

INSTRUCTIONS FOR SUBMITTING PETITIONS FOR THE APPOINTMENT OF A CONSTABLE FOR ELECTION DAY ONLY

You must be a resident of the municipality for which you are seeking appointment.

To submit a petition for appointment as constable for election day only, follow these steps:

1. Obtain a blank petition form. (Forms can be found online through the Clerk of Courts website or by contacting Court Administration.)
2. Complete the first section of the petition.
3. Complete the “Personal Information Affidavit” form and sign the affidavit in the presence of a Notary.
4. Present completed forms to the Board of Elections for confirmation of a constable vacancy in your municipality. Their office is located at 150 N. Queen St., Suite 117, Lancaster, PA 17603.
5. Mail/email/deliver the completed forms to Court Administration to the attention of Chief Deputy District Court Administrator, **no later than 30 days prior to Election Day**. Please be sure to include the telephone numbers and/or e-mail addresses for the duly elected Constable **AND** appointee.
6. After these items have been received, they will be forwarded to the District Attorney’s Office who will conduct a background investigation.
7. Once the investigation has been completed, the petition, personal information affidavit, and related documents will be sent to the President Judge for review and approval/denial of the request for appointment. A copy will be mailed to you by the Clerk of Courts Office.

Mail forms to:

Lancaster County Court of Common Pleas
District Court Administration Office
Chief Deputy District Court Administrator
50 N. Duke Street
Lancaster, PA 17608-3480
courtadmin@lancastercountypacourt.gov

**IN THE COURT OF COMMON PLEAS OF
LANCASTER COUNTY, PENNSYLVANIA**

**PETITION FOR APPOINTMENT OF CONSTABLE
FOR ELECTION DAY ONLY**

To The Honorable Court:

The petition of the undersigned respectfully represents that he/she is a resident of _____, and requests appointment by the Court as a Constable on Election Day only, Tuesday _____ for said municipality, and acknowledges that the authority conferred under this appointment is limited to being present at the appropriate polling places for the purpose of preserving the peace during Election Day.

Signature of Petitioner

Date

Petitioner Name Printed or Typed

TO BE COMPLETED BY BOARD OF ELECTIONS

To The Honorable Court:

The Lancaster County Board of Elections and Registration Commission certifies that the office of constable is currently vacant in _____.

Date

Board of Elections

ORDER

AND NOW, this ___ day of _____, 20___, the above petition is approved. The authority conferred under this appointment is for _____, 20___ only, and is expressly limited to being present at the appropriate polling places for the purpose of preserving the peace.

PRESIDENT JUDGE

CC: Lancaster County Board of Elections
Lancaster County Court Administration
Lancaster County District Attorney
Petitioner

PERSONAL INFORMATION AFFIDAVIT

**TO BE SUBMITTED WITH PETITIONS FOR APPOINTMENT OF
CONSTABLES AND DEPUTY CONSTABLES FOR ELECTION DAY**

NAME OF PROSPECTIVE APPOINTEE _____

ADDRESS _____

TOWNSHIP, WARD OR BOROUGH OF RESIDENCE _____

TELEPHONE # _____

EMAIL _____

DATE OF BIRTH _____

SOCIAL SECURITY # (LAST 4 DIGITS ONLY) _____

AFFIDAVIT

I, _____, verify that my personal information set forth
above is true and correct.

(SIGNATURE)

Sworn and subscribed
before me this _____ day
of _____, 20____

Notary Public