

INSTRUCTIONS FOR SUBMITTING PETITIONS FOR THE APPOINTMENT OF DEPUTY CONSTABLES FOR ELECTION DAY ONLY

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 for election day only, 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. The duly elected Constable signs page 1 in the presence of a Notary.
4. The appointee completes the “Personal Information Affidavit” form.
5. Mail/email/deliver all forms to Court Administration to the attention of the 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 DEPUTY CONSTABLES
FOR ELECTION DAY ONLY**

To The Honorable Court:

The petition of the undersigned respectfully represents that he/she is the duly elected or appointed Constable of _____, and that the said Borough/Twp./Ward is divided into _____ Election Districts, and that he/she will be unable to perform his/her duties as Constable at all of the polls on Election Day. He/she therefore requests the Court to confirm the appointment of the following person(s) to act as Deputy Constable(s) on Election Day only, Tuesday _____, in accordance with the provisions of 44 Pa. C.S.A. § 7122.

Name	Address	Election District to be Covered
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Petitioner further represents that the above persons are bona fide residents of the said Borough/Twp./Ward, and that their powers under this appointment are limited to being present at the appropriate polling places for the purpose of preserving the peace.

Signature of Constable

Constable Name Printed or Typed

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

AND NOW, this ____ day of _____,
20____, the appointment is approved:

Notary Public

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)
