

INSTRUCTIONS FOR CUSTODY RELOCATION ACTIONS IN VENANGO COUNTY

Relocation is defined in Pennsylvania Law as a change in a residence of a child which significantly impairs the ability of a non-relocating party to exercise custodial rights.

Further, no relocation shall occur unless:

- (1) every other person with custody rights consents; or
- (2) the Court approves the proposed relocation.

The party proposing the relocation **MUST** notify every other individual who has custody rights to the child(ren).

Notice of a Proposed Relocation must be sent by certified mail, return receipt requested, shall be given no later than:

- a. the 60th day before the date of proposed relocation; or
- b. the 10th day after the date that the individual knows of the relocation, if:
 - i. the individual did not know and could not reasonably have known of the relocation in sufficient time to comply with the 60-day notice; and
 - ii. it is not reasonably possible to delay the date of the relocation so as to comply with the 60-day notice.

Notice and Counter-Affidavit

You must fill out the “Notice of Proposed Relocation” form attached to these instructions and send it, by certified mail, return receipt requested, addressee only, to any other individual who has custody rights to the child(ren). **This is required whether or not you already have a custody order.** Make sure you fill out this Notice completely, including the caption at the top of the first page and your case number (if you have one). If any of the information requested in the “Notice of Proposed Relocation form is not known when the Notice is sent, but is later known to the party proposing relocation, that party must promptly inform the other individuals who received notice of relocation of that information.

You should file the original “Notice of Proposed Relocation” with the Prothonotary’s Office, and keep a copy of the completed “Notice of Proposed Relocation” and the “Counter-Affidavit Regarding Relocation.”

Be sure to sign the “Notice of Proposed Relocation” at the bottom of the second page on the signature line indicating “Party Proposing Relocation” and that you date the Notice on the line to the left of your signature.

You also must fill out the caption and the case number at the top of the “Counter-Affidavit Regarding Relocation.” This Counter-Affidavit should be sent to the non relocating party. The non relocating party must use the Counter-Affidavit to let the relocating party know whether or not they are objecting to the relocation. The non-relocating party must fill out the Counter-Affidavit within 30 days of receipt and send it to the relocating parent by certified mail.

No Objection to Relocation has been filed – Seeking Confirmation of Relocation:

If a timely objection to the proposed relocation was not filed, and the relocating party wants a court order confirming the relocation, then the relocating party **MUST** file the following items with the Court **PRIOR** to the relocation:

1. Complaint for Custody (ONLY if you do not have a current custody order)
 - a. If you do not currently have a custody order, you must file a Complaint for Custody along with the other items listed.
 - b. Please note that if you already have a custody order you do not need to file a Complaint for Custody, only the items in 2-7 listed here).
2. An “Affidavit of Service of the Notice of Proposed Relocation” - which states that the party proposing the relocation has provided notice to every individual entitled to notice, by certified mail, return receipt requested, addressee only, that the time to file an objection to the proposed relocation has passed and no individual entitled to receive notice has filed an objection to the proposed relocation;
 - a. You should fill out the caption of this Affidavit with your name and the other parties’ names.
 - b. Fill in the date and your name on the first line.
 - c. Sign and date the bottom of the Affidavit.
3. “Proof of Service” – which states that the relocating party sent the Notice of Proposed Relocation to all entitled individuals by certified mail, return receipt requested, addressee only. You must include a return receipt signed by the addressee and a copy of the “Notice of Proposed Relocation” with the Proof of Service. You should:
 - a. Fill out the caption with your name and the other parties’ names.
 - b. Fill in the no. if you have one.
 - c. Fill out the date and your name on the first line.

