



WASHINGTON COUNTY COURT OF COMMON PLEAS PRO SE CUSTODY PACKET

NOTICE

ALL PARTIES INVOLVED IN LITIGATION ARE STRONGLY ENCOURAGED TO SEEK PROFESSIONAL LEGAL ADVICE FROM AN ATTORNEY. Court staff cannot offer any legal advice. The information in this packet is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents.

If you want to hire an attorney and do not know one, you should call the Bar Association's Lawyer Referral Service (LRS) at 724-225-6710 to schedule a half-hour consultation with a licensed, insured attorney who has experience in the area of law related to your legal matter. The initial half-hour consultation with the attorney is \$50.00 to be paid in advance to the Bar Association; any fees beyond the first half-hour should be discussed and agreed upon by you and the lawyer.

If you meet certain income and other qualifications, you may be able to secure an attorney through Southwestern PA Legal Services at 724-225-6170. Ask if you are eligible for the Bar Association/Bar Foundation "Limited Representation Custody Program," and, if so, you may be referred to an attorney who will represent you at no cost at the initial custody meeting.

If you have questions about domestic violence or believe that you may be the victim of domestic violence, we strongly recommend that you contact the *Washington County Domestic Violence Services* at 724-223-8349.

If you suspect child abuse, please contact *CHILDLINE* at 1-800-932-0313. You can report suspected child abuse 24 hours per day and remain anonymous.

MOTION TO CONTINUE & ORDER

Motions Court

If you are filing for a continuance, you **MUST** provide a copy of your Motion for Continuance to the other party and you **MUST** give them five (5) business days' notice of when you intend to go to Motions' Court.

Motions Court for ALL Family Court Motions are on TUESDAY'S @ 9:15 a.m. in Courtroom No. 6. Five (5) business days' notice shall be required.

Consent motions may be dropped off in chambers provided the signatures of both counsel or self-represented parties are contained within the proposed order.

You **must** notify the court that you are appearing in Motions Court by dropping off a copy of your Motion for Continuance and signing up for motions at the Judge's Chambers by Noon on FRIDAY before you intend to appear before the Judge. Disregard for this prior notification to the court could result in you being turned away and asked to return the following day.

SUMMARY OF STEPS

Before you go to Court:

1. Complete the appropriate forms in BLUE ink, not pencil. Incomplete forms may be refused.
2. Give the other party or their attorney, written notice five (5) business days prior to appearing in Motions Court.
3. Take the completed original Motion for Continuance to the Judge in Motions' Court.
4. The Judge will consider the petition and issue an Order either approving or denying your request.
5. Take the signed Order to the Custody Office to reschedule.
6. File the papers in the Prothonotary's Office (1st floor). If your continuance is granted you must pay the filing fee (\$50.00 prior to the scheduled date, \$100.00 on the day of or thereafter) in cash or with a money order.
7. Serve the other party with a copy of the Order.

L-1915.28 CONTINUANCES

(a) Motions for continuances of proceedings before the Child Custody Conference Officer will be presented by the moving party to the Family Court Judge to whom the case is assigned in Motions Court prior to the scheduled proceeding. The Order granting or denying the continuance will be filed in the Prothonotary's Office. A copy of an order granting a continuance will be delivered by the moving party to the Civil Division of the Court Administrator's Office.

(b) A \$50.00 fee will be charged for continuances. Except in the case of an emergency, when a party seeks and receives a continuance on the day of a scheduled meeting or conference the party will be charged a \$100.00 fee. The fee will be paid by the moving party to the Prothonotary's Office when the Motion and Continuance Order are filed. The fee shall be paid in the form of a money order payable to the Washington County Prothonotary.

(c) Motions for continuances shall be set forth in writing containing the following information:

1. A clear, concise and certain reason for the motion.
2. A statement that opposing counsel or the opposing party, if unrepresented, has no objection to the request for continuance, if applicable.
3. A statement of the number of prior continuances, if any.
4. If another court appearance is the reason for the request, a copy of the notice or Order of the conflicting hearing shall be attached.

(d) The Notice of Presentation of the Continuance Motion shall include the date of service of the motion upon the opposing counsel or the opposing party, if unrepresented.

**IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY
PENNSYLVANIA**

)	
)	
Plaintiff,)	
)	
vs.)	No. _____
)	
)	
)	
Defendant.)	

NOTICE OF PRESENTATION

TO: _____

 (name & address of the other party)

Please take notice that I intend to present to Judge _____ at motions court the attached Motion for Continuance on the _____ day _____, 20__ at _____ .m. at the Washington County Courthouse, 1 South Main Street, Washington, PA in Courtroom No. _____.

Date _____

 Petitioner

CERTIFICATION OF SERVICE

I hereby certify that I have caused to be served a true and correct copy of the attached on the above named at least five (5) business days prior to the date of presenting the Motion by way of (check all that apply):

_____	regular mail
_____	certified mail
_____	hand delivery

 Petitioner

**IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY
P E N N S Y L V A N I A**

CIVIL DIVISION

)	
)	No. _____
Plaintiff,)	
)	
vs.)	Type of Pleading:
)	Motion for Continuance
)	
)	
)	Filed on behalf of:
Defendant.)	

(Your Name)

Filing Party's Information:

Name: _____

Address: _____

Telephone #: _____

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA

_____)	
Plaintiff,)	
)	
vs.)	
)	No. _____
_____)	
Defendant.)	

MOTION FOR CONTINUANCE

AND NOW, comes _____, Plaintiff/Defendant, and who respectfully requests a continuance of the _____ scheduled in the above captioned action and states as follows:

1. A _____ is scheduled for the ____ day of _____, 20____ at ____ .m. in front of _____.

2. This Petitioner respectfully requests a continuance for the following reason:

3. The opposing counsel/party has been informed of this request for continuance and (agrees) (objects) to the continuance:

4. _____ Continuances have already been granted on the matter.

WHEREFORE, Petitioner respectfully requests this Honorable Court to continue the _____ until the next available date.

Respectfully submitted,

Petitioner's Signature

Printed Name

VERIFICATION

I verify that the statements made in this Petition for Modification of Custody are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. Ann § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Date: _____

 Petitioner

**IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY
PENNSYLVANIA**

_____)	
)	
Plaintiff,)	
)	
vs.)	
)	No. _____
)	
_____)	
)	
Defendant.)	

ORDER

AND NOW, this _____ day of _____, 20____, upon consideration of the within Motion for Continuance, the proceeding currently scheduled in the above captioned action for _____, 20____, at _____ o'clock ____M. is hereby continued until the next available date.

BY THE COURT:

J.

CONSENTED TO:

Plaintiff signature

Defendant signature

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA
CIVIL DIVISION

Plaintiff,

_____,
Defendant,

)
)
)
)
)
)
)
)
)
)
)
)
)

No.

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

Date:_____

Signature:_____