

# **Scheduling Order**

**Form 5**

## Scheduling Order

*The following numbers on these instructions correspond with the numbers in the boxes on the Order of Court form.*

- Box 1: Print the county in which you are filing your complaint/petition. See "*Where do I File?*" in the Introduction for more information about what county you should file in.
- Box 2: Print the name of the plaintiff (the person who initiated the original action) exactly as it appears on all other forms in this action.
- Box 3: Print the case number that has been assigned to your case (this can be found on your custody complaint or order).
- Box 4: Print the name of the defendant (the person who the original action was filed against) exactly as it appears on all other forms in this action.
- Box 5: Print the opposing party's name; check either "defendant" or "respondent" (if the opposing party is the defendant in the matter, then check "defendant," but if he or she is the plaintiff (responding to your filing) then check "respondent").
- Box 6: Check "obtain" if this is the original complaint; check "modify" if you are trying to change an order.
- Box 7: Check what kind of legal custody you are seeking. (See definitions in introduction).
- Box 8: Check what kind of physical custody you are seeking.
- Box 9: Print the name(s) of the child(ren).
- Box 10: **EACH COUNTY HAS PROCEDURES FOR OBTAINING A DATE FOR CONFERENCES OR HEARINGS. CHECK COUNTY RULES OR CONTACT THE COURT ADMINISTRATOR'S OFFICE.**
- Box 11: **EACH COUNTY HAS DESIGNATED AN AGENCY FOR INFORMATION ABOUT LEGAL SERVICES. CHECK COUNTY RULES OR CONTACT THE COURT ADMINISTRATOR'S OFFICE.**
- Box 12: Print the name of the county in which you are filing.
- Box 13: Leave blank.



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. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

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\_\_\_\_\_

(Name)

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City, State, Zip Code)

\_\_\_\_\_

(Telephone)

AMERICANS WITH DISABILITIES ACT OF 1990

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The Court of Common Pleas of \_\_\_\_\_ 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.

BY THE COURT

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

\_\_\_\_\_

J.

IN THE COURT OF COMMON PLEAS OF \_\_\_\_\_ COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Plaintiff : NO. \_\_\_\_\_  
: :  
v. : :  
: :  
\_\_\_\_\_  
Defendant : CUSTODY

**ORDER OF COURT**

You, \_\_\_\_\_ ( ) defendant ( ) respondent, have been sued in court to ( ) OBTAIN ( ) MODIFY ( ) shared legal custody ( ) sole legal custody and ( ) partial physical custody ( ) primary physical custody ( ) shared physical custody ( ) sole physical custody ( ) supervised physical custody of the child(ren):

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

You are ordered to appear in person at \_\_\_\_\_  
(Address)  
on, \_\_\_\_\_, at \_\_\_\_\_, \_\_\_M., for  
(Day and Date) (Time)

- a conciliation or mediation conference.
- a pretrial conference.
- a hearing before the court.

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

You must 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 (including, but not limited to, a conference with a conference officer or judge or conciliation) but not later than 30 days after service on the complaint or petition.

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. 191517 regarding relocation.

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\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip Code)  
\_\_\_\_\_  
(Telephone)

AMERICANS WITH DISABILITIES ACT OF 1990

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BY THE COURT

Date: \_\_\_\_\_ J.