) shall be prepared for filing with the Prothonotary's Office,

(2) The parties shall prepare and sign a Custody Consent Agreement with the appropriate order attached,

(3) The Custody Complaint and the Custody Consent Agreement with proposed Order attached shall be presented to the Family Court Judge to whom the case is assigned in Motions Court for Court Approval,

(4) The Custody Complaint and the Custody Consent Agreement with signed Order attached shall be filed with the Prothonotary's Office after paying the appropriate filing fees and costs, and

(5) A conformed, stamped copy of the filed Custody Complaint and the Custody Consent Agreement with Order attached shall be provided to the Family Court Judge to whom the case is assigned for purposes of the Judge's record keeping.

(b) If the custody issue arises from a count in a divorce complaint or counterclaim, there is no need to draft and file a custody complaint as outlined in (a) above or L-1930.27(a). Rather, the party(parties) should include

the divorce case number on the proposed Order attached to the Custody Consent Agreement before presenting it to the Family Court Judge to whom the case is assigned.

(c) When using these procedures, there is no condition precedent that the parties attend the Parenting Program set forth in L-1915.4.

[Pa.B. Doc. No. 13-1847. Filed for public inspection October 4, 2013, 9:00 a.m.]

DISCIPLINARY BOARD OF THE SUPREME COURT

Notice of Administrative Suspension

Notice is hereby given that the following attorneys have been Administratively Suspended by Order of the Supreme Court of Pennsylvania dated August 21, 2013, pursuant to Rule 111(b) Pa.R.C.L.E., which requires that every active lawyer shall annually complete, during the compliance period for which he or she is assigned, the continuing legal education required by the Continuing Legal Education Board. The Order became effective September 20, 2013, for Compliance Group 3.

Notice with respect to attorneys having Pennsylvania registration addresses, which have been transferred to inactive status by said Order, was published in the appropriate county legal journal.

Alpha, Jennifer J.
Washington, DC

Anderson, Corbett
Reston, VA

Bertorelli, Jr., D. Andrew
Haddonfield, NJ

Campbell, Roxanna Sophia
Princeton, NJ

Carmine, Ferrell D.
Wilmington, DE

Carpenter, Megan Margaret
Fort Worth, TX

Chalker, James Matthew
Lambertville, NJ

Cohen, Philice Krevolin
Skillman, NJ

Connor, Noelle Anne
Mullica Hill, NJ

Cuneo, Daniel Henry
Saint Louis, MO

Daly, Elizabeth Anne
Mendham, NJ

Dorchinsky, Brian Michael
Ewing, NJ

Fawcett, Daniel M.
Beverly Hills, CA

Henriquez, Leslie Haywood
Toledo, OH

Jerome, David Michael
Naples, FL

Keddie, Christina Sim
Princeton, NJ

Keene, Stephen James
Imperial, CA

Knight, Courrine Michelle
Alexandria, VA

Lee, James Ephraim
New Castle, DE

Mancosh, Michael Joseph
Herndon, VA

Manning, Margaret M.
Wilmington, DE

McConvery, Sharon
Randolph, NJ

Model, Alan Ira
Newark, NJ

Patel, Leena R.
Basking Ridge, NJ

Piccione, Louis Alfred
Dalton, MA

Reed, Vincent Bradley
Mount Ephraim, NJ

Rogers, Lisa Neal
Nashville, NC

Ross, Barbara Tocker
Englewood, CO

Sarlson, Mark Louis
Beachwood, OH

Stokes, Sean Atlin
Washington, DC

Stone, Eric Bradley
Stafford, VA

Van Shura, Mairin Kathleen
Washington, DC

Varrasse, Victoria Elizabeth
Cherry Hill, NJ

Williams-Harris, Theresa C.
Des Moines, WA

Yoldas, Danielle Trezza
Fort Lauderdale, FL

Zitron, Jordan Craig
Scottsdale, AZ

SUZANNE E. PRICE,
Attorney Registrar
The Disciplinary Board of the
Supreme Court of Pennsylvania

[Pa.B. Doc. No. 13-1848. Filed for public inspection October 4, 2013, 9:00 a.m.]