



**LYCOMING COUNTY  
ADOPTION  
SELF-HELP KIT**

**REMEMBER**

*The law often changes. Each case is different. This self-help kit is meant to give you general information and not give you specific legal advice.*

## **ADOPTION PROCEDURE**

This self-help kit is designed to assist families seeking to have the spouse or partner of one parent adopt the child or children of that parent. This can be accomplished by either having the other parent consent to the adoption or by filing a petition to have his or her parental rights terminated by the court.

Note: The adopting person must be in a family relationship with the parent filing the adoption petition, such as husband/wife, boyfriend/girlfriend or domestic partner. While the adoptive parent and natural parent do not need to be married, the two must live together as a family unit. A grandparent of the child(ren) cannot adopt the child(ren) with a parent.

Also note: Although the birth parent who is seeking to have his or her spouse or partner adopt his or her child(ren) is not actually adopting the child(ren), as he or she is already the parent, the petitions are filed by both the birth parent and the spouse or partner.

The procedure varies depending on whether the other parent consents to the adoption. If the other parent consents to the adoption, that parent will sign a Consent to Adoption and then will have 30 days to revoke that consent. After the thirty days have passed, if the consent is not revoked, the parent and spouse/partner will file a Petition to Confirm Consent and a Petition for Adoption. One hearing will be scheduled on both petitions. Although the parent consenting to the termination of his or her rights and adoption must be given notice of the hearing, he or she does not need to appear for the court to enter an order confirming the consent and providing for the adoption of the child(ren).

If the other parent does not consent to the adoption, the parent and spouse/partner will file a Petition for Involuntary Termination of Parental Rights and a Petition for Adoption. A pre-hearing conference will be scheduled on the Petition for Involuntary Termination and if it is determined the other parent intends to contest the petition, a hearing on that petition will then

be scheduled. After that hearing, if the court determines grounds exist for the termination of the parental rights of the other parent, a second hearing, on the petition for adoption, will then be scheduled. After that hearing, the other parent's parental rights will be terminated and the court will enter an order providing for the adoption of the child(ren).

**IF THE OTHER PARENT CONSENTS TO THE ADOPTION,  
FOLLOW THE STEPS ON PAGES 4-7.**

**IF THE OTHER PARENT DOES NOT CONSENT TO THE  
ADOPTION, FOLLOW THE STEPS ON PAGES 8-11.**

## ADOPTION WITH CONSENT

**STEP ONE:** Have the other parent complete the Consent to Adoption (Form 1).

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". Do not write anything on the blank line after "NO."
2. Provide the form to the other parent, along with the instructions for completing it.
3. Once you receive the completed form back from the other parent, wait thirty (30) days from the date of signature – the time period the other parent has to revoke his or her consent.

**STEP TWO:** Complete a Motion Cover Sheet (Form 5), Notice of Hearing to Terminate Parental Rights (Form 6) and Petition to Confirm Consent (Form 2).

Once thirty days have passed and the other parent has not revoked his or her consent,

1. Complete Form 5 according to the directions included with the form. For type of filing, write "Petition to Confirm Consent". This cover sheet is to be attached to the front of the Petition to Confirm Consent.
2. Complete Form 6 according to the directions included with the form. (The hearing is called a "hearing to terminate parental rights" even though the other parent is voluntarily consenting to the adoption because in order for the child to be adopted, the other parent's rights must be terminated by the court.) This Notice is to be attached to the front of the Petition to Confirm Consent, between the Motion Cover Sheet and the Petition.
3. Complete Form 2 according to the directions included with the form.
4. Attach the Consent to Adoption form (Form 1) which has been completed by the other parent to the back of the Petition to Confirm Consent.

**STEP THREE:** Complete a Motion Cover Sheet (Form 5) and Petition for Adoption (Form 3).

1. Complete Form 5 according to the directions included with the form. For type of filing, write “Petition for Adoption”. This cover sheet is to be attached to the front of the Petition for Adoption.
2. Complete Form 3 according to the directions included with the form.
3. Attach the child(ren)’s birth certificate(s) (the originals) to the back of the Petition for Adoption.
4. Attach any required consents by the child(ren) – if a child is age 12 or older, he or she must sign a consent. (Forms are included with the petition form.)

**STEP FOUR:** File the petitions

1. Make two copies of the following completed documents:
  - (a) Petition to Confirm Consent, with motion cover sheet and Notice of Hearing to Terminate Parental Rights attached to the front and completed Consent Form attached to the back.
  - (b) Petition for Adoption, with motion cover sheet attached to the front and the child(ren)’s birth certificate(s) and any required consents attached to the back.
2. Take the completed documents and the copies to the Clerk of the Orphans’ Court, located in the Office of the Register and Recorder, Lycoming County Courthouse, 48 West Third Street, Williamsport, PA 17701. You will be asked to pay a filing fee of \$20.00 for the Petition to Confirm Consent and \$65.25 for the Petition for Adoption. If you cannot afford to pay these filing fees, you may complete and file a Petition to Proceed Without Payment of Fees and Costs (Form 10).

**STEP FIVE:** Complete Notice Required by Act 101 of 2010 and Acknowledgment of Notice (Form 7)

Complete Form 7 according to the directions included with the form. You will mail this to the other parent with the Petition to Confirm Consent and Petition for Adoption once you receive them back from the court with the date and time of the hearing.

**STEP SIX:** Receive notice of hearing date and mail notices and petitions to other parent

1. When you receive the two petitions back from the court, the date and time for the hearing will be marked on the cover sheets of the two petitions.
2. You must send, by certified mail, return receipt requested, restricted delivery, to the other parent, copies of the following:
  - a) Motion Cover Sheet for Petition to Confirm Consent (with hearing date and time), Notice of Hearing to Terminate Parental Rights (with hearing date and time) and Petition to Confirm Consent. These will be attached to each other in one group.
  - b) Motion Cover Sheet for Petition for Adoption and Petition for Adoption. These will be attached to each other in a second group.
  - c) Notice Required by Act 101 of 2010 and Acknowledgment of Notice
3. The Petition to Confirm Consent and the Petition for Adoption will have a file-stamp on them (the court stamps a date and time of filing on the documents). You must use the file-stamped copy to send to the other parent. The Act 101 Notice was not filed and won't have a file-stamp on it. You should include a note to the other parent to please sign the Acknowledgment of Notice and return it to you (you might include a stamped, self-addressed envelope to make it easier). If you do not get this back it will not affect the proceedings, but if you do get it back, you should bring it to the hearing. Keep the receipt from the Post Office so you have the date of mailing – you will need this when you fill out a Certificate of Service (Step 7).
4. Once you receive proof of delivery from the Postal Service (either a “green card” showing the other parent’s signature or, if obtained on USPS website with tracking number, a print-out of proof of delivery), keep this to attach to your Certificate of Service (Step 7).

**STEP SEVEN:** Complete Certificate of Service (Form 8)

Complete Form 8 according to the directions included with the form. You may file this with the Clerk of the Orphans' Court prior to the hearing or you may bring it with you to the hearing.

**STEP EIGHT:** Complete Findings of Fact and Final Decree (Form 9A)

Complete Form 9A according to the directions included with the form. In Paragraph 8, on the blank lines write "consent to adoption by natural" and then either "mother" or "father", as appropriate.

You must bring this with you to the hearing.

**STEP NINE:** Attend hearing

Make sure you bring the following things with you to the hearing:

- (a) Acknowledgment of Notice (if the other parent mailed it back to you)
- (b) Certificate of Service (if you did not already file it)
- (c) Findings of Fact and Final Decree.

Both the parent filing the Petition for Adoption and the person who intends to adopt the child(ren) must attend the hearing. The other parent does not need to attend as long as he or she received notice of the hearing date and time and had an opportunity to attend. Following the hearing, the court will confirm the other parent's consent and enter an order terminating that parent's parental rights to the child(ren). The court will also enter a decree of adoption.

## ADOPTION WITHOUT CONSENT

**STEP ONE:** Complete a Motion Cover Sheet (Form 5) and Petition for Adoption (Form 3).

1. Complete Form 5 according to the directions included with the form. For type of filing, write “Petition for Adoption”. This cover sheet is to be attached to the front of the Petition for Adoption.
2. Complete Form 3 according to the directions included with the form.
3. Attach the child(ren)’s birth certificate(s) (the originals) to the back of the Petition for Adoption.
4. Attach any required consents by the child(ren) – if a child is age 12 or older, he or she must sign a consent. (Forms are included with the petition form.)

**STEP TWO:** Complete a Motion Cover Sheet (Form 5), Notice of Hearing to Terminate Parental Rights (Form 6) and Petition for Involuntary Termination of Parental Rights (Form 4).

