

Plaintiff(s)	: IN THE COURT OF COMMON PLEAS OF
	: BERKS COUNTY, PENNSYLVANIA
	: CIVIL ACTION - LAW
	: CHILD CUSTODY
vs.	: No.
	: Assigned to Judge:
Defendant(s)	: Assigned Master:

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You, \_\_\_\_\_, defendant/respondent have been sued in Court to obtain/modify custody, partial custody or supervised physical custody of the minor child(ren) named in the attached Complaint/Petition. If you fail to appear as provided by this Order, an order for custody may be entered against you or the court may issue a warrant for your arrest.

**PLEASE CAREFULLY READ THE IMPORTANT NOTICES BELOW**

**YOU MUST FILE** with the court a verification with the court regarding any criminal record or abuse history regarding you or anyone living in your household on or before the initial in-person contact with the court (including, but not limited to, a conference with a conference officer or judge or conciliation) but not later than 30 days after service of the complaint or petition. **A copy of the verification form is attached.**

No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and Pa.R.C.P. No. 1915.17 regarding relocation.

**SCHEDULING ORDER**

1. All parties shall attend and complete the **“CHILDREN IN THE MIDDLE” PROGRAM**, unless otherwise indicated below. **Contact Family Guidance within three (3) days of receiving this Scheduling Order** to schedule a time to complete the program (see contact information below). **IF YOU FAIL TO COMPLY WITH THIS PROVISION OF THE ORDER, CONTEMPT CHARGES MAY BE FILED AGAINST YOU WITH THE COURT.**

**Plaintiff(s) –**

**Defendant(s) -**

CHILDREN IN THE MIDDLE PROGRAM  
**The Family Guidance Center**  
**1235 Penn Avenue, Suites 205-206,**  
**Wyomissing, PA 19610**  
**Phone: 610-374-4963**

This Parenting Class is required for all parties in a Custody action. Each party attends the Parenting Class separately. You must each pay the required fee directly to the Family Guidance Center when you register for the class.

**NOTE:** Once this Scheduling Order is signed, all parties are required to attend the Children in the Middle Program as ordered, even if an agreement is submitted later.

2. All parties shall attend a **MEDIATION ORIENTATION** session on:

**Berks County Courthouse, 1<sup>st</sup> Floor, Hearing Room \_\_\_\_\_,  
633 Court Street, Reading, PA 19601**

**Time Plaintiff(s) shall appear:**

**Time Defendant(s) shall appear:**

A Mediator is an independent professional trained to assist you in reaching an agreement about Custody. The parties shall each pay a fee of **\$85** to the **Prothonotary's Office** prior to attending the scheduled Mediation Orientation session. **Cash** payments can be paid directly at the Prothonotary's Office or a **Money Order** and/or **Cashier's check** can be made payable to "Prothonotary of Berks County", and mailed to 633 Court Street, Reading, PA 19601. Please mark on your payment whether you are the Plaintiff or Defendant, along with your case number to receive proper credit.

If there is a conflict with the date your Mediation orientation session has been scheduled, you must contact the **Mediation Coordinator's Office** at **(610) 478-6208 ext. 5772** IMMEDIATELY to see if the session can be continued to another time.

**If you reach an agreement at Mediation**, and want the agreement to be an Order of Court, you should ask your attorney to write up the agreement and file it with the court. If you do not have an attorney, you may want to contact the Berks County Bar Association Lawyer Referral for assistance in finding an attorney. (Bar Association contact information is below.)

The Family Court will cancel the Mediation Orientation Session and **refund** the mediation fee **only if** it receives the signed custody agreement at least two (2) business days before the scheduled Mediation Orientation. A copy of the signed custody agreement can be faxed to the **Custody Office** at **(610) 478-4995 FAX** in addition to it being filed in the Prothonotary's Office.

If you do not reach an agreement at the mediation, or if you reach an agreement but do not file it, **you must attend** the custody conciliation conference as scheduled below.

3. All parties shall attend **CUSTODY CONCILIATION** on:

LOCATED AT: **Family Court Custody Office**  
Berks County Services Center, 7th Floor  
633 Court Street, Reading, PA 19601, Phone: 610-478-6208 ext. 5770

Custody Conciliation is a conference held before a Custody Master, who may enter a Recommended Order. The recommendation may also include proposed sanctions if any of the fees are not paid by the parties.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE.  
IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE,  
GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO  
FIND OUT WHERE YOU CAN GET LEGAL HELP.

**LAWYER REFERRAL SERVICE OF THE BERKS COUNTY BAR ASSOCIATION**

544 Court Street  
Reading, Pennsylvania 19601  
(610) 375-4591

**AMERICANS WITH DISABILITIES ACT OF 1990**

The Court of Common Pleas of Berks 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 our office at (610) 478-6208 ext. 5770. All arrangements must be made at least 72 hours prior to any business before the Court.

**You must attend:** 1) the Children in the Middle Program; 2) the Mediation Orientation Session; and 3) the Custody Conciliation Conference all as indicated above.

**BY THE COURT:**

DATE: \_\_\_\_\_

J.