- d. List the names of all individuals to whom you sent the Notice of Proposed Relocation.
 - e. Again, be sure to attach to this document copies of the Notices that were sent to each party, and signed Return Receipts from those people you sent the Notice to in order to verify that they received such notice.
 - f. Sign and date the bottom.
4. A “Petition to Confirm Relocation and Modify Any Existing Custody Order” which asks the Court to confirm that you are permitted to relocate.
 - a. Fill out the caption with your name and the other parties’ names along with your case number.
 - b. Fill in the date and your name
 - c. At number “1” fill in your name
 - d. At number “2” list the names of the children that you are seeking to relocate.
 - e. At number “3” check the appropriate box. If you check that there is a current custody order – fill in the date of that order.
 - f. At number “4” fill in the date on which you sent the Notice of Proposed Relocation to the other parties.
 - g. At number “5” list the dates that you received the Return Receipts from those individuals showing that they received the Notice.
 - h. Sign and date the Petition.
5. “Order” – This is a proposed order for a judge in your county to sign.
 - a. Fill in the caption with your name and the other parties’ names and your case number.
 - b. LEAVE THE DATE BLANK. The Judge will fill this in when he signs the order.
 - c. Fill in numbers 1-5. You must fill these in according to the information in your Notice of Proposed Relocation because this is the information that the other individuals were given and have consented to.
 - d. Leave the Signature line blank. This is for the judge to sign.
6. A “Praecipe to Confirm Relocation”
 - a. Fill in the caption with your name and the other parties’ names.
 - b. At number “1” fill in the date on which you served the other parties with the Notice of Proposed Relocation.
 - c. Sign and date at the bottom.

7. Certificate of Service. After you file the above documents at the Prothonotary's Office at the courthouse, you must serve a copy of the documents to the other parties.
 - a. Fill in the caption with your name, the other parties' names, and your case number.
 - b. Fill in your name after "I, _____,".
 - c. List the names and addresses of all individuals to whom you will be mailing the documents.
 - d. Sign and date the bottom.
 - e. File this with the Prothonotary.

Make sure you have completely filled out, signed, dated and copied all documents before filing them with the Court. Also, be sure you have attached all required items.

Objection to the Proposed Relocation

Any party who is entitled to receive notice of a proposed relocation may file an objection to that proposed relocation and seek a temporary or permanent Order to prevent the relocation. If there IS a custody order, the non-relocating party wishing to object to the relocation should file with the Court a copy of the completed relocation Notice and Counter-Affidavit in addition to sending it to the relocating parent. Objection shall be made by completing and returning to the Court a counter-affidavit, which shall be filed with the Court within thirty (30) days of receipt of the proposed relocation notice and served on the party proposing the relocation by certified mail, return receipt requested, addressee only.

Any objecting party should then keep a copy of the completed "Counter-Affidavit Regarding Relocation," as well as the original receipt as proof of the certified mailing to the proposed relocating party if there becomes any dispute as to whether the "Counter-Affidavit Regarding Relocation" was properly served on the party proposing the relocation.

If a party who has been given proper notice of a proposed relocation does not file an objection to that proposed relocation within the thirty (30) days after receiving notice, it will be presumed that the non-relocating party has consented to the proposed relocation and the Court, in any future proceeding, shall not accept testimony challenging the relocation.

Hearing if Objection to Relocation and/or Modification of Custody Order

If any party with custody rights has filed a timely "Counter-Affidavit Regarding Relocation" objecting to the relocation and/or modification of the Custody Order, an expedited

hearing must be held before the relocation occurs unless the Court finds that exigent circumstances exist, in which case the Court may approve the relocation pending an expedited full hearing.

