

## 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.