

INSTRUCTIONS FOR FILING CIVIL EXCEPTIONS

- (1) Completely fill out the petition provided – all spaces must be completed.
- (2) You must attach a copy of the Court order that you are filing the Exceptions to. If you do not have the Court order you can obtain a copy at the Prothonotary's Office located on the first floor.
- (3) Once completed, return the Petition to the Court Administrator's Office for scheduling and copying.
- (4) Once the case is scheduled for a hearing, you will be given the Original petition and four (4) copies.
- (5) Take all the original and copies to the Prothonotary's Office for filing.
- (6) Once the petitions are filed, the Prothonotary's Office will give you four (4) copies back. They will keep the original. You will keep one copy for yourself, one copy is returned to the Court Administrator's Office and the final two (2) copies you must mail: **(1) by CERTIFIED MAIL – RETURN RECEIPT REQUESTED** and **(2) by REGULAR MAIL** to the other party you are filing against.
- (7) Take the petition to the post office as soon as possible so that service is promptly made prior to the hearing.
- (8) Once you receive the certified green card back showing service was made, bring it with you to your hearing to show the Court service was properly made.
- (9) Party filing Custody Exceptions must provide a copy of the transcripts seven (7) days prior to the date of the hearing. If the transcript is not provided, Exceptions can be dismissed by the assigned Judge. If transcripts are not available, a continuance should be filed by the moving party. Transcripts shall be ordered by the moving party immediately and provided to the assigned Judge no less than seven (7) days before the date of the hearing. They can be obtained by contacting: Erv Blank Associates, by calling (570) 768-4266. Costs and payment arrangements will be the responsibility of the filing party and made through Erv Blank Associates.

COVERSHEET
(All items must be completed)

(1) CASE CAPTION:

vs.

(2) ATTORNEY FOR EACH PARTY:

(If no attorney, please list address and telephone numbers of each party).

Plaintiff: _____

Address: _____

Phone #: _____

Defendant: _____

Address: _____

Phone #: _____

(3) HAS ANY MATTER BETWEEN THE INVOLVED PARTIES BEEN BEFORE A JUDGE BEFORE? _____

IF YES, PLEASE PROVIDE JUDGE'S NAME? _____

IF YES, WHAT TYPE OF HEARING (S)? _____

(4) ARE THERE ANY OTHER SCHEDULE DATES OR MATTERS PENDING BEFORE THE COURT? _____

(5) HAS CHILDREN & YOUTH BEEN INVOLVED WITH THIS CASE? _____

(6) IS CHILDREN & YOUTH *CURRENTLY* INVOLVED IN THIS CASE? _____

(7) LIST ALL DATES THAT YOU ARE NOT AVAILABLE FOR COURT:

IN THE COURT OF COMMON PLEAS OF NORTHUMBERLAND COUNTY
COMMONWEALTH OF PENNSYLVANIA

Plaintiff

vs.

Defendant

:
: CIVIL ACTION – LAW
:
: DOCKET NO. CV-_____

ORDER

AND NOW, this _____ day of _____, 201____, it is
ORDERED that a hearing shall be held on the attached EXCEPTIONS to the Hearing
Officer's Report and Recommendation on the _____ day of _____,
201____, at _____ in Courtroom # _____ of the Northumberland County
Courthouse, 201 Market Street, Sunbury, PA 17801.

For ALL CUSTODY exceptions, the moving party shall serve two (2) copies of
this Order and the attached motion upon the other party **(1) by CERTIFIED MAIL,
RETURN RECEIPT REQUESTED** and **(2) by REGULAR MAIL**, and shall present the
receipt, if any, at the hearing. Transcripts shall be ordered by the moving party
immediately and provided to the assigned Judge no less than seven (7)
days before the date of the hearing. They can be obtained by contacting:
Erv Blank Associates, by calling (570) 768-4266.

BY THE COURT:

Judge

AMERICANS WITH DISABILITIES ACT OF 1990

*The Court of Common Pleas of Northumberland County is required by law to comply with the
Americans with Disabilities Act of 1990. For information about accessible facilities and
reasonable accommodations available to disabled individuals having business before the court,
please contact the Court Administrator at (570) 988-4167. All arrangements must be made at
least 72 hours prior to any Hearing or business before the court. You must attend the scheduled
hearing.*