

INSTRUCTIONS FOR SUBMITTING PETITIONS FOR THE APPOINTMENT OF CONSTABLES

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

To submit a petition for appointment as constable for an existing vacancy, 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. Obtain a list of REGISTERED voters for the municipality which has the vacancy. This list can be obtained from the Voter Registration Office.
3. Sign the petition on line #1 then and circulate the petition to obtain the remaining required signatures of registered voters of the municipality (minimum of 10 are required).
4. When all signatures have been obtained, take the petition to a notary for notarization. **When before the notary, you sign on the “Signature of Petitioner” line on page 2.**
5. Complete the “Personal Information Affidavit” form and have it notarized as well.
6. Deliver the forms to Voter Registration who will verify the signatures on the petition are registered voters.
6. Mail both forms to Court Administration to the attention of Chief Deputy District Court Administrator, along with a resume which details your work and training background (resume is not required but helpful). Include a telephone number or e-mail address where you can be contacted.
7. After these items have been received and verified with Voter Registration, they will be forwarded to the District Attorney’s Office who will conduct a comprehensive background investigation. You will be contacted for an appointment to discuss the petition by a representative of the District Attorney’s Office.
8. 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 your 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

To the Honorable Judges of the Court of Common Pleas of the
County of Lancaster, Commonwealth of Pennsylvania

The Petition of the undersigned, Citizens and Qualified Electors of the:

City, Borough, or Township

Precinct, Ward, or District

That a vacancy exists in the office of _____
Title of Office to be filled

in the said district by reason of the _____ of
Resignation, Death, or Moving from District

_____, the duly elected _____
Name of Person Vacating Office Title of Office Held

WHEREFORE, your petitioners RESPECTFULLY PRAY that you Honorable Court appoint

_____, a competent and proper person, who is a member of the same
Name of Appointee

political party as the person vacating the office.

<u>Name of Petitioner</u>	<u>Signature of Petitioner</u>	<u>Address of Petitioner</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

LANCASTER COUNTY, No.

On this _____ day of _____ A.D., 20__

Before me, _____, a _____
Administrator of Oath Title of Person Administering Oath

in and for said county, personally came _____
Name of Petitioner

one of the foregoing petitioners, who being by me duly _____
Sworn/Affirmed

according to law, deposes and says that the facts set forth in the foregoing petition are true and correct to the best of his/her knowledge, information and belief.

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

Signature of Petitioner

My commission Expires _____

Note: the signers must all be Qualified Electors of the District. The signatures must be made with ink, and one of the persons signing the petition must sign the affidavit and be sworn or affirmed to the petition by an officer authorized to administer oaths. Ten signers are required for all offices except Inspector of Elections, which requires five.

In re _____	_____ Petition for Appointment	-OF- _____ _____	_____ 20__ Petition	Presented and read and the Court appoints	_____	as in the petition prayed for.	_____ _____ Attest:	Clerk of Court	_____ Attorney,
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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