

******INSTRUCTIONS******
PLEASE read the following instructions.
By not providing the required information,
your hearing may be denied or the hearing date postponed.

Petition for Appointment of Guardian of Minor(s)
Presented by pro se Petitioner(s)

Filling Out the Petition:

- ❑ Fill out the Petition **completely and neatly**. If you are unable to fill out the Petition or have any legal questions, you will need to consult an attorney.
- ❑ Sign and date the Petition in ALL applicable places. You will need to provide complete addresses for the biological/adoptive parents. Consents to the guardianship by the biological/adoptive parents must be signed and attached, if possible. Consent of Minor who is 14 years of age or older must also be signed and attached.
- ❑ Bring the fully completed Petition **and one (1) copy** to the Register of Wills office ***prior to going to Motion Court***. You will pay the filing fee: \$50.00 for the Petition (\$10.00 per additional child), \$23.50 JCP fee and \$5.00 Automation fee prior to presenting the Motion in Motion Court.

Motion Court & obtaining a Hearing Date:

- ❑ Motion Court is held Monday through Thursday *promptly* at 9:00 a.m. Our office can advise which Judge has Motion Court that day. The Motion Court Judge will sign the Rule to Show Cause, which permits the scheduling of a hearing.
- ❑ Subsequently, take the original of the Petition along with two (2) copies to Judge Stephanie Domitrovich's Chambers (Room #223) in order to get a hearing date. If necessary, the Judge's secretary will make copies of the Petition for you to serve on all interested parties (including the minor(s) biological and/or adoptive parent(s) and/or current guardian(s)).

Service of the Petition & Rule to Show Cause:

- ❑ You **must** serve the Petition for Guardianship and Rule to Show Cause scheduling the hearing date on all interested parties (including the minor(s) biological and/or adoptive parent(s) and/or current guardian(s)).
- ❑ Proof of Service and/or Acceptance of Service of the Petition and Rule to Show Cause **must** be filed **prior** to the hearing and a copy presented to the Judge at the time of the hearing. (See attached)

Guardianship Hearing:

- Please arrive on time for your scheduled hearing.
- **The minor(s) must be present at the hearing.**
- If the guardianship is granted at the guardianship hearing, you will need either a certified copy of that order (\$1.25 each) or a Guardianship certificate (\$5.00 each) that confirms you are the guardian of that child(ren).

Important:

Failure to comply with these instructions may result in the guardianship being denied and/or the hearing rescheduled.

IN RE: _____ : IN THE COURT OF COMMON PLEAS
: OF ERIE COUNTY, PENNSYLVANIA
: _____ : ORPHANS' COURT DIVISION
: _____, Minor(s) : No. _____

CERTIFICATE OF SERVICE

The undersigned hereby certifies that a copy of the Petition for Guardianship and Rule to Show Cause scheduling the guardianship hearing were served on the following individuals *(name and address where served)* _____

and in the following manner *(describe manner of service and attach any proof of service)*

Respectfully submitted,

Date: _____

(Signature of Petitioner)

Date: _____

(Signature of Petitioner)