



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S. § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*Public Access Policy of the Unified Judicial System of Pennsylvania:
Case Records of the Appellate and Trial Courts
204 Pa. Code § 213.81
www.pacourts.us/public-records*

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
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**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>(full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>(full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>

: IN THE COURT OF COMMON PLEAS OF
: SNYDER COUNTY, PENNSYLVANIA
: NO.

_____,
(name) Plaintiff

vs.

_____,
(name) Defendant

: CIVIL ACTION - LAW
: CUSTODY
:
:
:

ORDER

AND NOW, this _____ day of _____, 20____, the Court enters
the attached Stipulation of the parties as an Order of this Court.

The attached Relocation Notice is hereby made a part of this Order and
Incorporated herein by reference. BY THE COURT,

J.

c: Plaintiff
Defendant

: IN THE COURT OF COMMON PLEAS OF
: SNYDER COUNTY, PENNSYLVANIA
: NO.

(name) Plaintiff

vs.

(name) Defendant

:
: CIVIL ACTION - LAW
: CUSTODY
:
:
:

STIPULATION AS TO CUSTODY/MODIFICATION

1. Plaintiff, _____, an adult
(name)
individual who currently resides at _____,
(street)
_____, _____ County,
(city) (county name)
_____, _____;
(state) (zip) (phone number)

2. Defendant, _____, an adult
(name)
individual who currently resides at _____,
(street)
_____, _____ County,
(city) (county name)
_____, _____;
(state) (zip) (phone number)

Plaintiff's Initials: _____ Defendant's Initials: _____

3. This stipulation governs custody of the following child(ren):

DESIGNATION	PRESENT RESIDENCE	Age
CHILD #1 _____	_____	_____
CHILD #2 _____	_____	_____
CHILD #3 _____	_____	_____
CHILD #4 _____	_____	_____
CHILD #5 _____	_____	_____

4. The Mother of the child(ren) is _____,
(name)
currently residing at _____
(address)

5. The Father of the child(ren) is _____,
(name)
currently residing at _____
(address)

6. The relationship of Plaintiff to the child(ren) is that of _____.

7. The relationship of Defendant to the child(ren) is that of _____.

8. (Check either A or B):

_____ A. Both parents are signing this stipulation, as well as anyone else who has a current legal right to custody or partial custody of any of the children.

Plaintiff's Initials: _____

Defendant's Initials: _____

_____ B. Both parents have not signed this stipulation, for the following reason(s):

_____ Deceased.

_____ Other parent's identity unknown.

_____ Whereabouts unknown

If you can't find the other parent, explain what efforts you have made to find him/her:

9. Legal custody of the child(ren) shall be:

_____ (a) Shared by both parties.

_____ (b) With _____
(names)

Plaintiff's Initials: _____

Defendant's Initials: _____

10. The physical custody of the child(ren) shall be as follows:

(Be as specific as possible.)

Plaintiff's Schedule with child/ren:

Defendant's Schedule with child/ren:

Plaintiff's Initials: _____

Defendant's Initials: _____

12. This stipulation shall be submitted to the Court for approval as an Order of Court and shall continue in effect until further Order.

(Mother's signature) (date) (Father's signature) (date)

(Other signature, if applicable) (date)

(Other signature, if applicable) (date)

Plaintiff's Initials: _____ Defendant's Initials: _____

CERTIFICATION OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____

RELOCATION NOTICE

1. Neither party may relocate from his/her current residence unless every individual who has custody rights to the child consents to the proposed relocation or the Court approves the proposed relocation.

2. The party proposing the relocation shall notify every other individual who has custody rights to the child by Certified Mail, Return Receipt Requested, no later than sixty (60) days prior to the proposed relocation of their intent to relocate. The notice shall include, but shall not be limited to, the address of the intended new residence; both physical and mailing; the names and ages of the individuals in the new residence; the home telephone number of the new residence; the name and location of the new school district and particular school the child will be attending; the date of the proposed relocation; the reasons for the proposed relocation; a proposal for a revised custody schedule; and any other pertinent information.

3. In the event the non-relocating party intends to object to the relocation, the party shall file his/her objection in writing to the Court and serve notice upon the relocating party pursuant to 23 Pa.C.S.A. § 5337(d) which specifies the procedure for filing a counter-affidavit regarding relocation.

4. IN THE EVENT THE NON-RELOCATING PARTY DOES NOT FILE HIS/HER OBJECTION IN WRITING PURSUANT TO THE ABOVE-REFERENCED STATUTE WITHIN THIRTY (30) DAYS OF RECEIPT OF THE NOTICE OF INTENT TO RELOCATE, THE NON-RELOCATING PARTY SHALL BE PROHIBITED FROM OPPOSING THE RELOCATION AND THE COURT SHALL NOT ACCEPT TESTIMONY CHALLENGING THE RELOCATION.