

Plaintiff(s)	:	IN THE COURT OF COMMON PLEAS OF
	:	BERKS COUNTY, PENNSYLVANIA
	:	CIVIL ACTION - LAW
vs.	:	CHILD CUSTODY
	:	No.
	:	Assigned to Judge:
Defendant(s)	:	Assigned Master:

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You, \_\_\_\_\_, defendant/respondent have been sued in Court to obtain/modify custody, partial custody or supervised physical custody of the minor child(ren) named in the attached Complaint/Petition. 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. If you need an interpreter, please contact the Family Court at 610-478-6208 ext. 5770 (Si necesita un Interprete, por favor llame al Tribunal de Familia al 610-478-6208 ext. 5770).

**PLEASE CAREFULLY READ THE IMPORTANT NOTICES BELOW**

**YOU MUST FILE** a verification with the court regarding any criminal record or abuse history regarding you or anyone living in your household on or before the initial in-person contact with the court including judges and custody conciliators, but not later than 30 days after service of the complaint or petition. **A copy of the verification form is attached.**

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. 1915.17 regarding relocation.

**SCHEDULING ORDER**

1. All parties shall attend and complete the **“CHILDREN IN THE MIDDLE” PROGRAM**, unless otherwise indicated below. **Contact Family Guidance within three (3) days of receiving this Scheduling Order** to schedule a time to complete the program (see contact information below). **IF YOU FAIL TO COMPLY WITH THIS PROVISION OF THE ORDER, CONTEMPT CHARGES MAY BE FILED AGAINST YOU WITH THE COURT.**

**Plaintiff(s) –**

**Defendant(s) -**

CHILDREN IN THE MIDDLE PROGRAM  
**The Family Guidance Center**  
**1235 Penn Avenue, Suites 205-206,**  
**Wyomissing, PA 19610**  
**Phone: 610-374-4963**

**\*During COVID-19, please contact Family Guidance and proceed as directed\***

This class to make you more aware of what children go through when their family is separated is required for all parties in a Custody action. Each party attends the class separately. You must each pay the required fee directly to the Family Guidance Center when you register for the class.

**NOTE:** Once this Scheduling Order is signed, all parties are required to attend the Children in the Middle Program as ordered, even if an agreement is submitted later.

**\*Conciliations may be held in person or held remotely depending on current restrictions\*  
Please check the Family Court website 1 - 2 days prior to your conciliation for the current status.**

2. All parties shall attend **CUSTODY CONCILIATION** on:

LOCATED AT: **Family Court Custody Office**  
Berks County Services Center, 7th Floor  
633 Court Street, Reading, PA 19601, Phone: 610-478-6208 ext. 5770

Custody Conciliation is a conference held before a Custody Master, who may enter a Recommended Order. The recommendation may also include proposed sanctions if any of the fees are not paid by the parties.

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 OF THE BERKS COUNTY BAR ASSOCIATION**  
544 Court Street  
Reading, Pennsylvania 19601  
(610) 375-4591

If you are incarcerated, you have the right to file a writ of habeas corpus ad testificandum to enable you to participate in the proceedings.

**AMERICANS WITH DISABILITIES ACT OF 1990**

The Court of Common Pleas of Berks 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 at (610) 478-6208 ext. 5770. All arrangements must be made at least 72 hours prior to any business before the Court.

**You must attend:** 1) the Children in the Middle Program and 2) the Custody Conciliation Conference all as indicated above.

**BY THE COURT:**

DATE: \_\_\_\_\_ J.