

## **INSTRUCTIONS ON HOW TO COMPLETE THE MOTIONS COVER SHEET**

### HEADINGS (CAPTION)

Fill in the names of the petitioner and respondent in the heading (the square box in the top left corner). The petitioner is the person who is filing a motion. If you are filing a motion, then you are the petitioner. The respondent is the person against whom a motion is being filed. The Domestic Relations Number (D.R. No.) is the number assigned to your case by the Court. You can find this number in the caption of your Complaint for Custody.

Immediately below the heading are three lines requiring more information. First, write the full name of the person filing a motion (the petitioner). Second, if you are filing a motion, put a check-mark next to "Petitioner" on the line that says "Status of Filing Party." You must also put a check-mark next to "Plaintiff" OR "Defendant" on the same line to indicate which of these two statuses you hold with regard to the case for which a motion is being filed. Check "Plaintiff" if you are the person who filed the initial custody complaint. Check "Defendant" if you are the person against whom the custody action was filed. Third, put a check-mark next to the type of case for which you are filing a motion: either "Support," "Custody," "Divorce," or "Domestic Violence."

### CASE STATUS

#### *SECTION I.*

If you are filing a motion for a case that has appeared before a Judge in the past for any type of Domestic Relations matter (i.e. "support," "custody," "divorce," or "domestic violence") other than the one listed in the heading section under "Type of Filing", then put a check-mark next to "yes." Otherwise, check the blank line next to "no." If you check "yes," then please write down the name of the Judge(s) before whom that case appeared.

#### *SECTION II.*

If you are party to a divorce case in which a "Decree in Divorce" has been entered, please write down the name of the Judge who entered the Decree and the date that occurred.

*SECTION III.*

If any other motion has been filed *and* decided in the case at hand, put a check-mark next to “Yes.” If no other motions have been decided, then check “No.” If you check “yes,” please identify the Judge who ruled on the previous motion(s) and on what day(s) the motion(s) was decided.

If any other motion, other than the one you are currently filing, has been filed but not yet decided, then check “Yes” on the third line of this section (III). If the current motion is the only one still waiting for a decision from a Judge, then check “No.” If you check “Yes” for this part, please write down the type of motion currently waiting resolution and the date on which the hearing for the motion is scheduled to occur, if such a date has been set.

*SECTION IV.*

Write down full name(s), mailing address(es), and telephone number(s) of any attorneys involved in this case and of any parties to the case who are not represented by attorneys.

Finally, sign your name on the line provided at the end of the document to show that the information you have provided above is true and accurate to the best of your knowledge and that you understand the consequences for providing false or incomplete information.

**Do NOT fill in the blanks on the following “RULE” and “ORDER” pages, EXCEPT FOR the heading box where you should always write the name of the Petitioner and Respondent**

**PHILADELPHIA COURT OF COMMON PLEAS  
FAMILY DIVISION  
MOTION COVER SHEET**

\_\_\_\_\_  
Plaintiff  
v.  
\_\_\_\_\_  
Defendant

:

:

:

:

:

:

:

\_\_\_\_\_ Term, 20 \_\_\_\_, No. \_\_\_\_\_  
DR No: \_\_\_\_\_  
PACSES No: \_\_\_\_\_

Name of Filing Party: \_\_\_\_\_

Status of Filing Party: " Plaintiff " Defendant " Petitioner " Respondent  
Type of Filing: " Support " Custody " Divorce " Domestic Violence

State Full Description of Motion: \_\_\_\_\_

**CASE STATUS (Answer all questions)**

- I. Has this case been listed before a Judge for any other Domestic Relations matter?  
" Yes " No **IF YES**, identify the Judge(s) \_\_\_\_\_
- II. If a Decree in Divorce has been entered, identify the Judge who entered the Decree and the date of Decree. \_\_\_\_\_
- III. Has another Motion been decided in this case? " Yes " No  
**IF YES**, identify the Judge and date of Order. \_\_\_\_\_  
Is another Motion pending? " Yes " No  
**IF YES**, identify the type of Motion and hearing date if assigned. \_\_\_\_\_
- IV. List name, address and telephone number of other counsel of record and any unrepresented parties. (Attach a self-addressed stamped envelope for each attorney and any unrepresented party.)

**I verify that the information listed above is true and correct and I understand that sanctions may be imposed for inaccurate or incomplete answers.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name