

CHECKLIST FOR OBTAINING A CUSTODY ORDER

This checklist is for your reference only. Use this checklist to chart your progress. The checklist is arranged in chronological order. Please refer to the checklist as you complete the materials in this packet.

- _____ Read through the packet. Read instructions several times before starting.

- _____ CONFIDENTIAL INFORMATION FORM completed as per instructions.
- _____ ENTRY OF APPEARANCE completed as per instructions.
- _____ ORDER OF COURT completed as per instructions.
- _____ COMPLAINT completed in its entirety.
- _____ PLAINTIFF'S CRIM RECORD / ABUSE HISTORY VERIFICATION completed.
- _____ Caption only on DEFENDANT'S VERIFICATION completed, leave the rest blank.

- _____ Copies of ENTRY OF APPEARANCE, ORDER OF COURT, COMPLAINT, and PLAINTIFF'S VERIFICATION made.
- _____ Self Addressed Stamped Envelopes made.

- _____ Contacted Prothonotary for filing fee. Fee is: _____.
- _____ File CONFIDENTIAL INFORMATION FORM, ENTRY OF APPEARANCE, ORDER OF COURT, COMPLAINT and PLAINTIFF'S VERIFICATION (and all copies of these documents) with Prothonotary.
- _____ File Envelopes with Prothonotary.

- _____ Receive ENTRY OF APPEARANCE, COMPLAINT, and PLAINTIFF'S VERIFICATION copies back from Prothonotary.
- _____ Receive signed ORDER OF COURT copies from Prothonotary.

- _____ Serve copies of the ENTRY OF APPEARANCE, ORDER OF COURT, COMPLAINT, PLAINTIFF'S VERIFICATION, and blank DEFENDANT'S VERIFICATION on all Defendants.
- _____ File service documentation with Prothonotary (Form #7, 8, or 9).

- _____ Complete CONCILIATION CONFERENCE MEMORANDUM.
- _____ Copies of MEMORANDUM made.
- _____ File MEMORANDUM and all copies with the Prothonotary.
- _____ Receive MEMORANDUM copies back from Prothonotary.
- _____ Bring all filed copies with you to the Conciliation Conference.
- _____ Provide a copy to the other party, keep one copy for yourself.