

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 on the Confidential Information Form first column. (204 Pa.Code § 213.81)
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
Vs. _____
Defendant
No. _____
Custody/Visitation

CUSTODY SCHEDULING ORDER

You, _____ (Respondent) have been sued in Court to obtain custody, partial custody or visitation of the child(ren) identified on the Confidential Information Form first column. (204 Pa.Code § 213.81)

*****Do not list names and date of birth of children on this form, identify by numerals or initials corresponding to attached Confidential Information Form.**

Child ____ Child ____ Child ____ Child ____

List additional children as necessary.

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/Conciliation Conference with _____ at the Blair County

Courthouse, 423 Allegheny Street, New Wing, Third Floor, Suite 327 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**

Third Floor, New Wing (3C)
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 seventy-two (72) hours prior to any hearing or business before the Court. You must attend the scheduled conference or hearing.

BY THE COURT

Date _____

_____ J.