

**TEMPORARY P.F.A. FILING INSTRUCTIONS**    Date: \_\_\_\_\_

**STEP #1 - CHECK-IN FOR TEMPORARY PFA HEARINGS**

**12:45 p.m.** – YOU MUST BE SEATED IN THE PFA WAITING ROOM, LOCATED AT THE TOP OF THE RAMP INSIDE THE PFA OFFICE.

**STEP #2 - DOCKET CLERK OFFICE: HEARING DATE**

You must immediately take your PFA Order from the Judge to the docket clerk's office to schedule a Final Hearing date.  
The docket clerk's office is located near the 3<sup>rd</sup> floor lobby seating area.  
*Exit the PFA Unit and turn LEFT at the lobby reception desk.*  
*(The docket clerk's office is directly across from the pay copy machine).*

**STEP #3 - PFA OFFICE: CERTIFIED COPIES and LAWYER REFERRAL**

Report back to the PFA Office and give your PFA Order to the receptionist. While you wait for copies, be sure to complete your application for free legal representation (providing income and contact information and several signature pages). When your copies are ready, you will be seen by a representative of Neighborhood Legal Services. They will review your application and if possible, provide you a referral letter with the name and phone number of an attorney who can represent you, without charge, at the Final Hearing.

---

**IMPORTANT COURTROOM RULES**

- \_\_\_ Cell phones and pagers must be turned off / silenced while in the courtroom
- \_\_\_ NO food or drinks are permitted in the courtroom
- \_\_\_ Dispose of any chewing gum and remove hats before entering the courtroom
- \_\_\_ NO third parties are permitted in the courtroom, due to limited seating - No exceptions. Friends, family and witnesses must remain in the lobby seating area.
- \_\_\_ NO children are permitted in the courtroom. If you are having difficulty making arrangements for your children, please speak to a legal advocate.

# **WHAT TO DO IF YOUR PFA ORDER IS VIOLATED**

1. IMMEDIATELY REPORT ANY PFA VIOLATION TO THE POLICE.
2. If the Police make an arrest, the Defendant will be taken by the police to a Magisterial District Judge's office or to Night Court.
3. Either you OR the Police Officer will need to complete the following paperwork:  
**"COMPLAINT FOR INDIRECT CRIMINAL CONTEMPT"**
4. The Defendant will be taken before the District Judge and "arraigned", or charged with violating your PFA Order.
5. The District Judge will schedule a "Contempt Hearing". **PFA CONTEMPT HEARINGS ARE HEARD EVERY WEDNESDAY AT 9:00 A.M. IN FAMILY COURT.**
6. You should be notified (in-person, by mail, or by phone) of the Contempt Hearing date.

**NOTE:** If the Defendant is arrested and you are NOT immediately notified of a hearing date, you should call 350-4441 before Wednesday to confirm the hearing date.

## **WHAT TO DO IF THE POLICE DO NOT ARREST**

1. Immediately take a copy of your PFA Order to either your local MAGISTERIAL DISTRICT JUDGE office or to NIGHT COURT.
2. You should ask to complete the following paperwork:  
**"COMPLAINT FOR INDIRECT CRIMINAL CONTEMPT"**  
The Complaint should list specific dates, times, and a DETAILED description of the violation. You should insist that these details be listed on the Complaint before you sign.
3. Your complaint should be reviewed by a District Judge who will determine if an arrest warrant should be issued.
4. If an arrest warrant is issued, it should be delivered to the Police Department where the Defendant may be located. When the Defendant is arrested, follow steps # 4-6 above.

**ALLEGHENY COUNTY NIGHT COURT - MUNICIPAL COURT BUILDING**  
6:00 p.m. - 6:00 a.m. Monday - Thursday      **660 FIRST AVENUE (by new jail)**  
6:00 p.m. Friday - 6:00 a.m. Monday            **350-3240**