REQUEST FOR BENCH WARRANT AND
SUPPORTING AFFIDAVIT

1. _____ did not appear for a conference and/or hearing in the Court of Common Pleas of _____ County on the _____ day of _____ , 20__, which was scheduled by an order of court compelling this person's appearance, a copy of which is attached to this request.

2. The party received the order of court scheduling the conference and/or hearing in the following manner:

u **(a)** The order of court (i) was served upon the party by ordinary mail with the return address of the court thereon; (ii) the mail was not returned to the court within fifteen (15) days after mailing; and (iii) at a date after the order of court was mailed, the United States Postal Service has verified that mail for the party was being delivered at the address to which the court order was mailed.

u **(b)** The party signed a receipt indicating acceptance of the court order.

u **(c)** An employee of the court handed a copy of the court order to the party. The employee's affidavit of service is attached.

u **(d)** A competent adult handed a copy of the court order to the party. The adult's affidavit of service is attached.

3. u This request for Bench Warrant is made within sixty days following the party's failure to appear for the conference and/or hearing; and

u I have reviewed the records of the Court and the Domestic Relations Office concerning this case, and attest that the party has not appeared for any domestic relations matter involving the same parties since the date upon which the party failed to appear in violation of the attached order of court.

4. In my capacity as hearing officer or conference officer, I request that the attached Bench Warrant be issued against the party named on account of the party's failure to appear for a scheduled conference and/or hearing in violation of an order of court.

The records of the Domestic Relations Section show that:

u the party owes support arrearages in the amount of $_____.

u
the party has failed to appear for _____ hearings relating to this case.

I verify that the statements made in this affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

DATE: _____   _____
                                                      NAME/OFFICIAL TITLE