

**BRIAN K SPENCER
PROTHONOTARY/CLERK OF COURTS
814-765-2641 EXT 5013
COURT OF COMMON PLEAS**

DISCLAIMER

The Prothonotary/Clerk of Courts Office is located on the first floor of the Courthouse and is responsible for all civil and criminal court-related documents. These offices also perform several duties for the public including swearing in of elected local officials. Genealogical information is also available through the Prothonotary's Office.

BEGINNING JANUARY 2, 2008, THE CLEARFIELD COUNTY PROTHONOTARY'S OFFICE WILL BE IMPLEMENTING DOCUMENT SCANNING TECHNOLOGY. WE REQUEST THAT YOU **DO NOT** USE TWO-SIDED DOCUMENTS AND REMIND YOU OF THE LOCAL RULE REQUIRING ALL FILINGS TO BE ON 8 ½" X 11" PAPER.

It is strongly recommended that you consult an Attorney

If you wish to obtain services of an attorney, you may contact the following:

Lawyer Referral Service (to hire a local attorney)

1-800-692-7375 (PA Residents)

1-800-932-0311 (Out of State resident)

MidPenn Legal Services (Must meet eligibility requirements. CIVIL CASES ONLY)

1-800-326-9177

Court Administration: 814-765-2641 Ext 5010 or visit our webpage at: www.clearfieldco.org.

Go to the ELECTED OFFICIALS TAB, select PROTHONOTARY/CLERK OF COURTS. NOTE: a list of local attorneys is also available on this page, indicating what type of cases each attorney specializes in and if they accept 'pro bono' cases.

Custody and Divorce documents may also be found at the following sites:

www.pacourts.us/learn/representing_-yourself/custody-proceedings

www.pagourts.us/learn/representing_-yourself/divorce-proceedings

For further research on your own, go to:

www.palawhelp.com OR www.cccnespa.org (for credit card/bankruptcy help)

PLEASE NOTE: The forms available on these web sites may not be a complete list of every document you may be required to file in a proceeding. Nor are the instructions that accompany the forms meant to serve as a step-by-step outline of the entire process that must be followed. They are commonly used forms that may be of assistance to you in an action.

THE CLEARFIELD COUNTY COURTHOUSE STAFF ARE NOT PERMITTED TO GIVE LEGAL ADVICE OR HELP IN FILLING OUT OR COMPLETING THE FORMS AVAILABLE ON THESE WEBSITES. The information provided in these forms is not a substitute for professional legal advice. The court assumes no responsibility and accepts no liability for actions taken by users of these documents.

** It is important that you realize that the mere filing of one of these documents does not end your responsibility. Frequently, there are other steps that must be followed in order to move the case along in the court system. For this reason, it is strongly recommended that you seek the advice of an attorney. **

COMMON REQUIREMENTS FOR FILING

CUSTODY

Fee: \$185.00 or IFP (in forma pauperis)	(Original)
Custody Complaint	(Original and 2 copies)
Criminal Record/Abuse History Verification	(Original and blank copy for other Party/parties)

EMERGENCY CUSTODY

Fee: \$185.00 or IFP (in forma pauperis)	(Original)
Custody Complaint	(Original and 2 copies)
Emergency Custody Complaint	(Original and 2 copies)
Criminal Record/Abuse History Verification	(Original and 1 blank copy for other Party/parties)

DIVORCE

Regular Divorce no extra counts

Fee: \$215.00 or IFP (in forma pauperis)	(Original)
Divorce Complaint	(Original and 2 copies)

Divorce with Custody

Fee" \$267.75 or IFP (in forma pauperis)	(Original)
Divorce Complaint	(Original and 2 copies)
Criminal Record/Abuse History Verification	(Original and 1 blank copy for other Party/parties)

<u>NOTE:</u> Each additional divorce count is \$50.00 or an IFP	(Original and 2 copies)
Custody count on existing divorce case is \$58.75 or IFP..	(Original and 2 copies)

THIS MAY NOT BE A COMPLETE LIST OF ALL YOU NEED FOR FILING