If the relocating party HAS received notice of objection to the proposed move after serving a Notice of Proposed Relocation, then the relocating party must file:

1. Either a Complaint for Custody (if there is NO existing order) or a Petition to Modify a Custody Order (if there is an existing order.)
2. A copy of the “Notice of Proposed Relocation” served on the non relocating parties.
3. A copy of the “Counter-Affidavit” indicating objection to relocation.
4. A “Motion for Expedited Full Hearing” – which requests that the Court conduct a hearing on the relocation.
 - a. Fill in the caption with your name, the other parties’ names and the case number.
 - b. On the first line fill in the date and whether you are the Plaintiff or Defendant.
 - c. Sign and date at the bottom.
5. An “Order” – which a judge can sign granting your Motion for Expedited Full Hearing.
 - a. Fill in the caption with your name, the other parties’ names and your case number.
 - b. DO NOT FILL IN ANYTHING ELSE.
6. Certificate of Service. After you file the above documents at the Prothonotary’s Office at the courthouse, you must serve a copy of the documents to the other parties.
 - f. Fill in the caption with your name, the other parties’ names, and your case number.
 - g. Fill in your name after “I, _____,”.
 - h. List the names and addresses of all individuals to whom you will be mailing the documents.
 - i. Sign and date the bottom.
 - j. File this with the Prothonotary.

Relocation Factors

At an expedited full hearing, in determining whether to grant a proposed relocation, the Court will consider the following factors giving weighted consideration to those factors that affect the safety of the child(ren):

1. The nature, quality, extent of involvement and duration of the child's relationship with the party proposing to relocate and with the non-relocating party, siblings, and other significant persons in the child's life.
2. The age, developmental stage, needs of the child and likely impact the relocation will have on the child's physical, educational and emotional development, taking into consideration any special needs of the child.
3. The feasibility of preserving the relationship between the non-relocating party and the child through suitable custody arrangements, considering the logistics and financial circumstances of the parties.
4. The child's preference, taking into consideration the age and maturity of the child.
5. Whether there is an established pattern of conduct of either party to promote or thwart the relationship of the child and the other party.
6. Whether the relocation will enhance the general quality of life for the party seeking relocation, including but not limited to, financial or emotional benefit or educational opportunity.
7. Whether the relocation will enhance the general quality of life for the child, including but not limited to, financial or emotional benefit or educational opportunity.
8. The reasons and motivation of each party for seeking or opposing the relocation.
9. The present and past abuse committed by a party or member of a party's household and whether there is a continued risk of harm to the child or an abused party.
10. Any other factor affecting the best interests of the child.

The party proposing the relocation has the burden of establishing that the relocation will serve the best interest of the child based on the above factors.

At a Relocation Hearing, if the party seeking relocation has failed to provide reasonable notice, the Court may consider that failure as:

1. a factor in making a determination regarding the relocation;

2. a factor in determining whether custody rights should be modified;
3. a basis for ordering return of the child to the non-relocating party if the relocation has occurred without reasonable notice;
4. sufficient cause to order the party proposing relocation to pay reasonable expenses and counsel fees incurred by the party objecting to the relocation; and
5. a ground for contempt and imposition of sanctions against the party proposing relocation.

However, any consideration of a failure to provide reasonable notice shall be subject to mitigation if the Court determines that such failure was caused in whole or in part by abuse.

At a Relocation Hearing, if a party has relocated with the child prior to an expedited full hearing, the Court shall not confer any presumption in favor of the relocation.

NOTICE AND WARNING TO NON-RELOCATING PARTY

YOU HAVE BEEN SERVED WITH A NOTICE OF RELOCATION INVOLVING YOUR CHILD/CHILDREN. IF YOU WISH TO OBJECT TO THE PROPOSED RELOCATION, YOU MUST TAKE PROMPT ACTION AND FILE THE ENCLOSED COUNTER-AFFIDAVIT WITH THE COURT WITHIN 30 DAYS OF THE DATE OF SERVICE SET FORTH IN THE NOTICE OF RELOCATION. YOU ARE WARNED THAT YOUR FAILURE TO DO SO WILL RESULT IN LOSING YOUR RIGHTS UNDER PENNSYLVANIA LAW TO OBJECT TO THE RELOCATION OF THE CHILDREN.

