

IN THE COURT OF COMMON PLEAS

(FAMILY COURT DIVISION in Philadelphia County)

In the Interest  
of \_\_\_\_\_, a Minor  
[Initials of Minor]

Date of Birth \_\_\_\_\_

Docket No.: CP- \_\_\_\_\_ -DP- \_\_\_\_\_ - \_\_\_\_\_

TO CLERK OF \_\_\_\_\_:  
[Title of Clerk Maintaining Dependency Docket]<sup>1</sup>

Please kindly record the following in the CPCMS – Dependency Module:

I hereby notify you that the following has been filed on \_\_\_\_\_ with the  
[DATE OF FILING]

Orphans' Court in \_\_\_\_\_ County concerning the above-child:  
[NAME]

A petition to relinquish parental rights of \_\_\_\_\_.  
[INITIALS OF PARENT(S) NAMED IN PETITION]

A petition to terminate parental rights of \_\_\_\_\_.  
[INITIALS OF PARENT(S) NAMED IN PETITION]

A petition to confirm consent of \_\_\_\_\_.  
[INITIALS OF PARENT(S) NAMED IN PETITION]

A petition for adoption.

Date: \_\_\_\_\_

\_\_\_\_\_  
On behalf of:

<sup>1</sup>In the First Judicial District (i.e., Philadelphia County), this Clerk will be the Clerk of the Family Court division; in the Fifth Judicial District (i.e., Allegheny County), this Clerk will be personnel at the Department of Records for the Civil/Family division; and in most of the other counties, the Clerk will be the Clerk of the Juvenile Court division.