1. Complete Form 5 according to the directions included with the form. For type of filing, write “Petition for Involuntary Termination of Parental Rights”. This cover sheet is to be attached to the front of the Petition for Involuntary Termination of Parental Rights.
2. Complete Form 6 according to the directions included with the form. This Notice is to be attached to the front of the Petition for Involuntary Termination of Parental Rights, between the Motion Cover Sheet and the Petition.
3. Complete Form 4 according to the directions included with the form.
4. Make a copy of the child(ren)’s birth certificate(s) and attach the copy(ies) to the back of the Petition for Involuntary Termination of Parental Rights.



**STEP THREE:**      File the petitions

1.      Make two copies of the following completed documents:
  - (a)    Petition for Involuntary Termination of Parental Rights, with motion cover sheet and Notice of Hearing to Terminate Parental Rights attached to the front and copies of the child(ren)'s birth certificate(s) attached to the back.
  - (b)    Petition for Adoption, with motion cover sheet attached to the front and the child(ren)'s birth certificate(s) (the originals) attached to the back.
  
2.      Take the completed documents and the copies to the Clerk of the Orphans' Court, located in the Office of the Register and Recorder, Lycoming County Courthouse, 48 West Third Street, Williamsport, PA 17701. You will be asked to pay a filing fee of \$20.00 for the Petition for Involuntary Termination of Parental Rights and \$65.25 for the Petition for Adoption. If you cannot afford to pay these filing fees, you may complete and file a Petition to Proceed Without Payment of Fees and Costs (Form 10).

**STEP FOUR:**      Complete Notice Required by Act 101 of 2010 and Acknowledgment of Notice (Form 7)

Complete Form 7 according to the directions included with the form. You will mail this to the other parent with the Petition for Involuntary Termination of Parental Rights and Petition for Adoption once you receive them back from the court with the date and time of the hearing.

**STEP FIVE:**    Receive notice of pre-hearing conference date and mail notices to other parent

1.      When you receive the two petitions back from the court, the date and time for the pre-hearing conference will be marked on the cover sheet of the Petition for Involuntary Termination of Parental Rights and the Notice of Hearing to Terminate Parental Rights. (The Petition for Adoption will not have a date marked on its cover sheet as the hearing on that petition will not be scheduled until the Petition for Involuntary Termination is resolved.)

2. You must send, by certified mail, return receipt requested, restricted delivery, to the other parent, copies of the following:

- a) Motion Cover Sheet for Petition for Involuntary Termination of Parental Rights (with conference date and time), Notice of Hearing to Terminate Parental Rights (with conference date and time) and Petition for Involuntary Termination of Parental Rights. These will be attached to each other in one group.
- b) Motion Cover Sheet for Petition for Adoption and Petition for Adoption. These will be attached to each other in a second group.
- c) Notice Required by Act 101 of 2010 and Acknowledgment of Notice

3. The Petition for Involuntary Termination of Parental Rights and the Petition for Adoption will have a file-stamp on them (the court stamps a date and time of filing on the documents). You must use the file-stamped copy to send to the other parent. The Act 101 Notice was not filed and won't have a file-stamp on it. You should include a note to the other parent to please sign the Acknowledgment of Notice and return it to you (you might include a stamped, self-addressed envelope to make it easier). If you do not get this back it will not affect the proceedings, but if you do get it back, you should bring it to the hearing. Keep the receipt from the Post Office so you have the date of mailing – you will need this when you fill out a Certificate of Service (Step 7).

4. Once you receive proof of delivery from the Postal Service (either a “green card” showing the other parent’s signature or, if obtained on USPS website with tracking number, a print-out of proof of delivery), keep this to attach to your Certificate of Service (Step 6).

## **STEP SIX: Complete Certificate of Service (Form 8)**

Complete Form 8 according to the directions included with the form. You may file this with the Clerk of the Orphans’ Court prior to the hearing or you may bring it with you to the pre-hearing conference.

## **STEP SEVEN: Attend pre-hearing conference on Petition for Involuntary Termination of Parental Rights**

The first proceeding will be a pre-hearing conference to address the Petition for Involuntary Termination of Parental Rights. Both the parent filing the petition and the person who intends to adopt the child(ren) must attend the conference. The other parent

does not need to attend as long as he or she received notice of the conference date and time and had an opportunity to attend. If the other parent does attend, the court will determine whether he or she intends to contest the petition or if he or she is willing to sign a consent. If the matter is contested, or if the other parent did not appear at the conference, the court will schedule a hearing on the Petition for Involuntary Termination of Parental Rights. The court will send notice of this hearing to you and to the other parent.

**STEP EIGHT:**            Attend hearing on Petition for Involuntary Termination of Parental Rights

Both the parent filing the petition and the person who intends to adopt the child(ren) must attend the hearing. The other parent does not need to attend as long as he or she received notice of the hearing date and time and had an opportunity to attend. Following the hearing, the court will determine whether grounds exist for the termination of the parental rights of the other parent. If so, the court will issue an order terminating the other parent's rights. After 30 days (the time the other parent has to appeal the decision) have passed, the court will issue an order scheduling a hearing on the Petition for Adoption.

**STEP NINE:**            Complete Findings of Fact and Final Decree (Form 9B)

Complete Form 9B according to the directions included with the form. In Paragraph 8, write "parental rights terminated following hearing held on" and then write the date of the hearing on the Petition for Involuntary Termination of Parental Rights.

You must bring this with you to the hearing on the Petition for Adoption.

**STEP TEN:**            Attend hearing on Petition for Adoption

The second hearing will address the Petition for Adoption. The parent filing the petition, the person who intends to adopt the child(ren) and the child(ren) being adopted must all attend the hearing. Following the hearing, the court will enter an Order providing for the adoption of the child(ren).

**ADOPTION  
FORMS**

**CONSENT TO ADOPTION**  
**FORM 1**

**INSTRUCTIONS FOR FORM 1**  
(to be provided to the parent completing this form)

1. In the introductory paragraph, write your name in the blank after the word “I”, then in the next blank write your age, followed by your address. Circle “mother” or “father” as appropriate and then write the child(ren)’s name(s). With respect to the other parent, circle “mother” or “father” as appropriate and then write his or her name.
2. In Paragraph 1, write the state and country of your residence, write “mother” or “father” as appropriate and then write the child(ren)’s name(s).
3. In Paragraph 2, write the first child’s name, his or her date of birth, the county where he or she was born, and then the state and country where he or she was born.
4. In Paragraphs 3, 4 and 5 do the same for additional children. If there are more than four children, use an additional sheet of paper. If there are fewer than four children, cross out the unnecessary paragraphs.
5. In Paragraph 6, write the child(ren)’s name(s) in the first blank and then write the names of the other parent and his or her spouse or partner in the other blanks.
6. Read Paragraphs 7, 8 and 9. These paragraphs provide you with information about when and how to revoke this consent if you change your mind.
7. In Paragraph 9, circle either “birth mother”, “birth father” or “putative father” as appropriate. “Putative father” applies if you believe you are the birth father but your name has not been placed on the birth certificate and your paternity has not been confirmed by DNA testing.
8. In Paragraph 10, after reading the language, write the child(ren)’s name(s) on the blank line.
9. Read Paragraph 11.
10. **If you are using a notary**, after you are in front of the notary, write the date you are signing, (the day, month and year), then the time of day, circle am or pm, then write the city, state and country where you are signing. Then sign on the line where it says “sign” and print your name on the line where it says “print”. **If you are instead using two witnesses, once you are in front of the two witnesses who will sign the form**, complete this section in front of the witnesses. You can X out the notary language if using two witnesses.
11. If using witnesses, have the two witnesses each read the “Witness Verification” statement and then complete one section of the “Witness Verification” page. Where it says “relationship”, they can write “sister”, “mother”, “friend”, “neighbor”, etc., as appropriate to describe their relationship to you.
12. Return the completed form to the parent who is filing the adoption petition.

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

IN RE: \_\_\_\_\_ : NO. \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ minor child(ren) :

**CONSENT TO ADOPTION**

I, \_\_\_\_\_, being \_\_\_\_ years of age, presently residing at \_\_\_\_\_ (street), \_\_\_\_\_ (city), \_\_\_\_\_ (state/country), am the natural (mother/father) of \_\_\_\_\_ (child[ren]), the above referenced adoptee(s), whose natural (mother/father) is \_\_\_\_\_ and do hereby affirm and state as follows:

1. I am a citizen of \_\_\_\_\_ (state/country) and am the natural \_\_\_\_\_ (mother/father) of \_\_\_\_\_ (child(ren)).
  
2. \_\_\_\_\_ (child) was born \_\_\_\_\_ (month), \_\_\_\_\_ (day), \_\_\_\_\_ (year) in \_\_\_\_\_ (county), \_\_\_\_\_ (state/country).
  
