

CUSTODY ACTIONS IN BEDFORD COUNTY INSTRUCTIONS FOR FILING A CUSTODY ACTION

- I. Costs and Fees
 - Pay the filing fees OR
 - File a Petition to Proceed In Forma Pauperis.

- II. Complete and File the Custody Pleadings
 - Complaint for Custody
 - Confidential Information Form
 - Order of Court for Custody Conference
 - Criminal History and Abuse Verification

- III. Serve Defendant (Opposing Party)
 - Within 30 days if defendant resides in Pennsylvania.
 - Within 90 days if defendant resides outside of Pennsylvania.
 - Personal Service or Service by Mail.
 - Service By Mail: Send the documents by First Class and Certified Mail with restricted delivery to the addressee (defendant) only. Request a return receipt with the defendant's signature. Complete the Affidavit of Service and file the Affidavit, with the signed return receipt, at the Prothonotary's Office and send a copy to the Defendant.

- IV. Attend Custody Conference
 - Be prepared, know what type of custody you are asking for, have a proposed custody schedule.

For more detailed instructions, please visit www.pacourts.us. For information about your specific case, please contact an attorney.