

## **INSTRUCTIONS FOR COMPLETING THE CUSTODY SCHEDULING ORDER**

**TYPE OR PRINT NEATLY**

### **STEP 1 – The Caption**

1. Fill in the full legal name of the Plaintiff exactly as completed on the Custody Complaint
2. Fill in the full legal name of the Defendant exactly as completed on the Custody Complaint

### **STEP 2 – The Scheduling Order**

1. Fill in the name of the Defendant to the custody action on the line provided.
2. Fill in the names and birthdays of all minor children that are subjects to the custody case.
- 3. READ THE SCHEDULING ORDER**
4. Write down the Children First Education Program telephone number and be prepared to register for the Program.
5. Be prepared for notification of the date and time of your Intake Conference that will be scheduled in approximately 30 days for the filing of the complaint.
- 6. DO NOT SIGN THE SCHEDULING ORDER**

**IN THE COURT OF COMMON PLEAS OF BLAIR COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
**Plaintiff** :  
: **No.** \_\_\_\_\_  
Vs. :  
: Custody/Visitation  
: \_\_\_\_\_  
**Defendant** :

**CUSTODY SCHEDULING ORDER**

You, \_\_\_\_\_ (Defendant) have been sued in Court to obtain custody, partial custody or visitation of the child (ren). **Name/Date of Birth:**

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All parties of this custody action are hereby **ORDERED** to attend the Mandatory Parent Education Children First Program within forty –five (45) days of this order. **All parties are required to contact the Children First Program at (814) 693-3292 within five (5) days of receipt of this order to register for said program.**

Should the moving party fail to pay fees or fail to appear for the Education Program, the custody action shall be dismissed without prejudice and any fees paid by such party shall be forfeited.

Should the non-moving party fail to pay fees or fail to appear for the Education Program, an immediate Rule to Show Cause why such party should not be held in Contempt shall be issued from the court.

You are hereby **ORDERED** to appear in person on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m. for an Intake Conference/Conciliation Conference with \_\_\_\_\_ at the Blair County Courthouse, 423 Allegheny Street, New Wing, Second Floor, Suite 228 Hollidaysburg, Pa. 16648.

**NO CHILDREN SHALL ATTEND THE INTAKE/ CONCILIATION CONFERENCE**

If you fail to appear for the Intake Conference, Conciliation Conference or any other scheduled proceeding 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.

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 CANNOT AFFORD A LAWYER**

**MIDPENN LEGAL SERVICES**

205 Lakemont Park Blvd.  
ALTOONA, Pa. 16602  
(800) -326-9177

**IF YOU DO NOT HAVE A LAWYER**

**BLAIR COUNTY LAWYER**

**REFERRAL LAW LIBRARY**  
Second Floor, New Wing  
Blair County Court House  
Hollidaysburg, Pa. 16648  
(814) 693- 3090

**AMERICANS WITH DISIBILITIES ACT OF 1990**

The court of Common Pleas of Blair 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 (814) 693-3050. All arrangements must be made seven (7) hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT

Date \_\_\_\_\_

\_\_\_\_\_ J.