

**COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
FAMILY DIVISION/ADULT SECTION**

INSTRUCTIONS FOR FILING A PETITION TO RELEASE ASSET

- 1) If a litigant has contacted the Family Division to contest the freeze/seize of assets, but has been told that there is no legal basis to challenge the freeze, the client may request a hearing on the issue by preparing a Petition to Release Assets (“petition”). For assistance in completing the petition, the client should appear at the Third Floor Walk-in Desk, Family Law Facility, during screening hours (Monday – Thursday, 8:00 a.m. until 2:00 p.m.; Friday, 8:00 a.m. until 1:00 pm or Wednesday evenings, 4:30 p.m. until 7:00 p.m.) or at one of the Regional Offices (Monday – Friday, 8:00 a.m. until 2:00 p.m.).

- 2) A Domestic Relations Officer (DRO) will assist the litigant with completing the form petition and will obtain a hearing date which will be on the next FIDM hearing date, at least 14 days from the date of preparation of the petition.

- 3) Family Division will serve all litigants, including any 3rd party signatory to the account. If there is a 3rd party on the account, defendant must provide an address for the 3rd party, so ‘notice’ (i.e. a copy of the ‘contest petition’) can be sent by the DRO.

- 4) The DRO will make a copy of the Petition and personally serve the Petitioner while present. The DRO will complete and sign the Notice of Hearing and Certificate of Service.

- 5) Additional copies will be made and distributed as follows:
 - (1) copy mailed to the defendant (if other than the petitioner);
 - (1) copy mailed to the plaintiff;
 - (1) copy mailed to any 3rd party on the account,
 - (1) copy sent to the appropriate FIDM DRO;
 - (1) copy to imaging.

- 6) Original to be sent to the Docketing Office and a NOTE to be placed on PACSES indicating service was made.

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA

Petitioner

vs.

Respondent

PACSES CASE ID _____

FD# _____

PETITION TO RELEASE ASSET

FILED ON BEHALF OF:

NAME: _____

ADDRESS: _____

TELEPHONE # _____

***ON THE DAY OF THE SCHEDULED HEARING, ALL PARTIES MUST REPORT TO ROOM 4050, FAMILY LAW FACILITY. If the account being seized is a joint account, a copy of the contract with the financial institution must also be brought to the hearing.**

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
FAMILY DIVISION/ADULT SECTION**

Petitioner	PACSES CASE ID _____
vs.	FD# _____
Respondent	

NOTICE OF HEARING

To: _____

PLEASE TAKE NOTICE that Petitioner's Petition to Release Asset will be heard by a Hearing Officer at the Family Law Facility, 440 Ross Street, Pittsburgh, PA on the _____ day of _____, 20____ at _____ o'clock ___ M. Respondent is entitled to be represented by a Title IV-D attorney at no charge, who will be present in the courtroom for the hearing. The IV-D attorney may be contacted at (412) 350-1187.

You should report to Room 4050 of the Family Law Facility to check in for the hearing.

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of this Petition and Notice of Hearing was served on _____ by depositing it in the U.S. mail, first class postage paid, on the _____ day of _____, 20____. Defendant was personally served.

Domestic Relations Officer

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
FAMILY DIVISION/ADULT SECTION**

Petitioner

PACSES CASES ID _____

vs.

FD# _____

Respondent

PETITION TO RELEASE ASSET

I, _____, the petitioner, am appearing to request that account # (please list only the last four digits of the account number) _____;
Account owner(s) _____;
held with (name of financial institution) _____
be released. A copy of the order freezing the account, with the account number redacted, is attached (if available).

I believe that I am entitled to have my asset released because: _____

I verify that statements made in the petition are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. A. §4904 relating to unsworn falsifications to authorities.

Petitioner