

## **How to file a Petition for Emergency Custody**

-The Emergency Judicial Order dated April 1, 2020, governs the policy for filing a petition for Emergency Custody (petition for emergency special relief).

-The Family Court Administrator's Office is currently **closed to the public**. All petitions for emergency custody are to be completed and heard **remotely**.

-Petitions will be reviewed by a Judge between the hours of **9 AM and 2 PM** - Monday through Friday (excluding holidays).

-You can find the emergency custody petition on the Lackawanna County website at **www.lackawannacounty.org** under Government Directory, then click Judiciary, then Family Court. The forms may also be found under the tab "Document Shop." There is a PDF, as well as a fillable form.

-The forms must be completed **entirely**, otherwise delay in processing will occur. Be sure to include your court docket number on your petition, if applicable.

-When the form(s) is/are completed, you may save and email the fillable form, or scan and email, fax to 570-963-5693 or drop off the printed form(s) in the Family Court drop box located at 123 Wyoming Ave., Scranton, PA. The e-mail address is [familymotion@lackawannacounty.org](mailto:familymotion@lackawannacounty.org)

**Please Note:** If you are filing an emergency custody petition and do not currently have an existing custody matter in Lackawanna County Family Court, you must also file a Custody Complaint, Parenting Plan and Criminal Record -Abuse History Verification. These forms can be found on the website under Family Court.

-The filing fee for a new custody action is \$201.50, made payable to Lackawanna County Clerk of Judicial Records, in the form of check or money order. If it is a new custody action, please place it in the Clerk of Judicial Records box for processing.

-If you are indigent and unable to pay the filing fee, you may complete the In Forma Pauperus Petition to ask the Court to waive the fee. This form can be found on the website under Family Court.

For any questions, please call the Family Court Administrator's Office at **570-963-5692**.

**\*Please be aware that we cannot answer questions in person, as the office is closed to the public.**

**\*Please be aware that staff cannot provide legal advice, nor can they assist with technical issues.**