_____ : **IN THE COURT OF COMMON PLEAS OF**
Plaintiff : **VENANGO COUNTY, PENNSYLVANIA**
: **vs.** : **CIVIL DIVISION—CUSTODY ACTION**
: **CIV. NO:** _____
_____ :
Defendant :

NOTICE OF PROPOSED RELOCATION

You, _____, are hereby notified that () Plaintiff /
() Defendant, _____ proposes to relocated with the
following minor child(ren):

Child's Name	Age	Currently Residing at:
_____	_____	_____
_____	_____	_____
_____	_____	_____

To object to the proposed relocation, you must complete the attached counter-affidavit and serve it on the other party by certified mail, return receipt requested, addresses only, or pursuant to Pa. R.C.P No. 1930.4 within 30 days of receipt of this notice. If there is an existing child custody case, you also must file the counter-affidavit with the court. If you do not object to the proposed relocation within 30 days, the party proposing relocation has the right to relocate and ma petition the court to approve the proposed relocation and to modify any effective custody orders or agreements.

FAILURE TO OBJECT WITHIN 30 DAYS WILL PREVENT YOU FROM OBJECTING TO THE RELOCATION ABSENT EXIGENT CIRCUMSTANCES.

1. Address of the proposed new residence: _____
_____.

(Fill in Address of Proposed New Residence)
() Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b).

2. Mailing address of intended new residence (if not the same as above): _____
_____.

() Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b).

3. Names and ages of the individuals who intend to reside at the new residence are:

Name

Age

() *Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b) or (c).*

4. Home telephone number of the new residence is as follows: _____.

(Fill in telephone number here, if known)

() *Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b) or (c).*

5. Name of the new school district and school(s) that the child(ren) will attend after relocation:

Child's Name

Name of School

School District

() *Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b) or (c).*

6. The date of the proposed relocation is: _____.

(Fill in relocation date here.)

() *Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b) or (c).*

7. The reasons for the proposed relocation are: (Briefly explain why you wish to relocate the child(ren).)

() *Check here if the address is confidential pursuant to 23 Pa.C.S. §5336(b) or (c).*

8. If I am permitted to relocate with the child(ren), I propose that the custody schedule be modified as follows: (Briefly explain what you are proposing for a new custody schedule if you are permitted to relocate.)

9. I believe the following information is also important to explain my proposed relocation:
(Briefly provide any other important information needed to explain proposed relocation.)

10. I have attached a Counter-Affidavit, which can be used by any other party to object to the proposed relocation and the modification of the existing Custody Order.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER AND CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

Northwestern Legal Services
1001 State Street, Suite 700
Erie, PA 16501
Telephone: 1-800-665-6957

I verify that the statements made in this notice are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).

DATE: _____

Petitioner (Party proposing relocation)

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

COUNTER-AFFIDAVIT REGARDING RELOCATION

This proposal of relocation involves the following child(ren):

Child's Name	Age	Currently Residing at:
_____		_____
_____		_____
_____		_____

I have received a Notice of Proposed Relocation and (*check all that apply*):

1. I do not object to the relocation.
2. I do not object to the modification of the Custody Order consistent with the proposal for modification set forth in the notice.
3. I do not object to the relocation, but I do object to the modification of the Custody Order.
4. I plan to request that a hearing be scheduled by filing a request for hearing with the court:
 - a. Prior to allowing the child(ren) to relocate.
 - b. After the child(ren) relocate.
5. I do object to the relocation.
6. I do object to the modification of the Custody Order.

I understand that in addition to objecting to the relocation or modification of the custody order above, I must also file this counter-affidavit with the court in writing and serve it on the other party by certified mail, return receipt requested, addressee only, or pursuant to Pa.R.C.P.

No. 1930.4, and if there is an existing custody case, I must file this counter-affidavit with the court. If I fail to do so within 30 days of my receipt of the proposed relocation notice, I understand that I will not be able to object to the relocation at a later time.

I verify that the statements made in this counter-affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities).

