

**RULE 1930.8            SELF-REPRESENTED PARTY ENTRY OF APPEARANCE –  
FAMILY LAW MATTERS**

1. All self-represented parties in family law matters shall file a written Self Represented Party Entry of Appearance in accordance with Pa.R.C.P. 1930.8 at all of their pending case dockets (custody, divorce, support, protection from abuse and paternity) where they are not represented by counsel. This form is available in the Prothonotary's Office, Domestic Relations Office and at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
2. All self-represented parties shall be under a continuing obligation to file an amended Self Represented Party Entry of Appearance updating the self-represented party's contact information immediately upon any change in their address, telephone number or other contact information.
3. All self-represented parties shall provide a copy of their Self Represented Party Entry of Appearance and any updates to all other parties and attorneys of record immediately upon filing.
4. The Self-Represented Party Entry of Appearance under this rule shall be substantially in the following form:

IN THE COURT OF COMMON PLEAS

\_\_\_\_\_  
PLAINTIFF

vs.

DAUPHIN COUNTY, PENNSYLVANIA

NO. \_\_\_\_\_

\_\_\_\_\_  
DEFENDANT

**SELF-REPRESENTED PARTY ENTRY OF APPEARANCE**

- 1. I am the  Plaintiff  Defendant in the above-captioned **(MARK ONE)**  custody,  divorce,  support,  protection from abuse,  paternity case.
- 2.  This **(MARK ONE)**  is  is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

**OR (check only one box)**

This is **NOT** a new case and \_\_\_\_\_ previously  
(Name of Attorney)

represented me in this case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case.

I have provided a copy of this form to that attorney listed above at the following address:

\_\_\_\_\_

I am entering my appearance as a self-represented party (sign) \_\_\_\_\_

My attorney acknowledges his/her withdrawal as my attorney in this case.

(Attorney signature) \_\_\_\_\_, Esq.

**3. Check one box.**

- I am a victim of abuse and the other party to this action was the abuser. My address is listed on the Confidential Information Form Abuse Victim Addendum filed along with this Self-Represented Party Entry of Appearance.
- I am not an abuse victim and my address for the purpose of receiving all future pleadings and other legal notices is: \_\_\_\_\_. I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

**4. Check one box.**

- I am a victim of abuse and the other party to this action was the abuser. My telephone number and email address are listed on the Confidential Information Form Abuse Victim Addendum filed along with this Self-Represented Party Entry of Appearance.
- I am not the victim of abuse and my telephone number where I can be reached during normal business hours (8:00 a.m. – 4:30 p.m. Monday – Friday) is \_\_\_\_\_. My email address is \_\_\_\_\_

5. I UNDERSTAND I MUST FILE A NEW FORM AND CONFIDENTIAL INFORMATION FORM ABUSE VICTIM ADDENDUM (IF APPLICABLE) EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

6. Check one box.

I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

I am a victim of abuse and the other party to this action was the abuser. I understand that I should only provide a copy of this form to all other attorneys or self-represented parties **BUT THAT I SHOULD NOT PROVIDE A COPY OF THE CONFIDENTIAL INFORMATION FORM ABUSE VICTIM ADDENDUM TO ANYONE EXCEPT TO THE COURT BY FILING THAT FORM WITH THE APPROPRIATE FILING OFFICE (PROTHONOTARY OR DOMESTIC RELATIONS).** .

7. *I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.*

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Your Signature)