3. \_\_\_\_\_ (child) was born \_\_\_\_\_ (month), \_\_\_\_\_ (day), \_\_\_\_\_ (year) in \_\_\_\_\_ (county), \_\_\_\_\_ (state/country).

4. \_\_\_\_\_(child) was born \_\_\_\_\_(month), \_\_\_\_\_(day),  
\_\_\_\_\_(year) in \_\_\_\_\_(county),  
\_\_\_\_\_(state/country).

5. \_\_\_\_\_(child) was born \_\_\_\_\_(month), \_\_\_\_\_(day),  
\_\_\_\_\_(year) in \_\_\_\_\_(county),  
\_\_\_\_\_(state/country).

6. I hereby voluntarily and unconditionally consent to the adoption of  
\_\_\_\_\_(child(ren)). I understand  
by signing this consent I indicate my intent to permanently give up all rights to the  
child(ren). I understand the child(ren) will be adopted by  
\_\_\_\_\_ and \_\_\_\_\_.

7. I understand I may not revoke this consent after the Court has entered a Decree  
confirming this consent or otherwise terminating my parental rights to the child(ren).  
Even if a Decree has not been entered terminating my parental rights, I may not  
revoke this consent after a Decree of Adoption of the child(ren) is entered.

8. I understand I may revoke this Consent to permanently give up all rights to the  
child(ren) by placing the revocation in writing and serving it upon the agency or adult  
to whom the child(ren) was/were relinquished.

9. I am the (birth mother/birth father/putative father) of the child(ren). I understand  
that this consent to an adoption is irrevocable unless I revoke it within 30 days after  
either the birth of the child or my execution of the consent, whichever occurs later,  
by delivering a written revocation to the petitioners and the clerk of the Lycoming  
County Orphan's Court.



10. I have read and understand the above and I am signing it as a free and voluntary act, and desire to give up any and all rights, duties, and responsibilities which I may have to \_\_\_\_\_(child(ren)).

11. I agree that custody should remain with the adoptive family until the time of the adoption.

**DO NOT CONTINUE UNTIL YOU ARE IN FRONT OF A NOTARY OR TWO WITNESSES!**

I am hereby executing my Consent to Adoption on this \_\_\_\_\_ day of \_\_\_\_\_(month), \_\_\_\_\_(year) at \_\_\_\_\_ o'clock (am/pm) in \_\_\_\_\_(city), \_\_\_\_\_(state/country).

\_\_\_\_\_(sign)

\_\_\_\_\_(print)

Sworn to and subscribed  
before me by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**WITNESS VERIFICATION**

We the undersigned, being over the age of eighteen years, do state that we were present and saw the above person sign and execute this instrument as a Consent to Adoption and that they signed willingly and as a free and voluntary act for the purpose therein expressed, and that each of us in the hearing and sight of them signed this Consent as witnesses, and to the best of our knowledge, they were under no constraint or undue influences.

WITNESS:

\_\_\_\_\_ (print)                      \_\_\_\_\_ (sign)  
\_\_\_\_\_  
\_\_\_\_\_ (relationship)  
\_\_\_\_\_  
\_\_\_\_\_ (address)  
\_\_\_\_\_  
\_\_\_\_\_ (Telephone No.)                      \_\_\_\_\_ (date)

WITNESS:

\_\_\_\_\_ (print)                      \_\_\_\_\_ (sign)  
\_\_\_\_\_  
\_\_\_\_\_ (relationship)  
\_\_\_\_\_  
\_\_\_\_\_ (address)  
\_\_\_\_\_  
\_\_\_\_\_ (Telephone No.)                      \_\_\_\_\_ (date)

**PETITION TO CONFIRM CONSENT**  
**FORM 2**

## INSTRUCTIONS FOR FORM 2

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". Do not write anything on the blank line after "NO."
2. In the first blank (P1), write the name of the parent filing the petition for adoption. In the second blank (P2), write the name of the person who intends to adopt the children, and in the next blank write that person's relationship to the parent (husband/wife, boyfriend/girlfriend, or partner).
3. In Paragraphs 1 through 4, provide the information requested for each child. If there are more than four children, use an additional sheet of paper. If there are fewer than four children, cross out the unnecessary paragraphs.
4. In Paragraph 6, in the first blank (P1), write the name of the parent filing the petition for adoption. Then circle "mother" or "father" as appropriate. Write the child(ren)'s names(s) in the second blank. In the third blank, write the name of the person who intends to adopt the child(ren).
5. In Paragraph 7 circle "married" or "not married" as appropriate.
6. In Paragraph 8, write the county and state in which you and the person who intends to adopt the child(ren) reside.
7. In Paragraph 9, to describe the other parent, circle "mother" or "father" as appropriate and write the name and address of the other parent (the parent who is signing a consent).
8. In Paragraph 10, to describe the other parent, circle "mother" or "father" as appropriate (the parent who is signing a consent).
9. In the paragraph after the word "Wherefore", on the first blank line write the name of the other parent (the parent who is signing a consent), and on the second blank line write the name(s) of the child(ren).
10. After the words "Respectfully submitted", the parent filing the petition for adoption signs on the first blank line (P1 sign) and prints his or her name on the second blank line. The person who intends to adopt the children signs on the third blank line (P2 sign) and prints his or her name on the fourth blank line.

11. In the “Verification” paragraph, write the name of the parent filing the petition for adoption on the first blank line (P1) and the name of the person who intends to adopt the children on the second blank line (P2). After reading the remainder of that paragraph, the parent filing the petition for adoption signs on the first blank line (P1 sign) and writes the date of signature on the second blank line, and the person who intends to adopt the children signs on the third blank line (P2 sign) and writes the date of signature on the fourth blank line.

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ , :  
**minor child(ren)** :

**PETITION TO CONFIRM CONSENT**

The Petition of \_\_\_\_\_ (P1) and  
\_\_\_\_\_ (P2), his/her \_\_\_\_\_ (relationship),  
pursuant to Section 2504 of the Adoption Act, June 23, 1982, 23 Pa C.S.A. §2504, as  
amended, respectfully represents:

1. \_\_\_\_\_ (child), proposed adoptee herein, was born on the  
\_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) in  
\_\_\_\_\_ County, \_\_\_\_\_ (state).
  
2. \_\_\_\_\_ (child), proposed adoptee herein, was born on the  
\_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) in  
\_\_\_\_\_ County, \_\_\_\_\_ (state).
  
3. \_\_\_\_\_ (child), proposed adoptee herein, was born on the  
\_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) in  
\_\_\_\_\_ County, \_\_\_\_\_ (state).
  
4. \_\_\_\_\_ (child), proposed adoptee herein, was born on the  
\_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) in  
\_\_\_\_\_ County, \_\_\_\_\_ (state).

5. The certification of birth of the child(ren) was filed with your Petitioner's Petition for Adoption and is attached thereto.
  
6. Petitioner \_\_\_\_\_ (P1) is the natural (mother/father) of \_\_\_\_\_ (child(ren)) and states that the child(ren) is/are not related by blood to \_\_\_\_\_ (P2).
  
7. Petitioners are married/not married.
  
8. Petitioners are residents of \_\_\_\_\_ County, \_\_\_\_\_ (State).
  
9. The natural (mother/father) of the minor child[ren] is \_\_\_\_\_, residing at the last known address of \_\_\_\_\_.
  
10. The said natural (mother/father) of the minor child[ren] has joined in this Adoption by and through the Consent to Adoption, which he or she signed, a copy of which is attached hereto and made a part hereof.

**WHEREFORE**, your Petitioners pray that your Honorable court hold a hearing for the purpose of confirming the intentions of the natural parent, \_\_\_\_\_ to voluntarily relinquish and terminate his or her parental rights and duties as the natural parent and legal parent of said child(ren) \_\_\_\_\_ as evidenced by the signing of his or her Consent to Adoption of said minor child(ren).

