

# **CUSTODY COMPLAINT AND ORDER FOR CUSTODY** **CONFERENCE**

These forms are to be used for all **NEW** custody cases, where there is no order previously entered. If there is already a custody order in place **DO NOT** use these forms, please use the modification form.

You must complete and bring to Court **ALL** forms under this section which include:

- **Civil Cover Sheet**
- **Complaint**
- **Verification**
- **Transparenting form** –Print two (2) copies: complete one (1) form & leave one (1) blank.
- **Order** – only fill out the top including your name and the minor child(ren) name(s) – The Judge will assign the date and time
- **Notice of service** - make sure you read the service guidelines and provide notice within those set guidelines. There are methods and time lines for service that **MUST** be followed.
- **Proof of Service** - The Judge’s Law Clerk will give you this form after you present your motion to the Judge
- **Acceptance of Service** - The Judge’s Law Clerk will give you this form after you present your motion to the Judge
- **Notice of incarcerated parent** – The Judge’s Law Clerk will give you this form after you present your motion to the Judge (*only complete this form if the other parent is presently incarcerated*)

You **MUST** fill out the bottom portion of the first page in this packet of forms with **YOUR** information, even if you do not have an attorney – write in **YOUR** name, address, phone number and email address.

Take all completed forms to Motions Court, Courtroom #2, 2<sup>nd</sup> floor of the Courthouse, **NO LATER THAN 8:45 a.m. Monday through Thursday**. No custody motions court on Friday. Late motions will NOT be heard. Check in with the Tipstaff or Law Clerk before going into the Courtroom.

\* Make sure you follow the Courtroom rules as provided in the Pro Se Custody packet under “Going to Court”

There is a \$125.50 filing fee that must be paid to the Prothonotary’s Office after your motion has been set for a conciliation conference\*. Cash or checks **ONLY**. (checks made payable to Nancy Werme, Prothonotary) **NO CREDIT CARDS**

\*if you cannot afford this filing fee and you meet the guidelines under the **IN FORMA PAUPERIS** section, complete the documents under that section. In forma pauperis forms **MUST** be accompanied by verification of income or public assistance.

**YOU MUST BE AT LEAST 18 YEARS OLD TO FILE ON YOUR OWN**  
If you are not 18 years old you must have your custodial parent(s) or Court Appointed Guardian file for you.

**THERE IS A DRESS CODE IN THE COURTROOM.**

## **Court of Common Pleas of Beaver County** **Child Custody Filing Procedures**

*Please note that the law librarian, staff of the Beaver County Law Library, staff of the Juvenile Services Division, staff of the Court Administrator's Office and the Judge's Law Clerk are neither qualified nor permitted to assist persons in the preparation or filing of child custody documents or to provide legal advice or assistance of any kind on child custody or any other legal matters.*

**LITIGANTS ARE STRONGLY ENCOURAGED TO CONSULT WITH AN ATTORNEY.**

*NOTICE: You must be 18 or older to file on your own behalf.*

**SUMMARY OF STEPS:** A Complaint is the first thing you file to start the Custody process.

### **Before you go to Court:**

1. Complete the appropriate forms in INK, not pencil. Incomplete forms may be refused.
2. **Make sure you look at the IMPORTANT INFORMATION sheet! There are NOTICE, FILING AND SERVICE requirements that must be STRICTLY FOLLOWED.**

### **In Court:**

3. Take **completed** forms to Motions Court, Courtroom #2, Second Floor of the Courthouse, **no later than 8:45 a.m. Monday through Thursday. Do NOT be late. Late motions will not be heard. Go into the Courtroom, have a seat and wait your turn.**
4. The Judge will sign the petition and assign a hearing date, if needed. You will then receive a clocked copy of the Order and the original will be returned to you.

### **After you leave Court:**

5. Obtain the Proof of Service and/or Acceptance of Service form from the Law Clerk.
6. **FILE** the papers in the Prothonotary's Office (1<sup>st</sup> floor).
7. **SERVE** the other party with a copy of the Complaint/Petition and the Order signed by the Judge.
8. **FILE** either a Proof of Service or Acceptance of Service Form with the Prothonotary after service has been done.
9. Bring a copy of the Proof of Service that you filed in the Prothonotary's office to ALL later hearings, conferences and/or trials.
10. **After you have completed your Catholic Charities Classes file your Completion certificate with the Prothonotary's office.**

**Note:** When filling out the forms- -parties must be identified as Plaintiff or Defendant as they are listed on the *original* custody Complaint, regardless of who is filing the Petition. The person filing the petition is the *Petitioner*; the other party is the *Respondent*.

