

SELF HELP INSTRUCTIONS
ACCESSING FORMS ONLINE

A COVER SHEET IS REQUIRED WITH ALL NEW CASE FILINGS:

Civil Cover Sheet: <http://www.pacourts.us/forms/for-the-public>

Family Cover Sheet: <http://www.co.berks.pa.us/Dept/Courts/FamCourt/>

TO ACCESS FORMS ON THE AOPC WEBSITE:

1. Go to: www.pacourts.us
2. In the top right corner, select “Forms”;

FOR CUSTODY, DIVORCE AND OTHER FAMILY LAW FORMS:

3. Under “Forms by Category”, select “Representing Yourself in Family Law Cases”;
4. Scroll down to find:

Child Custody Page
Divorce Page
Protection from Abuse (PFA) Forms
Child Support Information

FOR ALL OTHER FORMS:

3. Under “Forms by Category”, select “For The Public”;
4. Scroll down to find a collection of various Civil, Criminal and Orphans’ Court forms and policies.

TO ACCESS FORMS ON THE BERKS COUNTY FAMILY COURT WEBSITE:

1. Go to: www.co.berks.pa.us/Dept/Courts/FamCourt/;
2. In the left hand column, select “Self-Represented Litigant Forms”;
3. Scroll to the bottom of the page to find:

<p style="padding-left: 40px;">Berks County Family Court Cover Sheet Certificate of Address Custody Agreement Custody Appendices A, B, & C Custody Emergency Petition</p>	<p style="padding-left: 40px;">Custody Exceptions IFP Forms and Instructions (Civil) IFP Forms and Instructions (Family) Praecipe to Withdraw/Discontinue Action Scheduling Order</p>
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**ADDITIONAL RESOURCES ARE AVAILABLE
IN THE BERKS COUNTY LAW LIBRARY.**

THE LAW LIBRARY STAFF CANNOT GIVE ANY LEGAL ADVICE.

CUSTODY FORMS AND CHECKLIST

IMPORTANT INFORMATION:

THE FORMS LISTED BELOW CAN BE FOUND ON THE WEBSITES NOTED.

IF AN ACTION HAS ALREADY BEEN FILED, YOU MAY OBTAIN INFORMATION REGARDING IT, AND FILING REQUIREMENTS FOR NEW DOCUMENTS, AT THE PROTHONOTARY'S OFFICE ON THE 2ND FLOOR OF THE COURT HOUSE.

CUSTODY COMPLAINTS:

1. Berks County Family Court Cover Sheet (Family Court).
2. Complaint for Custody (AOPC)
3. Criminal Record Abuse History Verification (Form 3-AOPC):
 - a. The person filing the complaint **must** attach a completed form and file it with the complaint.
 - b. The person filing the complaint **must also** attach an additional blank copy of this form **for each person to be served with a copy of the complaint**. Each additional party to the action is required to complete this form and file it with the Prothonotary's Office.
4. Scheduling Order (Family Court).
5. Service documents (AOPC-at the bottom of the page listing the custody documents).
6. Self-Represented Party Entry of Appearance (AOPC).

PETITION TO MODIFY CURRENT CUSTODY ORDERS:

1. Berks County Family Court Cover Sheet (Family Court).
2. Petition for Modification (Form 4-AOPC).
3. Criminal Record Abuse History Verification (Form 3-AOPC):
 - a. The person filing the petition **must** attach a completed form and file it with the petition.
 - b. The person filing the petition **must also** attach an additional blank copy of this form **for each person to be served with a copy of the petition**. Each additional party to the action is required to complete this form and file it with the Prothonotary's Office.
4. Scheduling Order (Family Court).
5. Service documents (AOPC-at the bottom of the page listing the custody documents).
6. Self-Represented Party Entry of Appearance (AOPC).

EMERGENCY CUSTODY PETITION:

NOTE: IF THERE IS NOT ALREADY A CUSTODY ACTION, YOU WILL ALSO NEED TO FILE A CUSTODY COMPLAINT. INSTRUCTIONS FOR FILING A CUSTODY COMPLAINT ARE ABOVE.

1. Custody Emergency Petition (Family Court), which includes:
 - a. Rule Returnable Order (Form 1);
 - b. Proposed Order (Form 2);
 - c. Petition for Emergency Relief (Form 3);
 - d. Certificate of Addresses (Form 4).
2. Self-Represented Party Entry of Appearance (AOPC).

If exigent circumstances require a family law matter to be heard immediately, parties shall set forth such circumstances in an appropriate pleading or contact the Family Court Administrator, Lisa Siciliano, Esquire, by telephone at 610.478.6208 ext. 5771 or by e-mail at FamilyCourt@countvofberks.com. Exigent circumstances will be communicated to the assigned Family Court Judge for review and determination as to scheduling the matter.

CUSTODY AGREEMENTS:

1. Forms and Instructions are on the Family Court website.
2. Appendices A, B and/or C, if appropriate, are required (Family Court).
3. Certificate of Addresses (Family Court).
4. Self-Represented Party Entry of Appearance (AOPC).

CUSTODY EXCEPTIONS:

1. Forms and Instructions are on the Family Court website. File all three forms found in this packet.
2. Self-Represented Party Entry of Appearance (AOPC).

CUSTODY CONTEMPT PETITIONS:

1. Berks County Family Court Cover Sheet (Family Court).
2. Petition for Civil Contempt (Form 6-AOPC).
3. Final Notice and Order to Appear (Form 7-AOPC).
4. Criminal Record Abuse History Verification (Form 3-AOPC):
 - a. The person filing the petition **must** attach a completed form and file it with the petition.
 - b. The person filing the petition **must also** attach an additional blank copy of this form **for each person to be served with a copy of the petition**. Each additional party to the action is required to complete this form and file it with the Prothonotary's Office.
5. Certificate of Addresses (Family Court).
6. Self-Represented Party Entry of Appearance (AOPC).

CUSTODY RELOCATION:

1. Berks County Family Court Cover Sheet (Family Court).
2. Notice of Proposed Relocation with Court Case (Form 8-AOPC)
3. Notice of Proposed Relocation without Court Case (Form 9-AOPC).

NOTE: IF THE FILING PARTY DOES NOT HAVE A COURT CASE, IT IS NOT NECESSARY TO PREPARE THE COVER SHEET OR CERTIFICATE OF ADDRESSES BECAUSE THIS FORM IS NOT FILED WITH THE PROTHONOTARY – IT IS MAILED TO THE OTHER PARTY.

4. Counter Affidavit Regarding Relocation (Form 10-AOPC).
5. Certificate of Addresses (Family Court).
6. Self-Represented Party Entry of Appearance (AOPC).

ENTRY OF APPEARANCE: (AOPC)

1. If you are representing yourself, you should complete and file this form. If you had been represented by an attorney before and their entry of appearance is still of record, you should complete the section of this form to remove them as your attorney and have them sign, acknowledging their withdrawal.

IFP (FEE WAIVER):

1. These forms can be found on the Berks County Family Court website.

SERVICE FORMS:

1. Service forms and instructions can be found on the AOPC Custody Page **BELOW THE CUSTODY DOCUMENTS.**