Respectfully Submitted,

\_\_\_\_\_ (P1 sign)

\_\_\_\_\_ (print)

\_\_\_\_\_ (P2 sign)

\_\_\_\_\_ (print)



**VERIFICATION**

We, \_\_\_\_\_(P1) and \_\_\_\_\_ (P2),

Petitioners herein, state that the averments of fact contained in the foregoing Petition to Confirm Consent are true and correct to the best of our knowledge, information, and belief. We further state that this verification is made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_ (P1 sign)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (P2 sign)

\_\_\_\_\_ (Date)

**PETITION FOR ADOPTION**  
**FORM 3**

## INSTRUCTIONS FOR FORM 3

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". Do not write anything on the blank line after "NO."
2. In the first blank (P1), write the name of the parent filing the petition for adoption. In the second blank (P2), write the name of the person who intends to adopt the child(ren), and in the next blank write that person's relationship to the parent (husband/wife, boyfriend/girlfriend, or partner).
3. In Paragraph 1, in the first blank (P1), write the name of the parent filing the petition for adoption. In the second and third blanks (P2), write the name of the person who intends to adopt the child(ren). In the fourth blank, write the child(ren)'s name(s).
4. In Paragraph 2, in the first blank (P1), write the name of the parent filing the petition for adoption. In the second blank, write "mother" or "father" as appropriate. In the third blank (P2), write the name of the person who intends to adopt the child(ren).
5. In Paragraph 3, write your address including number, street, city, state and zip code in the blanks provided.
6. In Paragraph 4, circle "were" or "will be" as appropriate and write the date you were or will be married on the blank line. If you do not plan to be married, write "N/A".
7. In Paragraph 5, in the first blank (P1), write the name of the parent filing the petition for adoption, in the second blank, write that parent's age, then date and place of birth, as indicated.
8. In Paragraph 6, write the place of employment of the parent filing the petition for adoption on the blank line. If that person is not employed, write "N/A".
9. In Paragraph 7, write the race of the parent filing the petition for adoption on the blank line.
10. In Paragraph 8, write the religion (if any) of the parent filing the petition for adoption on the blank line. If the person does not have a religious affiliation, write "N/A".
11. In Paragraph 9, in the first blank (P2), write the name of the person who intends to adopt the child(ren), in the second blank, write that person's age, then date and place of birth, as indicated.

12. In Paragraph 10, write the place of employment of the person who intends to adopt the child(ren) on the blank line. If that person is not employed, write “N/A”.
13. In Paragraph 11, write the race of the parent person who intends to adopt the child(ren) on the blank line.
14. In Paragraph 12, write the religion (if any) of the person who intends to adopt the child(ren) on the blank line. If the person does not have a religious affiliation, write “N/A”.
15. In Paragraphs 13, 14, 15 and 16 write each child’s name, date of birth and place of birth as indicated. If there are fewer than four children, cross out the extra paragraphs. If there are more than four children, use an additional sheet of paper.
16. In Paragraph 17, write the child(ren)’s race on the blank line.
17. In Paragraph 18, write the religion (if any) of the child(ren). If the child(ren) does/do not have a religious affiliation, write “N/A”.
18. In Paragraph 19, circle “is not”. Do not write anything on the blank line.
19. In Paragraph 21, write the child(ren)’s name(s) on the first three blank lines, and if you wish to change the child(ren)’s last name(s) as part of the adoption, write the new name(s) on the last blank line. If you are not seeking to change their name(s), write “N/A”.
20. In the last section, after the word “Wherefore”, on the first blank line (P1) write the name of the parent filing the petition for adoption, on the second blank line (P2), write the name of the person who intends to adopt the child(ren), and in the next blank write that person’s relationship to the parent (husband/wife, boyfriend/girlfriend, or partner). On the next blank line, write the child(ren)’s name(s), and on the last blank line, write the child(ren)’s new name(s) if you wish to change their last name(s) as part of the adoption. If you are not seeking to change their name(s), write “N/A”.
21. The parent filing the Petition for Adoption should sign on the blank line where it says (P1 signature), print his or her name on the blank line where it says (P1 print) and write the date where indicated.
22. The person who intends to adopt the child(ren) should sign on the blank line where it says (P2 signature), print his or her name on the blank line where it says (P2 print) and write the date where indicated.

23. In the “Verification” paragraph, write the name of the parent filing the petition for adoption on the first blank line (P1) and the name of the person who intends to adopt the children on the second blank line (P2). After reading the remainder of that paragraph, the parent filing the petition for adoption signs on the first blank line (P1 sign) and writes the date of signature on the second blank line, and the person who intends to adopt the children signs on the third blank line (P2 sign) and writes the date of signature on the fourth blank line.

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ , :  
**minor child(ren)** :

**PETITION FOR ADOPTION**

**TO THE HONORABLE, THE JUDGES OF SAID COURT:**

The petition of \_\_\_\_\_(P1) and \_\_\_\_\_(P2),  
his/her \_\_\_\_\_ (relationship), respectfully represents:

1. That \_\_\_\_\_(P1) and \_\_\_\_\_(P2),  
herein called "Petitioners", desire that \_\_\_\_\_(P2) adopt  
\_\_\_\_\_ (child(ren)) as his/her heir[s]  
and he/she agrees that he/she will perform all parental duties owed to the child(ren).
  
2. That your Petitioner, \_\_\_\_\_(P1), is the natural  
\_\_\_\_\_ (relationship) of the child(ren) and that the child(ren) is/are not  
related to \_\_\_\_\_(P2) by blood.
  
3. That your Petitioners reside at  
\_\_\_\_\_  
\_\_\_\_\_.
  
4. The Petitioners were/will be married on \_\_\_\_\_(date).

5. That Petitioner 1, \_\_\_\_\_(P1), is \_\_\_\_ years old, having been born on \_\_\_\_\_(month)\_\_\_\_\_(day), \_\_\_\_\_(year) in \_\_\_\_\_(city), \_\_\_\_\_ County, \_\_\_\_\_(state).

6. That Petitioner 1 is employed at \_\_\_\_\_(employer).

7. That Petitioner 1 is \_\_\_\_\_(race).

8. That Petitioner 1's religious affiliation is \_\_\_\_\_.

9. That Petitioner 2, \_\_\_\_\_(P2), is \_\_\_\_ years old, having been born on \_\_\_\_\_(month)\_\_\_\_\_(day), \_\_\_\_\_(year) in \_\_\_\_\_(city), \_\_\_\_\_ County, \_\_\_\_\_(state).

10. That Petitioner 2 is employed at \_\_\_\_\_(employer).

11. That Petitioner 2 is \_\_\_\_\_(race).

12. That Petitioner 2's religious affiliation is \_\_\_\_\_.

13. That \_\_\_\_\_(child) was born on \_\_\_\_\_(month)\_\_\_\_\_(day), \_\_\_\_\_(year) in \_\_\_\_\_(city), \_\_\_\_\_ County, \_\_\_\_\_(state).

14. That \_\_\_\_\_(child) was born on \_\_\_\_\_(month)\_\_\_\_\_(day), \_\_\_\_\_(year) in \_\_\_\_\_(city), \_\_\_\_\_ County, \_\_\_\_\_(state).

15. That \_\_\_\_\_(child) was born on \_\_\_\_\_(month)\_\_\_\_\_(day), \_\_\_\_\_(year) in \_\_\_\_\_(city), \_\_\_\_\_ County, \_\_\_\_\_(state).

16. That \_\_\_\_\_ (child) was born on \_\_\_\_\_ (month) \_\_\_\_\_ (day), \_\_\_\_\_ (year) in \_\_\_\_\_ (city), \_\_\_\_\_ County, \_\_\_\_\_ (state).

17. That the child(ren) is/are \_\_\_\_\_ (race).

18. That the child(ren)'s religious affiliation is \_\_\_\_\_.

19. There is/is not an agency involved in the placement of this child. That agency is \_\_\_\_\_ (if applicable).

20. The Certificate of Birth for the child(ren) is attached to this petition.

21. That your Petitioners request the court to:

a. Allow Petitioners to adopt

\_\_\_\_\_ (child(ren));

b. Declare that \_\_\_\_\_ (child(ren)) shall have all rights of (a) child(ren) and heir(s) of your Petitioners and shall be subject to the duties of said child(ren);

c. Allow \_\_\_\_\_ (child(ren)) to assume the name(s) of \_\_\_\_\_ (proposed name(s) if applicable).

**WHEREFORE**, your Petitioners, \_\_\_\_\_ (P1) and \_\_\_\_\_ (P2), his/her \_\_\_\_\_ (relationship), pray your Honorable Court to fix a date for hearing of this petition and thereafter decree that \_\_\_\_\_ (child(ren)) shall be in law the Petitioners' adopted child(ren) and shall have all the rights of a child of your Petitioners, shall be subject to the duties of said child(ren), and shall assume the name(s) of \_\_\_\_\_ (proposed name(s) if applicable).



Respectfully submitted,

\_\_\_\_\_ (P1 Signature)

\_\_\_\_\_ (P1 Print)

Date \_\_\_\_\_

\_\_\_\_\_ (P2 Signature)

\_\_\_\_\_ (P2 Print)

Date \_\_\_\_\_

**VERIFICATION**

We, \_\_\_\_\_(P1) and \_\_\_\_\_(P2),

Petitioners herein, state that the averments of fact contained in the foregoing Petition for Adoption are true and correct to the best of our knowledge, information, and belief. We further state that this verification is made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_ (P1 sign)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (P2 sign)

\_\_\_\_\_ (Date)

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
  : \_\_\_\_\_  
  : \_\_\_\_\_  
  : \_\_\_\_\_  
  : \_\_\_\_\_  
  **minor child(ren)** : \_\_\_\_\_

**CONSENT TO ADOPTION BY CHILD AGE 12 OR OLDER**

I, \_\_\_\_\_ (child's name), hereby state that I am age 12 or older and do hereby  
consent to being adopted by \_\_\_\_\_ (name of adopting party).

