

## CHECKLIST FOR ENFORCING A CUSTODY ORDER

**This checklist is provided for you 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
- \_\_\_\_\_ NOTICE AND ORDER TO APPEAR completed as per instructions.
- \_\_\_\_\_ PETITION completed in its entirety.
- \_\_\_\_\_ PETITIONER'S CRIM RECORD / ABUSE HISTORY VERIFICATION completed.
- \_\_\_\_\_ Caption only on RESPONDENT'S VERIFICATION completed, leave the rest blank.
  
- \_\_\_\_\_ Copies of ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION and PETITIONER'S VERIFICATION made.
- \_\_\_\_\_ Self-Addressed Stamped Envelopes made.
  
- \_\_\_\_\_ Contacted Prothonotary for filing fee. Fee is: \_\_\_\_\_.
- \_\_\_\_\_ File CONFIDENTIAL INFORMATION FORM, ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION and PETITIONER'S VERIFICATION (and all copies of the documents) with Prothonotary.
- \_\_\_\_\_ File Envelopes with Prothonotary.
  
- \_\_\_\_\_ Receive ENTRY OF APPEARANCE, PETITION, and PETITIONER'S VERIFICATION copies back from Prothonotary.
- \_\_\_\_\_ Receive signed NOTICE AND ORDER TO APPEAR copies from Prothonotary.
  
- \_\_\_\_\_ Serve copies of the ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION, PETITIONER'S VERIFICATION, and blank RESPONDENT'S VERIFICATION on all other parties.
- \_\_\_\_\_ File service documentation with Prothonotary (Form #7, 8, or 9).