DATE: _____

Respondent

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

AFFIDAVIT OF SERVICE OF THE NOTICE OF PROPOSED RELOCATION

AND NOW, this ___day of _____, 20___, comes the Petitioner, _____, **(your name here)** and states that I have served a copy of the Notice of Proposed Relocation by certified mail, return receipt requested, addressee only, to each individual entitled to receive said Notice; the time to file an objection to said Notice of Proposed Relocation has passed; no individual entitled to receive said Notice of Relocation has filed an objection to the proposed relocation.

I verify that the statements made in this Affidavit are true and correct to the best of my knowledge and belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. A. § 4904 (relating to unsworn falsification to authorities).

Date: _____

Petitioner (party proposing relocation)

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

PROOF OF SERVICE

AND NOW, this ___day of _____, 20___, comes the Petitioner, _____,
(your name here)
and avers that notice of the proposed relocation was sent by certified mail, return receipt requested, addressee only, to the following individuals:

1. _____
2. _____
3. _____
4. _____
5. _____

Attached to this “Proof of Service” are copies of any Notices that were sent to any party with custody rights to the child(ren) and a signed Return Receipt for each of those individual(s) verifying that they received that Notice.

I verify that the statements made in this “Proof of Service” are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S.A. § 4904 (relating to unsworn falsification to authorities).

Date: _____

Petitioner (party proposing relocation)

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

PETITION TO CONFIRM RELOCATION AND MODIFY ANY EXISTING CUSTODY ORDER

AND NOW, this ___ day of _____, 20___, comes the Petitioner, _____, **(your name here)** and petitions the Court to enter the attached proposed Order confirming the relocation and the modification of the existing Custody Order and in support thereof avers as follows:

1. The Petitioner is _____.

2. The Petitioner seeks to confirm relocation of the following minor child(ren):

 _____.

3. Existing Custody Order: (check one)
 _____ There is an existing Custody Order dated _____ pertaining to the child(ren).
 _____ There is NO existing custody order pertaining to the child(ren).

4. The Petitioner sent a “Notice of Proposed Relocation” together with a Counter-Affidavit, which could be used to object to the proposed relocation and modification of a Custody Order, to each individual with custody rights to the child(ren) by certified mail, return receipt requested, on the _____ day of _____, 20___.

5. Petitioner received the return receipts indicating that each individual served received the required Notices on the _____ day of _____, 20____ and I have filed a “Proof of Service.”
6. At least thirty (30) days have passed since all of those required Notices were received by every individual who has custody rights to the child(ren).
7. None of the individuals who have custody rights to the child(ren) have filed a Counter-Affidavit with the court objecting to the proposed relocation..

Wherefore, Petitioner respectfully requests that pursuant to 23 Pa.C.S. §5337 of the Pennsylvania Domestic Relations Law, this Court enter an order granting the within Petition to Confirm Relocation and to modify the existing custody order.

I verify that the statements made in this Petition are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Date: _____

Petitioner (party proposing relocation)

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

ORDER

AND NOW, this ____ day of _____, 20____, upon consideration of the “Petition to Confirm Relocation and Modify Any Existing Custody Order” and it appearing that all individuals with custody rights to the child(ren) have been duly served and no objection to the relocation and modification of the existing Custody Order has been filed by any such party after at least thirty (30) days has passed from the date the Notice(s) were received, it is ORDERED and DECREED as follows:

1. The proposed relocation is CONFIRMED and the existing Custody Order is modified as follows:

- a. The child(ren) will now reside at:

 (fill in relocation address)

- b. The mailing address for the child(ren) is:

 (fill in relocation address)

- c. The names and ages of individuals who will reside in the relocation residence are:

(fill in name)		(age)

(fill in name)		(age)

(fill in name)		(age)

(fill in name)

(age)

(fill in name)

(age)

2. The home telephone number of the new residence is: (_____) .
(fill in new telephone number or indicate "N/A" if it is not yet available)

3. The new school district where the child(ren) will attend school is the _____ School District and the child(ren) will attend the following schools:

a. _____
(name of child) (name of school)

b. _____
(name of child) (name of school)

c. _____
(name of child) (name of school)

4. The relocation will take place on the _____ day of _____, 20__.

5. Once the relocation occurs, the custody schedule between the parties with custody rights to the child(ren) shall be as follows:

_____.

BY THE COURT,

J.