## IMPORTANT INFORMATION

1. **NOTICE**: Depending on what documents you are filing you must give the other party advance notice of the exact date and time you are planning to go to Motions Court.

### **Petition for Emergency Custody:**

Minimum 24 hours notice BEFORE you give your papers to the Judge

### **Petition for Modification Motion to Continue**

### **Petition for Special relief**

3 business days written notice BEFORE you give your papers to the Judge

### **Petition for Contempt**

### **Request to Withdraw Complaint for Custody**

Send or give the other party the Notice of Intention to Present along with copies of the documents you will be presenting to the judge.

If there is a PFA, you may send the legal paperwork but do NOT include any other letters, notes, etc. If it is a true emergency, you may have a family member or friend call or hand deliver copies of the notice.

If you do not know where the other party lives, you must read PA Rules of Court # 430 & #1930.4 and Beaver County Local Rule # 430 and follow the required procedures.

2. **FILING**

- a. After you have presented your motion to the Judge you must file all of the original documents that you gave to the Judge with the Prothonotary's office. This is where you pay the \$125.50 filing fee.
- b. You must also return to the Prothonotary's office to file the Proof of Service form after you have served the other party (see below)

3. **SERVICE**

- a. You must give the other party copies of all documents that you presented to the judge.
- b. You must either served the other party by mail or by hand delivery
- c. If you serve the other party by mail you must send the documents by both **Regular mail and Certified mail**.
  - i. Complete the Proof of Service form by checking both regular mail and certified mail
  - ii. After you have received the green card verifying certified mail, staple that green card to the Proof of Service form and **AGAIN file with the Prothonotary's office**
- d. If you choose to Hand deliver the Documents you must have the other Party sign an **Acceptance of Service form. You MUST FILE the Acceptance of Service in the Prothonotary's office after it is signed.**

***\*\*\*\* Always keep a copy of the Proof of Service documents for your records and ALWAYS bring the Proof of Service forms to all Conciliation Conferences, Pre-Trial Conferences and/or Hearings/Trials in Court.***

## GOING TO COURT

### Before you come:

1. If not typed, forms should be filled out in **INK**, not pencil.
2. DO NOT write on the BACK of any paper that you present to the Court.
3. NOTICE, FILING AND SERVICE requirements MUST be STRICTLY followed.
4. If the other party has an attorney, the ATTORNEY must be given notice, not the other person.
5. Make sure all of your papers are filled out correctly- you WILL be turned away if they are incorrect.
6. If you are filing the Custody Complaint Petition - **Make sure you fill in the bottom of the Custody Complaint cover sheet (the one with the boxes) with YOUR name, YOUR address, YOUR phone number, and YOUR signature.**
7. If you have an existing Custody Order, you MUST write your **CUSTODY CASE NUMBER** on your documents in the designated spot- example: No. 12345-2006. DO NOT include your Domestic Relations (child support) case number. If you do not know your case number, you will need to request it in the Prothonotary's Office and still be in the Courtroom before 8:45a.m.
7. **You must fill out all papers with the same caption as your existing Custody Order. The caption can be found at the top of your existing custody agreement. The Caption is the section where the Plaintiff and Defendant are named. This means if you are the Defendant on your existing Custody Order, you will ALWAYS be the Defendant when you fill out ANY custody papers.**

### In the Courtroom:

8. All proceedings may be electronically recorded. Identify yourself by your full name, keep your voice up and speak clearly
9. Completely turn OFF all cell phones (**no vibrate mode**- it interferes with the Court's Audio Recording System).
10. No food or drink in the Courtroom or Hallways.
11. To present a Motion on your own behalf, you must step **INSIDE** of the courtroom. Be seated and wait until all of the attorneys have presented their motions and then you will be called up in the order in which you arrived
12. Please do not talk while others are presenting their Motions
13. Properly dispose of your chewing gum before entering the Courtroom.

14. You must be **DRESSED APPROPRIATELY** for Court. You can be turned away if you are not dressed appropriately. It is within the Court Staff's discretion to determine whether your attire is appropriate. Generally, **YOU CANNOT WEAR:**

- Tank tops
- Halter tops
- Strapless tops
- Shorts
- Flip flops
- Sweatpants
- Baseball caps
- Ripped clothing

15. After the Judge signs your documents, you must **WAIT** to receive copies and file the original with the Prothonotary.