\_\_\_\_\_  
(child's signature)

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

IN RE: \_\_\_\_\_ : NO. \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ minor child(ren) :

**CONSENT TO ADOPTION BY CHILD AGE 12 OR OLDER**

I, \_\_\_\_\_ (child's name), hereby state that I am age 12 or older and do hereby  
consent to being adopted by \_\_\_\_\_ (name of adopting party).

\_\_\_\_\_  
(child's signature)

**PETITION FOR INVOLUNTARY  
TERMINATION OF PARENTAL RIGHTS**

**FORM 4**

## INSTRUCTIONS FOR FORM 4

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". Do not write anything on the blank line after "NO."
2. In the introductory sentence, write the name of the parent filing the petition for adoption in the first blank (P1) and the name of the person who intends to adopt the child(ren) in the second blank (P2).
3. In Part 1, Petitioners' Information, provide the requested information for the parent filing the Petition for Adoption as "Petitioner 1" and for the person who intends to adopt the child(ren) as "Petitioner 2".
4. In Part 2, Child(ren), provide the requested information for each of the children being adopted. If there are fewer than four children, cross out the extra paragraphs. If there are more than four children, use an additional sheet of paper. If the child(ren) do not have any religious affiliation, write "N/A".
5. In Part 3, Birth Parents, provide the requested information for the child(ren)'s birth mother and birth father.
6. In Part 4, Dates When Child(ren) Were Placed in Care of Petitioners, for Petitioner 1, who is the parent filing the Petition for Adoption, write the date the child(ren) began living with Petitioner 1, and if it has been since birth, write the date of the first child's birth. For Petitioner 2, who is the person who intends to adopt the child(ren), write the date Petitioner 2 began residing with both Petitioner 1 and the child(ren).
7. In Part 5, Reason for Seeking Termination, in Part 5(a) check the subsection which applies. If the parent whose rights you seek to terminate has not performed any parental duties for at least six months, check the first option. In Part 5(b) explain your reasons in your own words. If you need more room, use the back of the page.
8. In Part 6, Military Service, answer Yes or No whether the parent whose rights are to be terminated is currently serving on active duty in the United States Armed Forces.
9. Read Part 7.
10. In the "wherefore" clause, on the first blank line write the name of the person whose parental rights are to be terminated and circle either "mother" or "father" as appropriate. Write the child(ren)'s name(s) on the second blank line.

11. The parent filing the Petition for Adoption should sign on the line above (Petitioner 1's signature), then write his or her name and the date of signing. The person who intends to adopt the child(ren) should sign on the line above (Petitioner 2's signature), then write his or her name and the date of signing.

12. In the "Verification", write the names of the parent filing the Petition for Adoption (P1) and the person who intends to adopt the child(ren) (P2) on the two blank lines at the beginning of the paragraph, and then sign on the indicated lines.

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHAN'S COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ , :  
**minor child(ren)** :

**PETITION FOR INVOLUNTARY TERMINATION OF PARENTAL RIGHTS**

The petition of \_\_\_\_\_ (P1) and \_\_\_\_\_ (P2) under §2512 of the Adoption Act, hereby respectfully represents as follows:

**1. Petitioners' Information**

Petitioner 1:

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Relationship to Child: \_\_\_\_\_
- d. Relationship to Petitioner 2: \_\_\_\_\_

Petitioner 2:

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Relationship to Child: \_\_\_\_\_
- d. Relationship to Petitioner 1: \_\_\_\_\_

**2. Child(ren)**

Child 1:

- a. Name: \_\_\_\_\_
- b. Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- c. Race: \_\_\_\_\_
- d. Sex: \_\_\_\_\_
- e. Religious Affiliation: \_\_\_\_\_



Child 2:

- a. Name: \_\_\_\_\_
- b. Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- c. Race: \_\_\_\_\_
- d. Sex: \_\_\_\_\_
- e. Religious Affiliation: \_\_\_\_\_

Child 3:

- a. Name: \_\_\_\_\_
- b. Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- c. Race: \_\_\_\_\_
- d. Sex: \_\_\_\_\_
- e. Religious Affiliation: \_\_\_\_\_

Child 4:

- a. Name: \_\_\_\_\_
- b. Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- c. Race: \_\_\_\_\_
- d. Sex: \_\_\_\_\_
- e. Religious Affiliation: \_\_\_\_\_

**3. Birth Parents**

Mother:

- 1) Name: \_\_\_\_\_
- 2) Address: \_\_\_\_\_  
\_\_\_\_\_
- 3) Age: \_\_\_\_\_
- 4) Race: \_\_\_\_\_
- 5) Religious affiliation: \_\_\_\_\_
- 6) Marital status for one year prior to and including the date of the birth of the child(ren) \_\_\_\_\_  
\_\_\_\_\_

- 7) If Mother has ever been married, the name of her  
Husband(s) \_\_\_\_\_
- 8) Mother's maiden name(s) \_\_\_\_\_

Father:

- 1) Name: \_\_\_\_\_
- 2) Address: \_\_\_\_\_  
\_\_\_\_\_
- 3) Age: \_\_\_\_\_
- 4) Race: \_\_\_\_\_
- 5) Religious Affiliation: \_\_\_\_\_

#### 4. Dates when child(ren) were placed in care of Petitioners

Date child(ren) placed in care of Petitioner 1: \_\_\_\_\_

Date child(ren) placed in care of Petitioner 2: \_\_\_\_\_

#### 5. Reason for Seeking Termination

(a) Identify specific subsection of § 2511(a) of Adoption Act:

\_\_\_\_ (1) The parent by conduct continuing for a period of at least six months immediately preceding the filing of the petition either has evidenced a settled purpose of relinquishing parental claim to a child or has refused or failed to perform parental duties.

\_\_\_\_ (2) The repeated and continued incapacity, abuse, neglect or refusal of the parent has caused the child to be without essential parental care, control or subsistence necessary for his physical or mental well-being and the conditions and causes of the incapacity, abuse, neglect or refusal cannot or will not be remedied by the parent.

\_\_\_\_ (3) The parent is the presumptive but not the natural father of the child.

\_\_\_\_ (4) The child is in the custody of an agency, having been found under such circumstances that the identity or whereabouts of the parent is unknown and cannot be ascertained by diligent search and the parent does not claim the child within three months after the child is found.

\_\_\_\_ (5) The child has been removed from the care of the parent by the court or under a voluntary agreement with an agency for a period of at least six months, the conditions which led to the removal or placement of the child continue to exist, the parent cannot or will not remedy those conditions within a reasonable period of time, the services or assistance reasonably available to the parent are not likely to remedy the conditions which led to the removal or placement of the child within a reasonable period of time and termination of the parental rights would best serve the needs and welfare of the child.



**6. Military Service**

Is the parent whose rights are to be terminated a member of the United States Armed Forces and currently serving on active duty?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

**7. Petitioners will assume custody of the child(ren) until such time as the child(ren) is/are adopted.**

**WHEREFORE**, Petitioners pray your Honorable Court fix a date for hearing of this petition and thereafter enter a finding of grounds for involuntary termination of the parental rights of \_\_\_\_\_ (mother/father), and for a decree terminating all parental rights of the above named person with respect to \_\_\_\_\_ (child(ren)), awarding custody of the child(ren) to Petitioners, and authorizing them to consent to the adoption of said child(ren).

\_\_\_\_\_  
(Petitioner 1's signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Petitioner 2's signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

**VERIFICATION**

We, \_\_\_\_\_ (P1) and \_\_\_\_\_ (P2) verify that we are the petitioners named in the foregoing Petition and that the facts set forth therein are true and correct, to the best of our knowledge, information, and belief. We understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
(Petitioner 1's signature)

\_\_\_\_\_  
(Petitioner 2's signature)

**MOTION COVER SHEET**

**FORM 5**

## INSTRUCTIONS FOR FORM 5

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". Do not write anything on the blank line after "Docket No."
2. After "1. Name of Filing Party", write the name of the parent filing the petition for adoption.
3. After "2. Filing party's attorney", write "pro se". (This means you are representing yourself.)
4. After "3. Type of Filing", write the name of the petition you are filing, per the general directions for that petition.
5. In "4. The following is/are requested", check the line for "evidentiary hearing".
6. Leave "5. Time required" blank.
7. In box 6, write your name and address.
8. Leave the rest of the form blank.

**COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT MOTION COVER SHEET**

In re: \_\_\_\_\_

Docket No. \_\_\_\_\_

1. Name of filing party: \_\_\_\_\_

Case assigned to Judge \_\_\_\_\_

2. Filing party's attorney: \_\_\_\_\_

Family Court Officer/Auditor: \_\_\_\_\_

3. Type of filing: \_\_\_\_\_

4. The following is/are requested:

- Argument
- Evidentiary Hearing
- Court Conference
- Pretrial Conference
- Entry of uncontested order  
(attach supporting documentation)
- Expedited consideration – state the basis: \_\_\_\_\_
- Issuance of a Citation/Rule to Show Cause
- Video Conferencing requested – request form has  
been submitted (see Lyc. Co. R.G.C.B. L8)
- Attach this cover sheet to original motion  
previously filed on \_\_\_\_\_

6. Names and addresses of all counsel, unrepresented parties and interested parties (including CASA representative, if appointed) and indicate if anyone is incarcerated:

5. Time required: \_\_\_\_\_

\_\_\_Continued on separate sheet

**ORDER**

1. \_\_\_ An \_\_\_ argument \_\_\_ factual hearing \_\_\_ court conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_m., in courtroom no. \_\_\_\_\_, Lycoming County Courthouse, Williamsport, PA.

2. \_\_\_ Pretrial memos including witness list and exhibits are to be filed by the following dates:

Filing party: \_\_\_\_\_ Responding parties: \_\_\_\_\_

3. \_\_\_ A response to the motion/petition shall be filed as follows: \_\_\_\_\_.

4. \_\_\_ Petitioner shall ensure service of this scheduling order on all parties and interested persons within \_\_\_\_\_ days of the date of this order and shall provide the court with proof of service at least \_\_\_\_\_ working days prior to the scheduled proceeding.

5. \_\_\_\_\_ is appointed as counsel for the alleged incapacitated person, and petitioner shall serve a copy of this scheduling order, petition and any attachments on the appointed attorney. The appointed attorney is to be reimbursed at the rate of \$\_\_\_\_\_ per hour to be paid by the county/estate of the alleged incapacitated person (circle one).

6. \_\_\_ See order attached. \_\_\_ See separate order issued this date.

7. Other: \_\_\_\_\_.

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date

cc: ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN BOX 6 ABOVE.

**NOTICE:** The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.



**COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT MOTION COVER SHEET**

In re: \_\_\_\_\_

Docket No. \_\_\_\_\_

1. Name of filing party: \_\_\_\_\_

Case assigned to Judge \_\_\_\_\_

2. Filing party's attorney: \_\_\_\_\_

Family Court Officer/Auditor: \_\_\_\_\_

3. Type of filing: \_\_\_\_\_

4. The following is/are requested:

- Argument
- Evidentiary Hearing
- Court Conference
- Pretrial Conference
- Entry of uncontested order  
(attach supporting documentation)
- Expedited consideration – state the basis:  
\_\_\_\_\_
- Issuance of a Citation/Rule to Show Cause
- Video Conferencing requested – request form has  
been submitted (see Lyc. Co. R.G.C.B. L8)
- Attach this cover sheet to original motion  
previously filed on \_\_\_\_\_

6. Names and addresses of all counsel, unrepresented parties and interested parties (including CASA representative, if appointed) and indicate if anyone is incarcerated:

5. Time required: \_\_\_\_\_

\_\_\_Continued on separate sheet

**ORDER**

1. \_\_\_ An \_\_\_ argument \_\_\_ factual hearing \_\_\_ court conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_m., in courtroom no. \_\_\_\_\_, Lycoming County Courthouse, Williamsport, PA.

2. \_\_\_ Pretrial memos including witness list and exhibits are to be filed by the following dates:

Filing party: \_\_\_\_\_ Responding parties: \_\_\_\_\_

3. \_\_\_ A response to the motion/petition shall be filed as follows: \_\_\_\_\_.

4. \_\_\_ Petitioner shall ensure service of this scheduling order on all parties and interested persons within \_\_\_\_\_ days of the date of this order and shall provide the court with proof of service at least \_\_\_\_\_ working days prior to the scheduled proceeding.

5. \_\_\_\_\_ is appointed as counsel for the alleged incapacitated person, and petitioner shall serve a copy of this scheduling order, petition and any attachments on the appointed attorney. The appointed attorney is to be reimbursed at the rate of \$\_\_\_\_\_ per hour to be paid by the county/estate of the alleged incapacitated person (circle one).

6. \_\_\_ See order attached. \_\_\_ See separate order issued this date.

7. Other: \_\_\_\_\_.

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date

cc: ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN BOX 6 ABOVE.

**NOTICE:** The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.

**NOTICE OF HEARING TO TERMINATE  
PARENTAL RIGHTS**

**FORM 6**

## INSTRUCTIONS FOR FORM 6

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". Do not write anything on the blank line after "NO."
2. Write the child(ren)'s name(s) on the line after the words "A petition has been filed asking the Court to put an end to all rights you have to your child(ren)".
3. Leave the rest of the form blank.

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

IN RE: \_\_\_\_\_ : NO. \_\_\_\_\_  
: :  
: :  
\_\_\_\_\_, :  
minor child(ren) :

**NOTICE OF HEARING TO TERMINATE PARENTAL RIGHTS**

A petition has been filed asking the Court to put an end to all rights you have to your child(ren), \_\_\_\_\_. The Court has set a hearing to consider ending your rights to your child. That hearing will be held in the Lycoming County Courthouse, 48 W. 3<sup>rd</sup> Street, Williamsport, Pennsylvania in Courtroom #\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M.

**YOU ARE WARNED** that even if you fail to appear at the scheduled hearing, the hearing will go on without you and your rights to your child may be ended by the Court without your being present. You have a right to be represented at the hearing by a lawyer.

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

**IF YOU CANNOT AFFORD A LAWYER, CONTACT:**

North Penn Legal Services  
25 W. Third Street  
Suite 400  
Williamsport, PA 17701  
570-323-8741

Pennsylvania Lawyer Referral Service  
Pennsylvania Bar Association  
PO Box 186  
Harrisburg, PA 17108  
1-800-692-7375

\_\_\_\_\_  
J.

**NOTICE REQUIRED BY ACT 101 OF 2010  
AND  
ACKNOWLEDGMENT OF NOTICE  
FORM 7**

## INSTRUCTIONS FOR FORM 7

1. On both pages, write the child(ren)'s name(s) on the line at the top under the words "IN RE:". After "NO." write the case number given to you by the court when you filed the Petition for Adoption.
2. Leave the rest of the form blank. **DO NOT SIGN THE ACKNOWLEDGMENT OF NOTICE** - this is for the other parent to sign.

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
:   
:   
:   
\_\_\_\_\_ , :   
**minor child(ren)** :

**NOTICE REQUIRED BY ACT 101 OF 2010**  
**23 Pa.C.S. §§2731-2742**

To: Adoptive Parent(s), Birth Parent(s) and Child(ren),

This is to inform you of an important option that may be available to you under Pennsylvania law. Act 101 of 2010 allows for an enforceable voluntary agreement for continuing contact or communication following an adoption between an adoptive parent, a child, a birth parent and/or a birth relative of the child, if all parties agree and the voluntary agreement is approved by the court. The agreement must be signed and approved by the court to be legally binding.

A birth relative is defined only as a parent, grandparent, stepparent, sibling, uncle or aunt of the child's birth family, whether the relationship is by blood, marriage or adoption.

This voluntary agreement may allow you to have continuing contact or communication, including but not limited to:

- Letters and/or emails
- Photos and/or videos
- Telephone calls and/or text messages; or
- Supervised or unsupervised visits

If you are interested in learning more about this option for a voluntary agreement, contact your attorney, if you have one.

**IF YOU ARE IN NEED OF LEGAL ASSISTANCE, CONTACT:**

North Penn Legal Services  
25 W. Third Street, Suite 400  
Williamsport, PA 17701  
570-323-8741

Pennsylvania Lawyer Referral Service  
Pennsylvania Bar Association  
PO Box 186  
Harrisburg, PA 17108  
1-800-692-7375

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
**minor child(ren)** : \_\_\_\_\_

**Acknowledgment of Notice of Voluntary Agreement Law**

I am aware of an important option that may be available to me under Pennsylvania Law (Act 101 of 2010, 23 Pa.C.S. §§2731-2742). This Law allows for a voluntary agreement for continuing contact or communication following an adoption between an adoptive parent, a child, a birth parent, and/or a birth relative of the child.

A birth relative is defined as a parent, grandparent, stepparent, sibling, uncle or aunt of the child's birth family, whether the relationship is by blood, marriage or adoption.