		: IN THE COURT OF COMMON PLEAS OF
Plaintiff		: VENANGO COUNTY, PENNSYLVANIA
		:
vs.		: CIVIL DIVISION—CUSTODY ACTION
		:
		: CIV. NO: _____
Defendant		:

PRAECIPE TO CONFIRM RELOCATION

To the Prothonotary:

Kindly transmit the custody record, together with the following information, to the Court for entry of a custody relocation order:

1. A Notice of Proposed Relocation, together with a Counter-Affidavit, was served on the defendant(s) by certified mail, return receipt requested on _____ and no objection has been filed.

- a. A copy of the Affidavit of Notice of Relocation is attached to this praecipe; and
- b. A copy of the Proof of Service for the Notice of Proposed Relocation is attached to this praecipe.

2. A copy of the Petition to Confirm Relocation and Modify Any Existing Custody Order is attached to this praecipe.

3. A proposed order containing all information outline in 23 Pa. §5337(c)(3) is attached to this praecipe.

Party Proposing Relocation

_____ : **IN THE COURT OF COMMON PLEAS OF**
Plaintiff : **VENANGO COUNTY, PENNSYLVANIA**
 :
 :
vs. : **CIVIL DIVISION—CUSTODY ACTION**
 :
 :
 : **CIV. NO:** _____
_____ :
Defendant :

CERTIFICATE OF SERVICE

I, _____, hereby certify that I am this day serving a true and correct copy of the foregoing documents upon the following individual(s) in the manner described below:

Service by United States Mail, Certified, Return Receipt Requested, addressee only addressed as follows:

Respectfully submitted:

By: _____
 Plaintiff, Pro - Se

DATE: _____

_____ : **IN THE COURT OF COMMON PLEAS OF**
Plaintiff : **VENANGO COUNTY, PENNSYLVANIA**
: **vs.** : **CIVIL DIVISION—CUSTODY ACTION**
: **CIV. NO:** _____
_____ :
Defendant :

MOTION FOR EXPEDITED FULL HEARING

AND NOW, this ____ day of _____, 20____, the _____
(fill in plaintiff or defendant)

moves the Court to schedule an expedited full hearing on the request for a proposed relocation currently pending before the Court.

Date: _____

Signature of Movant

_____ : **IN THE COURT OF COMMON PLEAS OF**
Plaintiff : **VENANGO COUNTY, PENNSYLVANIA**
 :
 :
vs. : **CIVIL DIVISION—CUSTODY ACTION**
 :
 :
 : **CIV. NO:** _____
 :
_____ :
Defendant :

ORDER

AND NOW, this _____ day of _____, 20_____, upon consideration of the “Motion for Expedited Full Hearing,” it is ORDERED that the Motion is GRANTED and that a hearing shall be held on the _____ day of _____, 20_____, at _____ o’clock _____.m. in Courtroom Number _____ of the Venango County Courthouse.

By the Court,

J.

_____ : **IN THE COURT OF COMMON PLEAS OF**
Plaintiff : **VENANGO COUNTY, PENNSYLVANIA**
 :
 :
vs. : **CIVIL DIVISION—CUSTODY ACTION**
 :
 :
 : **CIV. NO:** _____
_____ :
Defendant :

CERTIFICATE OF SERVICE

I, _____, hereby certify that I am this day serving a true and correct copy of the foregoing documents upon the following individual(s) in the manner described below:

Service by United States Mail, Certified, Return Receipt Requested, addressee only addressed as follows:

Respectfully submitted:

By: _____

Plaintiff, Pro – Se

DATE: _____