**16. It is highly recommended that you consult with an attorney.** The Beaver County Bar Association provides a Lawyer Referral Service. If you contact them, they can set you up to speak with an attorney for \$25 for 30 minutes. They may also be able to put you in touch with an attorney who will represent you for a reduced fee if you meet the financial requirements.

### **Lawyer Referral Service**

**Beaver County Bar Association  
775 Fourth Street  
Beaver, PA 15009  
(724) 728-4888**

## CUSTODY F.A.Q.s

### HERE ARE THE MOST OFTEN ASKED CUSTODY QUESTIONS AND THE ANSWERS GIVEN BY THE COURT.

1. Can my mother/friend/sister/etc. go to motions court for me so I don't miss work?

No. Presenting a motion on someone else's behalf is practicing law, unless the presenter is a party to the proceeding.

2. What do I do if I don't know where the father/mother lives?

Read the Rules on Civil Procedure dealing with service. Those can be found in this packet. Look at Rule # 440 & Rule #1930.4 and Beaver County Local Rule # 430.

3. Do grandparents who are trying to get custody because the parent is in jail or on drugs follow the same procedures and use the same forms as what I have?

Grandparents should use the same forms and same procedures. Both parents must be named as Defendants and both must be given notice of the Petition before it is presented. Grandparents may not get the same results as natural parents. Grandparents' rights are not as extensive as natural parents and absent in "loco parentis," where grandparents have actually acted as parents, grandparents' rights are usually limited to partial custody/visitation unless the child is in danger.

4. I can't find any form for "objection to continuance."

There is no set form to object to a continuance. You should tell the other side you object and go to court on the day of the motion to tell the judge why you object. The first request for a continuance will usually be granted. Multiple continuances will not be granted unless all parties agree.

5. What about "temporary custody"?

The Court does not grant temporary custody as a matter of course. If anyone is looking for Temporary Custody they should file a custody complaint. Temporary custody is almost exclusively for emergency situations. Some people confuse temporary custody with emergency custody. If there is an emergency situation which involves either risk of danger to the child's life or potential threat that the other parent will leave the state with the child, you should file a Petition for Emergency Relief and a Custody Complaint/Petition.

6. Do I have to tell the other party that I am going to Court?

If you are filing an **initial custody petition** (when there is no custody order) and are only seeking a hearing date, you do not have to give advanced notice.

If you are filing for **Modification** or **Contempt** of an existing custody order, or **Special Relief**, you ***MUST*** give 3 business days advanced notice.

**If there is a TRUE emergency, (that is, if there is a risk that the other parent will run away with the Child from the County without a known destination or there is a threat of *immediate* harm to the child), you should tell the party by phone at least 24 hours in advance that you are coming to Court to present an Emergency Relief Petition the following day at 8:45 a.m. You should have the phone number of the other party with you when you come to Court in the**

**event that the Judge might need to call the other party so that they can participate in the Motion.**

7. What does it mean to give 3 business days notice?

3 business days notice means that if you're going to present the Motion to the Judge, you **MUST** give or send the other party the Notice of Intention to Present form and **COMPLETED COPIES** of the paperwork that you are going to present to the Judge, 3 work days, (weekend days and court holidays do not count), before the day you are going to Court.

Example: If you want to present the papers to the Judge on Thursday, you must supply the other party with complete copies of the papers that you are going to present to the Judge, at the latest, on Monday.

8. What if there is a PFA? How can I notify the other party?

A Plaintiff cannot "violate" a PFA so it doesn't matter if the PFA Plaintiff (the person protected by the PFA) sends the PFA Defendant papers. If you are the PFA Defendant (the person that the PFA is against), you may send the Plaintiff the legal paperwork, only. **DO NOT** include letters, notes, etc. or anything unrelated to the legal action attached or written on the legal documents. Send the legal documents via certified mail. If it is a true emergency, where less than 3-days notice can be given, have a family member or friend call or hand deliver copies to give them notice that you are coming to Court. Explain to them why you are coming and when. Be sure to bring their phone number with you to Court (See #6 above)

**Court of Common Pleas of Beaver County**  
**Civil Division**  
**Civil Cover Sheet**

For Prothonotary Use Only (Docket Number)

PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS
PLAINTIFF'S NAME	DEFENDANT'S NAME
PLAINTIFF'S ADDRESS	DEFENDANT'S ADDRESS

TOTAL NO. OF PLAINTIFFS	TOTAL NO. OF DEFENDANTS	COMMENCEMENT OF ACTION
		<input checked="" type="checkbox"/> Complaint <input type="checkbox"/> Notice of Appeal <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Transfer From Other Jurisdictions

AMOUNT IN CONTROVERSY  <input type="checkbox"/> \$25,000 or Less  <input type="checkbox"/> Over \$25,000	CASE TYPE  <input type="checkbox"/> Domestic Relations <input type="checkbox"/> Divorce <input checked="" type="checkbox"/> Custody
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**TO THE PROTHONOTARY:**

Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant: (or **Pro Se Litigant**)

Papers may be served at the address set forth below

NAME OF PLAINTIFF'S/PETITIONER'S/APPELLANT'S ATTORNEY (OR <b>PRO SE LITIGANT</b> )	ADDRESS (SEE INSTRUCTIONS)

PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
SIGNATURE		SUPREME COURT IDENTIFICATION NO.
		N/A
		DATE



at the following addresses:

(List All Persons)

(List All Addresses)

(Dates)

_____	_____	_____
_____	_____	_____
_____	_____	_____

*(give full address)*

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

She is (married)(divorced)(single). *(give full address)*

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

He is (married)(divorced)(single). *(give full address)*

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

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

6. The Plaintiff currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

7. The Defendant currently resides with the following persons:

Name	Relationship
_____	_____
_____	_____
_____	_____

8. 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 or claims to have custody or visitation rights with respect to the child.**

**The name and address of such person is: *(give full address)***

**9. The best interest and permanent welfare of the child 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. Each parent whose parental rights to the child have not been terminated and the person who has physical custody of the child have been named as parties to this action. All other persons, named below, who are known to have or claim a right to custody or visitation of the child will be given notice of the pendency of this action and the right to intervene:**

<b>Name</b>	<b>Address <i>(give full address)</i></b>	<b>Basis of Claim</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**11. If the plaintiff or plaintiffs is/are a grandparent please state the following:**

**a. Did the child/children live with you? \_\_\_\_\_**

**b. If yes, state the dates. The child(ren) have lived with you:**

\_\_\_\_\_

**c. Are the natural parents of the child (*circle one*):**

**Married      Separated      Divorced**

**d. Is one or both of the natural parents deceased?    Yes    No**

**If yes, which parent is deceased? \_\_\_\_\_**

**Date of death: \_\_\_\_\_**

**WHEREFORE, Plaintiff requests the court to grant (custody)(partial custody)(visitation) of the child.**

\_\_\_\_\_  
**Plaintiff**

**VERIFICATION**

I, \_\_\_\_\_, verify that the statements made in this Petition for Custody 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.

\_\_\_\_\_  
Petitioner

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

**NOTICE TO ATTEND**

All parents of children under 18 years of age and who are involved in child custody or divorce litigation are required by the Beaver County Court to attend an educational seminar. The seminar deals with the subject of how children cope with separation and divorce. **Failure to complete the seminar will result in appropriate sanctions by the Court.**

Seminars are held the first and third Wednesday of each month for a total of four hours and presented by qualified counselors under a contract with the Court. Catholic Charities is licensed to conduct the seminar which is a copyrighted program and which has no religious content, and is not in any way controlled by the Catholic Church. It is held in the Jurors' Lounge on the second floor of the Beaver County Courthouse, Beaver, Pennsylvania. Parents can choose not to attend the same session together, and children are **NOT** to be brought. Please bring your photo ID when attending the seminar.

Please call Catholic Charities at **724-775-0758** to determine the next available seminar date. Return the registration form below and your **\$45.00 (cost per person)** by check or money order, payable to "County of Beaver" or "Catholic Charities", within 10 days to:

**Catholic Charities  
276 East End Ave.  
Beaver, PA 15009**

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**TRANSPARENTING SEMINAR  
REGISTRATION FORM**

Please **PRINT**

Names on Complaint or Petition: \_\_\_\_\_

Case Number: \_\_\_\_\_

No. \_\_\_\_\_ of 20 \_\_\_\_\_

vs. \_\_\_\_\_

**Your Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

**Please schedule me for the following session:** Date: \_\_\_\_\_

**Method of Payment:**

\_\_\_\_\_ Check (payable to "**Catholic Charities**" or "**County of Beaver**", Check # \_\_\_\_\_ )  
\_\_\_\_\_ Money Order (\$45, #: \_\_\_\_\_ )

**\*Note: An additional \$25.00 fee will be charged for any returned checks.**

Your Signature \_\_\_\_\_

\* Following the directives of the Judge, information concerning both your registration and participation in this seminar "TransParenting Seminar" will be shared both with the Court and the attorneys of record in the case.

