

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

**INSTRUCTIONS FOR FILING A PETITION TO CONTEST RECREATIONAL  
LICENSE SUSPENSION/REQUEST REINSTATEMENT**

- 1) If a litigant has contacted the Family Division to contest a recreational license suspension or to request reinstatement, the client may request a hearing on the issue by preparing a Petition to Contest Recreational License Suspension/Request Reinstatement (“petition”). For assistance in completing the petition, the client should appear at the 3<sup>rd</sup> 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 p.m.; 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 recreational license hearing date, at least 14 days from the date of preparation of the petition.
- 3) Family Division will serve all parties.
- 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 plaintiff;
  - (1) copy to imaging.
- 6) Original to be sent to the Docketing Office and a NOTE placed on PACSES indicating service was made.

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

\_\_\_\_\_  
Petitioner

vs.

\_\_\_\_\_  
Respondent

PACSES CASE ID \_\_\_\_\_

FD# \_\_\_\_\_

**PETITION TO CONTEST  
RECREATIONAL LICENSE  
SUSPENSION/REQUEST  
REINSTATEMENT**

FILED ON BEHALF OF:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE # \_\_\_\_\_

- **ON THE DAY OF YOUR HEARING, ALL PARTIES MUST REPORT TO ROOM 4050, FAMILY LAW FACILITY. BRING YOUR COPY OF THE PETITION WITH YOU TO THE HEARING.**

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

\_\_\_\_\_  
Petitioner

vs.

\_\_\_\_\_  
Respondent

PACSES CASE ID \_\_\_\_\_

FD# \_\_\_\_\_

**NOTICE OF HEARING**

To: \_\_\_\_\_

**PLEASE TAKE NOTICE** that Petitioner's Petition To Contest Recreational License Suspension/Request Reinstatement 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.

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 the Petition and Notice of Hearing was served on Plaintiff, \_\_\_\_\_, by depositing it in the U.S. Mail, first class, postage prepaid 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 CONTEST RECREATIONAL LICENSE  
REVOCATION/REQUEST REINSTATEMENT**

I, \_\_\_\_\_, a Petitioner not represented by an attorney, request that my recreational license not be suspended or that my recreational license be reinstated.

I believe that I am entitled to maintain my recreational license because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the 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