## INSTRUCTIONS FOR COMPLETING THE CUSTODY SCHEDULING ORDER (Form 3)

**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 and circle the type(s) of custody that you are seeking.
2. Fill in the names and birthdates 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 45 days from 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 (shared legal custody)(Sole legal custody)(partial physical custody) (primary physical custody)(shared physical custody)(sole physical custody) (supervised physical custody) of the child(ren). **NAME AND DATE OF BIRTH:**

_____

_____

All parties and children ages six (6) to seventeen (17) of this custody action is hereby **ORDERED** to attend the Mandatory Parent Education Children First and The Sandcastle 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 programs.**

Should the moving party fail to pay fees, fail to appear for the Education Program or fail to insure that any child within the party's physical custody appears for Sand Castle's, the custody action shall be dismissed without prejudice and any fees paid by such a party shall be forfeited.

**All parties 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 officer or judge or conciliation)but not later than 30 days after service of 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 relocaton.**

You are hereby **ORDERED** to appear in person on _____, 20___

at _____ a.m./p.m. for an Intake Conference with _____

at the Blair County Courthouse, 423 Allegheny Street, New Wing, Second Floor, Suite 233

(Hearing Room #4) Hollidaysburg, Pa. 16648.

NO CHILDREN SHALL ATTEND THE INTAKE 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 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 | IF YOU DO NOT HAVE A LAWYER |
|---|---|
| MIDPENN LEGAL SERVICES<br>205 Lakemont Park Blvd.<br>ALTOONA, Pa. 16602<br>(800) -326-9177 | BLAIR COUNTY LAWYER<br>REFERRAL LAW LIBRARY<br>Second Floor, New Wing<br>Blair County Court House<br>Hollidaysburg, Pa. 16648<br>(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.