The agreement must be signed and approved by the court to be legally binding.

If I am interested in learning more about this option for a voluntary agreement, I have the right to consult with an attorney of my choosing. If I wish to speak with an attorney to learn more about my rights, adoptive parents have provided me with the following names, addresses and telephone numbers where I can ask for assistance:

North Penn Legal Services  
25 W. Third Street, Suite 400  
Williamsport, PA 17701  
570-323-8741

Pennsylvania Lawyer Referral Service  
Pennsylvania Bar Association  
PO Box 186  
Harrisburg, PA 17108  
1-800-692-7375

My agreement to any such agreement as explained above was not obtained as a precondition of my consent to this adoption. I understand that all consents to adoption in Pennsylvania must be unconditional, and that pursuant to Act 101 any future disagreements concerning the above stated terms must be reviewed in the Court in which this adoption was finalized, and in no case will such disagreement be grounds for the reopening or overturning of this adoption.

I have read and understand the above and I am signing it as a free and voluntary act.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**CERTIFICATE OF SERVICE**

**FORM 8**

## INSTRUCTIONS FOR FORM 8

1. Write the child(ren)'s name(s) on the line at the top under the words "IN RE:". After "NO." write the case number given to you by the court when you filed the Petition for Adoption.
2. In Paragraph 1, in the first set of blanks, write the date you filed the Petition to Confirm Consent or the Petition for Involuntary Termination of Parental Rights – the date should be file-stamped on the copy you received back from the court. In the next blank, write either "to confirm consent" or "for involuntary termination of parental rights", depending on which petition you filed. In the next set of blanks, write the date, time and courtroom number of the hearing. This information is on the Motion Cover Sheet and the Notice of Hearing you received back from the court.
3. In Paragraph 2, in the first set of blanks, write the date you mailed copies of the Notice of Hearing, the Cover Sheet, the Petition, and the Notice Required by Act 101 of 2010 with Acknowledgment form to the other parent. In the second blank, write the other parent's name and then circle "mother" or "father" as appropriate.
4. In Paragraph 3, write the date the other parent signed for the documents, as shown on the green card or other proof of delivery from the USPS.
5. The parent who is filing the Petition for Adoption should sign on the blank line before the words "P1 sign" and the person who intends to adopt the child(ren) should sign on the blank line before the words "P2 sign".
5. **Attach the green card or other proof of delivery to the back of the Certificate of Service.**

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA**  
**ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
 \_\_\_\_\_, :  
**minor child(ren)** :

**CERTIFICATE OF SERVICE**

We, the Petitioners, provide the following statement as evidence of good service:

1. On \_\_\_\_\_(month) \_\_\_\_\_(day), \_\_\_\_\_(year) a Petition \_\_\_\_\_  
 \_\_\_\_\_ was filed and an order was entered scheduling a hearing for  
 \_\_\_\_\_(month) \_\_\_\_\_(day), \_\_\_\_\_(year) at \_\_\_\_\_.m in courtroom number \_\_\_\_\_.
2. On \_\_\_\_\_(month) \_\_\_\_\_(day), \_\_\_\_\_(year) a true and correct copy of said petition with  
 the scheduling order showing the hearing date and the Notice required by Act 101 of 2010 were  
 mailed to \_\_\_\_\_, the natural (mother/father) of the minor  
 child(ren) by certified mail, restricted delivery.
3. On \_\_\_\_\_(month) \_\_\_\_\_(day), \_\_\_\_\_(year) said documents were received as indicated  
 on the **attached return receipt.**

\_\_\_\_\_(P1 sign)

\_\_\_\_\_(P2 sign)

**FINDINGS OF FACT AND  
FINAL DECREE OF ADOPTION**

**FORM 9A**

## INSTRUCTIONS FOR FORM 9A

1. On the first page, Findings of Fact, write the child(ren)'s name(s) on the line at the top under the words "IN RE:". After "NO." write the case number given to you by the court when you filed the Petition for Adoption.
2. In Paragraph 1, write the name of the parent filing the petition for adoption on the first line and the name of the person who intends to adopt the child(ren) on the second line. On the third line, write "wife", "husband" or "partner" as appropriate. On the last line, write your address (street and city).
3. In Paragraph 2, on the first two blank lines, write the place of birth of the parent filing the petition for adoption. On the third blank line, write that person's date of birth.
4. In Paragraph 3, on the first two blank lines, write the place of birth of the person who intends to adopt the child(ren). On the third blank line, write that person's date of birth.
5. Complete Paragraph 4 only if the person who intends to adopt the child(ren) married the parent filing the petition for adoption and changed his or her name as a result, by writing the maiden/former name on the blank line. If this paragraph does not apply, write "N/A".
6. In Paragraphs 5, 6, 7 and 8, provide each child's name, place of birth (city and state) and date of birth. If there are more than four children, use an additional sheet of paper. If there are fewer than four children, cross out the unnecessary paragraphs.
7. In Paragraph 9, in the first blank, write the date the child(ren) began living with the parent filing the petition for adoption and in the second blank write the date the child(ren) began living with the person who intends to adopt the child(ren).
8. Complete Paragraph 10 according to the general instructions depending on whether the other parent has consented to the adoption or you have filed a Petition for Involuntary Termination of Parental Rights.
9. In Paragraph 13, on the blank lines write the race and religious affiliation of the petitioners and the child(ren). If there is no religious affiliation, write "N/A".
10. On the third page, Decree, write the child(ren)'s name(s) on the line at the top under the words "IN RE:". After "NO." write the case number given to you by the court when you filed the Petition for Adoption.
11. Leave the rest of this page blank.

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

IN RE: \_\_\_\_\_ : NO. \_\_\_\_\_  
 :  
 :  
 \_\_\_\_\_, :  
 minor child(ren) :

**FINDINGS OF FACT**

1. The petitioners are \_\_\_\_\_ and \_\_\_\_\_, his/her \_\_\_\_\_, who are adult citizens of the County of Lycoming and Commonwealth of Pennsylvania. Petitioners reside at \_\_\_\_\_, \_\_\_\_\_, Lycoming County, Pennsylvania.

2. Petitioner 1 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

3. Petitioner 2 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

4. Petitioner 2's maiden/former name was \_\_\_\_\_.

5. The name of adoptee 1 is \_\_\_\_\_.  
Adoptee 1 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

6. The name of adoptee 2 is \_\_\_\_\_.  
Adoptee 2 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

7. The name of adoptee 3 is \_\_\_\_\_.  
Adoptee 3 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

8. The name of adoptee 4 is \_\_\_\_\_.  
Adoptee 4 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

9. The adoptee(s) has/have resided with Petitioner 1 since \_\_\_\_\_, and  
with Petitioner 2 since \_\_\_\_\_.

10. The facts with respect to termination of parental rights are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

11. Notice of the hearing on the petition for adoption was given to all persons entitled  
to notice.

12. It is in the best interest of the child(ren) to allow the adoption.

13. The petitioners and the child(ren) are of the following race and religious affiliation:  
\_\_\_\_\_.

14. There has been compliance with all of the provisions of the Adoption Act (23  
Pa.C.S. §2101, et seq.).

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

ORPHANS' COURT DIVISION

IN RE: \_\_\_\_\_ : NO. \_\_\_\_\_  
 :  
 :  
 :  
 :  
 :  
 \_\_\_\_\_, :  
 minor child(ren) :

DECREE

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, after hearing on the petition filed,  
IT IS ORDERED AND DECREED:

(1) That the parental rights of \_\_\_\_\_ be and  
hereby are terminated;

(2) That the welfare of \_\_\_\_\_ will be promoted by the adoption;  
that all requirements of the Adoption Act have been met; that the adoptee(s) shall have all the rights of a  
child and heir of \_\_\_\_\_ and \_\_\_\_\_ and shall be subject to the duties  
of a child of the petitioners; and that the child(ren) shall hereafter by known as \_\_\_\_\_

**Notice to the Natural Parent**  
**Pennsylvania Adoption Medical History Registry**

This is to inform you about an adoption law provision relating to medical history information. As the birth parent of a Pennsylvania born child who is being or was ever adopted in the past, you have the opportunity to voluntarily place on file medical history information. The information that you choose to provide could be important to the child's present and future medical care needs. The law makes it possible for you to file current medical information and it also allows you to update the information as new medically related information becomes available. Requests to release the information will be honored if the request is submitted by a birth child 18 years of age or older. The law also permits the court to honor requests for information submitted by the adoptive parents or legal guardians of adoptees who are not yet 18 years of age. All information will be maintained and distributed in a manner that fully protects your right to privacy.



