

## **FILING INFORMATION FOR UNREPRESENTED PARTIES IN FAMILY LAW CASES IN MERCER COUNTY**

*Litigants are strongly encouraged to consult with an attorney.*

Forms for filing a Complaint for Custody, Divorce or other Family Law matters are available at the Mercer County Law Library, located in the lower level of the Courthouse in Mercer. You may contact the Law Librarian at: 724 662-3800, ext. 2302 to request assistance. Please note the Librarian cannot give you legal advice. Forms are also available online at the Pennsylvania Unified Judicial System website at:

Home Page: <http://www.pacourts.us>

<http://www.pacourts.us/learn/representing-yourself/custody-proceedings>

<http://www.pacourts.us/learn/representing-yourself/divorce-proceedings>

Local Court Rules for Mercer County are available at:  
<https://www.mercercountypa.gov>

The location for filing custody and divorce case is the Office of the Mercer County Prothonotary, located on the first floor of the Mercer Courthouse, North Diamond Street in Mercer, PA, 16137. You may contact the office at: (724) 662-3800, extensions 2261; 2262 or 2264. It is suggested you contact the office before you file to get information such as:

Filing Fees: These can vary, depending on the type of action filed. A simple divorce proceeding is \$133.50; A custody action is \$131.00. If you qualify to file *In Forma Pauperis*, fees will be waived.

Number of Copies Needed: Normally, you will need an original for filing and provide two (2) copies of all forms for each party to the action. These copies will be mailed both by regular mail and certified mail.

Any pertinent Local Court Rules;

Any local forms used specifically in Mercer County.

The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m.

Please note the staff cannot give you legal advice.

You must file a Request to Proceed In Forma Pauperis if you want to proceed without costs. Proof of income is required and you must meet poverty guidelines to qualify.

If you desire the services of an attorney, but cannot afford one, you should contact the organization(s) listed below. They may be able to help you.

Northwestern Legal Services  
1031 Roemer Boulevard  
Farrell, PA 16121  
(724) 346-6112 or 1-800-665-6957

Mercer County Lawyer Referral Service  
PO Box 1032  
Hermitage, PA 16148  
(724) 342-3111