

INSTRUCTIONS FOR SUBMITTING PETITIONS FOR THE APPOINTMENT OF DEPUTY CONSTABLES

Please note the Appointee must be a resident of the same municipality as the duly elected Constable.

To submit a petition for appointment as Deputy Constable, the duly elected Constable must 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. The duly elected Constable completes page one of the petition.
3. Both the duly elected Constable and the Appointee complete and sign pages 2 and three in the presence of a Notary and have both pages notarized.
4. The appointee completes the “Personal Information Affidavit” form and have it notarized as well.
5. Mail/email/deliver all forms to Court Administration to the attention of Chief Deputy District Court Administrator. Although not required, a resume from the appointee which details their work and training background will be helpful and may expedite the processing of the petition. 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 comprehensive background investigation. The appointee will be contacted for an appointment to discuss the petition by a representative of the District Attorney’s Office.
7. Once the investigation has been completed, the petition, personal information affidavit, resume and related documents will be sent to the President Judge for review. An Order approving or denying the request for appointment 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

CRIMINAL

PETITION FOR APPROVAL OF THE APPOINTMENT
OF A DEPUTY CONSTABLE

I, _____, duly elected constable for _____, County of Lancaster and Commonwealth of Pennsylvania, hereby certify that I have appointed _____, of _____, County of Lancaster and Commonwealth of Pennsylvania, subject to approval of your Honorable Court in accordance with the provisions of 44 Pa. C.S.A. § 7122.

I hereby petition the court for approval of this appointment for the following reasons:

WHEREFORE, your Petitioner, _____, prays the Court to approve the appointment of _____ as Deputy Constable for _____, Commonwealth of Pennsylvania.

Constable

COMMONWEALTH OF PENNSYLVANIA :

COUNTY OF LANCASTER : No.

:

I, _____, do hereby consent to accept the duties and responsibilities of Deputy Constable in and for _____, County of Lancaster, Commonwealth of Pennsylvania, and I have resided at _____ since _____.

Deputy Constable

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

Notary Public

COMMONWEALTH OF PENNSYLVANIA :

COUNTY OF LANCASTER : No.

:

_____, being duly sworn according to law,
deposes and says that he is the within Petitioner and that the facts set forth in the
foregoing Petition for Approval of the Appointment of a Deputy Constable, are
true and correct to the best of his knowledge, information and belief.

Constable

Address

E-mail Address

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

Notary Public

PERSONAL INFORMATION AFFIDAVIT

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

NAME OF PROSPECTIVE APPOINTEE

ADDRESS

EMAIL

TOWNSHIP, WARD OR BOROUGH OF RESIDENCE

TELEPHONE #

DATE OF BIRTH

SOCIAL SECURITY #

CONSTABLE CERTIFICATION # (if applicable)

CURRENTLY WORKING FOR WHICH MAGISTERIAL DISTRICT COURTS

AFFIDAVIT

I, _____, being duly sworn according to law, verify that my personal information set forth above is true and correct.

(SIGNATURE)

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

Notary Public