You may obtain the appropriate form to file medical history information by contacting the Pennsylvania Adoption Information Registry. Members of the registry staff are available to answer your questions. Please contact the registry staff at:

Department of Human Services  
Pennsylvania Adoption Information Registry (PAIR)  
P.O. Box 4379  
Harrisburg, PA 17111-0379

1-800-227-0225  
[www.adoptpakids.org](http://www.adoptpakids.org)

Medical history information forms may be obtained by visiting this web address:

[http://www.adoptpakids.org/Documents/Act101\\_CY910\\_BirthParentAuthorization.pdf](http://www.adoptpakids.org/Documents/Act101_CY910_BirthParentAuthorization.pdf)

or locally by contacting one of the following agencies:

Lycoming County Children and Youth  
Any private, licensed adoption agency  
Lycoming County Register and Recorder's Office

BY THE COURT,

---

J.

**FINDINGS OF FACT AND  
FINAL DECREE OF ADOPTION  
FORM 9B**

## INSTRUCTIONS FOR FORM 9B

1. On the first page, Findings of Fact, write the child(ren)'s name(s) on the line at the top under the words "IN RE:". After "NO." write the case number given to you by the court when you filed the Petition for Adoption.
2. In Paragraph 1, write the name of the parent filing the petition for adoption on the first line and the name of the person who intends to adopt the child(ren) on the second line. On the third line, write "wife", "husband" or "partner" as appropriate. On the last line, write your address (street and city).
3. In Paragraph 2, on the first two blank lines, write the place of birth of the parent filing the petition for adoption. On the third blank line, write that person's date of birth.
4. In Paragraph 3, on the first two blank lines, write the place of birth of the person who intends to adopt the child(ren). On the third blank line, write that person's date of birth.
5. Complete Paragraph 4 only if the person who intends to adopt the child(ren) married the parent filing the petition for adoption and changed his or her name as a result, by writing the maiden/former name on the blank line. If this paragraph does not apply, write "N/A".
6. In Paragraphs 5, 6, 7 and 8, provide each child's name, place of birth (city and state) and date of birth. If there are more than four children, use an additional sheet of paper. If there are fewer than four children, cross out the unnecessary paragraphs.
7. In Paragraph 9, in the first blank, write the date the child(ren) began living with the parent filing the petition for adoption and in the second blank write the date the child(ren) began living with the person who intends to adopt the child(ren).
8. Complete Paragraph 10 according to the general instructions depending on whether the other parent has consented to the adoption or you have filed a Petition for Involuntary Termination of Parental Rights.
9. In Paragraph 13, on the blank lines write the race and religious affiliation of the petitioners and the child(ren). If there is no religious affiliation, write "N/A".
10. On the third page, Decree, write the child(ren)'s name(s) on the line at the top under the words "IN RE:". After "NO." write the case number given to you by the court when you filed the Petition for Adoption.
11. Leave the rest of this page blank.



8. The name of adoptee 4 is \_\_\_\_\_.  
Adoptee 4 was born at \_\_\_\_\_ (city), \_\_\_\_\_ (state), on \_\_\_\_\_.

9. The adoptee(s) has/have resided with Petitioner 1 since \_\_\_\_\_, and  
with Petitioner 2 since \_\_\_\_\_.

10. The facts with respect to termination of parental rights are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

11. Notice of the hearing on the petition for adoption was given to all persons entitled  
to notice.

12. It is in the best interest of the child(ren) to allow the adoption.

13. The petitioners and the child(ren) are of the following race and religious affiliation:  
\_\_\_\_\_.

14. There has been compliance with all of the provisions of the Adoption Act (23  
Pa.C.S. §2101, et seq.).



You may obtain the appropriate form to file medical history information by contacting the Pennsylvania Adoption Information Registry. Members of the registry staff are available to answer your questions. Please contact the registry staff at:

Department of Human Services  
Pennsylvania Adoption Information Registry (PAIR)  
P.O. Box 4379  
Harrisburg, PA 17111-0379

1-800-227-0225  
[www.adoptpakids.org](http://www.adoptpakids.org)

Medical history information forms may be obtained by visiting this web address:

[http://www.adoptpakids.org/Documents/Act101\\_CY910\\_BirthParentAuthorization.pdf](http://www.adoptpakids.org/Documents/Act101_CY910_BirthParentAuthorization.pdf)

or locally by contacting one of the following agencies:

Lycoming County Children and Youth  
Any private, licensed adoption agency  
Lycoming County Register and Recorder's Office

BY THE COURT,

---

J.

**PETITION TO PROCEED  
IN FORMA PAUPERIS  
FORM 10**



## INTRODUCTION

Usually, fees must be paid in order to file court documents. However, if you believe you do not have enough money to pay these fees, you may ask to file documents without paying the fees.

This form is used to make the request to let you file your adoption paperwork for free. You will need to tell the Judge about your financial situation so the Judge can decide whether or not you should pay the fees.

## INSTRUCTIONS FOR FORM 10

1. At the top of the first page, the “Order to Proceed Without Payment of Fees and Costs”, write the child/ren’s name(s) on the line at the top under the words “IN RE:”. That is all you write on this page.
2. At the top of the second page, “Petition to Proceed Without Payment of Fees and Costs”, write the child/ren’s name(s) on the line at the top under the words “IN RE:”. Do not write anything on the blank line after “NO.”
3. Read Paragraphs 1 and 2.
4. Fill out the requested information in Paragraph 3. Answer all of the questions; write “none” or “N/A” where appropriate.
5. Read Paragraphs 4 and 5.
6. At the bottom of the fourth page, print the date, then sign on the line next to the words “signature of Petitioner” and print your name on the next line.
7. Make one copy of these four pages. You will take the original and copy to the Clerk of the Orphan’s Court’s office when you file the adoption paperwork.
8. Once the judge reviews your information, the judge will make a decision. You will receive a copy of the Judge’s Order in the mail. If the Judge grants your petition, you will not have to pay the fees. If the Judge denies your petition, you will have to pay the fees before your adoption proceeds. In that case, you will receive a letter from the Clerk of the Orphan’s Court telling you the amount to pay.

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION

IN RE: \_\_\_\_\_ : NO. \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
\_\_\_\_\_ ,  
minor child[ren] :

**ORDER TO PROCEED WITHOUT  
PAYMENT OF FEES AND COSTS**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, upon  
consideration of the within Petition, it is hereby ordered that the Petitioner shall/shall not be  
permitted to proceed in this matter without payment of fees and costs.

BY THE COURT,

\_\_\_\_\_  
J.

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**IN RE:** \_\_\_\_\_ : **NO.** \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
**minor child[ren]** :

**PETITION TO PROCEED WITHOUT PAYMENT OF FEES AND COSTS**

1. I am the petitioner in the above matter and because of my financial condition I am unable to pay the fees and costs of filing this action.
2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.
3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:

**(a) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**(b) Employment**

If you are presently employed, state

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

If you are presently unemployed, state

Date of last employment: \_\_\_\_\_

Salary or Wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

**(c) Other income within the past twelve months**

Business or profession: \_\_\_\_\_

Other self-employment: \_\_\_\_\_

Interest: \_\_\_\_\_

Dividends: \_\_\_\_\_

Pension and annuities: \_\_\_\_\_

Social security benefits: \_\_\_\_\_

Support payments: \_\_\_\_\_

Disability payments: \_\_\_\_\_

Unemployment compensation and supplemental benefits:

\_\_\_\_\_

Workers' compensation: \_\_\_\_\_

Public assistance: \_\_\_\_\_

Other: \_\_\_\_\_

**(d) Other contributions to household support**

Do you have a spouse? \_\_\_\_\_

Name of your spouse: \_\_\_\_\_

If your spouse is employed, state

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Salary or wages per month: \_\_\_\_\_

Type of work: \_\_\_\_\_

Contributions from children: \_\_\_\_\_

Contributions from parents: \_\_\_\_\_

Other contributions: \_\_\_\_\_

**(e) Property owned**

Cash: \_\_\_\_\_

Checking account: \_\_\_\_\_

Savings account: \_\_\_\_\_

Certificates of deposit: \_\_\_\_\_

Real estate (including home): \_\_\_\_\_

Motor vehicle: \_\_\_\_\_

Make \_\_\_\_\_ Year \_\_\_\_\_

Cost \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_

Stocks and bonds: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**(f) Debts and obligations**

Mortgage: \_\_\_\_\_

Rent: \_\_\_\_\_

Loans: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**(g) Persons dependent upon you for support**

Spouse Name: \_\_\_\_\_

Children

List INITIALS of each child. Initials: \_\_\_\_\_

List ages of children (no birthdates). Ages: \_\_\_\_\_

Other persons who depend on you for support

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

4. I understand that I have a continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. 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: \_\_\_\_\_

Signature of Petitioner: \_\_\_\_\_

Print Name Here: \_\_\_\_\_