(Revised 11/10)

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vs.  
\_\_\_\_\_  
\_\_\_\_\_

**Your Name:** \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

**Please schedule me for the following session:** Date: \_\_\_\_\_

**Method of Payment:**

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(Revised 11/10)

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY  
P E N N S Y L V A N I A  
CIVIL ACTION-LAW

\_\_\_\_\_  
Plaintiff :  
vs. : No. \_\_\_\_\_  
\_\_\_\_\_  
Defendant :

ORDER OF COURT

You, \_\_\_\_\_, have been sued in Court to obtain custody or visitation of the child(ren) (give names) \_\_\_\_\_.

You are ordered to appear in person before the Child Custody Conference Officer, Juvenile Services Division **at the Courthouse, first floor**, in Beaver, Pennsylvania, 15009 on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) for a Conference before conference officer \_\_\_\_\_ . (The Court will assign the date, time, and officer.)

**All children age 10 and over must be present for this Conference.**

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

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.

Lawyer Referral Service  
775 Fourth Street  
Beaver, PA 15009  
(724) 728-4888

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Beaver 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

\_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_  
Judge

*NOTE: These rules are for your information and for you to keep.*

## **BEAVER COUNTY LOCAL RULES REGARDING CUSTODY**

### **LR 1915.26 Custody Action Procedures (Eff. 2/13/2000)**

1. When a claim for custody, partial custody or visitation is made in a Complaint or a subsequent Petition (including Petition(s) for Contempt of a prior Order) or Counterclaim, such pleading shall be substantially in the form provided by The Pennsylvania Rules of Civil Procedure. Said pleading shall also have attached thereto an Order of Court referring the claim to a Child Custody Conference Officer for a Conciliation Conference. The moving party shall:

- a. Secure a date and time for the Conciliation Conference from the Court;
- b. Secure the signature of the Judge on the scheduling Order of Court ;
- c. File the original pleading and Order in the Prothonotary's Office;
- d. Serve a clocked copy of the pleading and Order on counsel of record and/or unrepresented parties, with proof of service to be filed in the Prothonotary's Office, and a copy of the proof of service to be provided to the Child Custody Conference Officer at or prior to the time set for the Conference.

2. The Child Custody Conference Officer will convene a Conciliation Conference, as scheduled by the Court, which Conference shall be attended by the parties and their legal counsel, if any. Before counsel appears before the Child Custody Conference Officer, counsel must enter his/her Appearance on the record in the Prothonotary's Office, provide notice to all opposing counsel or party(ies) and have proof of entry of Appearance available at the Conference. Counsel for the parties, or the parties themselves if unrepresented, are to provide true and correct copies of any exhibits to be shown to the Child Custody Conference Officer at the Conference, to counsel for the opposing party or to the opposing party if unrepresented, at least five (5) days prior to the scheduled Conference. Failure to comply may, at the discretion of the Child Custody Conference Officer, result in the exclusion of the exhibit from consideration, the rescheduling of the Conference to allow the opposing party an opportunity to respond or other action deemed appropriate by the Child Custody Conference Officer, keeping in mind the Officer's need to evaluate the best interest of the child(ren). The parties, counsel and the Child Custody Conference Officer, as mediator or conciliator, shall make a good-faith effort to resolve the issues and reach agreement on custody, partial custody and/or visitation. The Child Custody Conference Officer shall conduct the Conciliation Conference as an informational and conciliatory proceeding rather than confrontational or adversarial.

No scheduled Custody Conference shall be rescheduled by any party or counsel without the prior expressed consent of the opposing party or counsel or Order of Court issued after appropriate notice to the opposing party or counsel.

3. If the parties reach agreement, the Child Custody Conference Officer shall submit an Agreed Order to the Court bearing the written consents, evidenced by signatures of the

parties and their counsel, if any. Neither the parties nor counsel need to appear before the Court for the Court's approval of the Agreed Order.

