



First Judicial District  
of Pennsylvania

## MEMORANDUM

**TO:** *SUPERVISED PHYSICAL CUSTODY PARTICIPANTS\**

**FROM:** *FAMILY COURT ADMINISTRATION AND ADMINISTRATIVE JUDGE*

**DATE:** *DECEMBER 1, 2014*

**SUBJECT:** *SUNDAY SUPERVISED PHYSICAL CUSTODY, 1501 ARCH STREET, PHILA., PA 19102*

The purpose of Supervised Physical Custody is to provide families with a supervised, safe place for visits with their child(ren). Our goal is to create a healthy environment that is suitable for all parties. As a courtesy to everyone, we ask that you abide by the following rules and regulations:

1. All parties will enter the Family Courthouse through the 15<sup>th</sup> Street entrance and continue through the corridor to security desk for check in.
2. Please arrive 15 minutes before the scheduled physical custody time listed on your Court Order. We will call all visiting parties to check in first; custodial parents and child(ren) next.
3. You must check in at the security desk. **ALL PARTIES MUST PRESENT PROPER PHOTO IDENTIFICATION.** All participants must present their Court Orders at each visit. Should you not have your Court Order or proper identification, your visit will be suspended until you are able to produce it. Only those persons named in the Court Order may enter the building and participate in the supervised physical custody.
4. Other parties who are designated as an alternate “drop off or pick up” person and are not mentioned in the Court Order will need a notarized copy of consent from the party named in the Court Order allowing them to transfer their child(ren).
5. All parties must visit the entire court ordered physical custody period. Should a party leave prior to such court ordered physical custody end time, Supervised Physical Custody staff will contact the appropriate authorities.

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\*The term “Supervised Physical Custody” is used in orders entered or modified on or after January 22, 2011. The term “Supervised Visitation” was used in orders entered prior to that date, and remains in effect in the case until the order is modified. For purposes of this Memorandum the terms should be considered interchangeable.

6. Children are to remain in the designated area for Supervised Physical Custody at all times. Visiting parties are expected to ensure that the child(ren) are appropriately supervised.
7. Visiting parties are permitted to bring a small toy for the child(ren); however no remote control toys, balls, balloons, bubbles, toy guns or water guns will be permitted in the Supervised Physical Custody area.
8. Visiting parties are permitted to bring one snack and one drink per person to the visit. Drinks must be in plastic bottles or cartons. Participants are directed to the central public cafeteria area only for the consumption of all snacks and beverages.
9. With regard to birthday celebrations, visiting parties may bring small items such as pre-packaged cupcakes.
10. Upon completion of each visit, all parties will dispose of all trash items.
11. If a custodial parent fails to appear by the end time of the court ordered physical custody period, the Supervised Physical Custody staff will contact the appropriate authorities.
12. All emergency closings will be announced on KYW News Radio, 1060AM. Please listen to KYW 1060 when the city experiences any weather related emergencies such as snow storms.
13. In case of emergency please call 215-686-4090 and leave a message. Your call will be returned or your absence will be recorded the following business day.\*

\*Please note that the Supervised Physical Custody staff does not receive phone calls during visitation hours with respect to non-emergency situations such as illness, transportation issues, vacations, etc.

With regard to Court Ordered physical custody that occurs outside of the Courthouse, the following rules and regulations apply:

1. All parties must sign in at the security desk at the designated time stated on your Court Order. **PROPER PHOTO IDENTIFICATION AND COURT ORDERS MUST BE PRESENTED AT EACH VISIT.**
2. Parties must transition the custody of the child(ren) inside the courthouse, in the presence of the Supervised Physical Custody staff. Visiting parties must return at the end of your court ordered visitation time. If either party does not return at the scheduled time, Supervised Physical Custody staff will contact the appropriate authorities.