4. If, for any reason, the parties do not reach agreement, the Child Custody Conference Officer shall file a written report with the Court within five (5) business days, unless otherwise extended by agreement of counsel, or the parties if unrepresented. The report shall be in a narrative form and shall include the positions of the parties, proposed settlements of the parties, if any, and the recommendation of the Child Custody Conference Officer, together with reasoning for the recommendations and either a Proposed Order or a proposed Temporary Order. Upon receipt and review of the report, the Court shall issue a Proposed Order or a Temporary Order and promptly provide a copy thereof, together with a copy of the Child Custody Conference Officer's report, except for that portion of the report relating to comments from the minor child(ren), to counsel for the parties, or the parties themselves if not represented by counsel.

5. A Proposed Order shall be entered as a Final Order unless Exceptions thereto are filed by either party within twenty (20) days after the effective date set forth in the Proposed Order. Exceptions may also be filed to a Temporary Order at any time during the existence of the Temporary Order, but the Court will decide whether the Exceptions will be remanded back to the Child Custody Conference Officer for further proceedings and recommendation or set down by the court for a Pre-Hearing Conference as provided for herein. The Court may Order, in any given case, that should Exceptions be filed, the Proposed Order shall be effective as a Temporary Order pending further Order of Court.

6. Exceptions to the Proposed Order or Temporary Order must be in writing and must state, with particularity, the portion(s) of the Order objected to. The Exceptions must be filed with the Prothonotary, and copies thereof must be delivered forthwith to the Presiding Judge's Chambers, as well as to all counsel and/or unrepresented parties of record.

7. Simultaneously with the Exceptions, a Certificate of Readiness for Trial shall be filed with the Prothonotary and a copy thereof delivered to the Presiding Judge's Chambers, as well as to all counsel and/or unrepresented parties of record. The Certificate of Readiness for Trial shall contain an estimate of trial time.

8. Upon receipt of the Exceptions and the Certificate of Readiness for Trial, the Court will schedule a Pre-Hearing Conference to be attended by all counsel and parties, whether represented by counsel or not. A Pre-Hearing Conference with the Court will be scheduled in every case and will be waived only with the consent of the Court.

9. No later than five (5) days prior to the date scheduled for Pre-Hearing Conference, each attorney and each party not represented by counsel must file a completed Pre-Hearing Information Statement, on or in a form approved by the Court, at the Presiding Judge's Chambers, with copies provided to opposing counsel and/or unrepresented parties of record.

10. Failure of any party, having primary physical custody of a child, to appear at a scheduled Child Custody Conference or Pre-Hearing Conference will result in the scheduling of the matter for a Hearing before the Court and may result in imposition of sanctions by the Court.

11. Failure of any party, not having primary physical custody of a child, to appear at a scheduled Child Custody Conference or Pre-Hearing Conference will result in the Court's

entry of a Proposed Final Order or a Temporary Order, as the Court determines to be warranted under the circumstances found to be present.

12. Any party applying to the Court for special relief must comply with Rule 1915.13 Pa.R.C.P. and with Rule L206B of the Local Rules of Civil Procedure.

13. Any party filing Preliminary Objections raising issues of jurisdiction or venue of the court to act, shall, concurrently with filing the same with the Prothonotary, deliver a true and correct copy of the Preliminary Objections to the Judge assigned to handle Custody matters and to opposing counsel and/or to any party not represented by counsel. The Judge will schedule the matter for Argument on a priority schedule to dispose of the issues as expeditiously as possible.

14. In order to facilitate compliance with the requirements of the Uniform Child Custody Jurisdiction Act, a party shall provide the Court with all known information concerning a Custody proceeding pending in another state which involves the same parties or children.

*Note: In particular, the Court should be informed of the following: (1) the name and address of the Court in which such case is pending; (2) the caption of such case; (3) the name, address and telephone number of the Judge to whom the case might have been assigned, and (4) any Orders entered in such case. Information provided under this Rule should be submitted in writing and attached to the Complaint/Petition.*

**LR 430. Service by Publication (Eff. 3/6/2000)**

The Beaver County Legal Journal is designated as the publisher of legal notices in Beaver County. Unless the manner of publication of service of process or notice is otherwise specified by law or rule of court, such service shall be made by publishing the same once in the Beaver County Legal Journal and once in a newspaper of general circulation in Beaver County.