

## **INSTRUCTIONS FOR SUBMITTING PETITIONS FOR THE APPOINTMENT OF DEPUTY CONSTABLES**

Please note the Appointee must be a resident of the same municipality as the duly elected Constable.

To submit a petition for appointment as Deputy Constable, the duly elected Constable must follow these steps:

1. Obtain a blank petition form from Court Administration.
2. The duly elected Constable completes page one of the petition.
3. Both the duly elected Constable and the Appointee complete and sign pages 2 and three in the presence of a Notary and have both pages notarized.
4. The appointee completes the "Personal Information Affidavit" form and have it notarized as well.
5. Mail/email/deliver all forms to Court Administration to the attention of Jennifer Mulroney. Although not required, a resume from the appointee which details their work and training background will be helpful and may expedite the processing of the petition. Please be sure to include the telephone numbers and/or e-mail addresses for the duly elected Constable and appointee.
7. After these items have been received, they will be forwarded to the District Attorney's Office who will conduct a comprehensive background investigation. The appointee will be contacted for an appointment to discuss the petition by a representative of the District Attorney's Office.
8. Once the investigation has been completed, the petition, personal information affidavit, resume and related documents will be sent to the President Judge for review. An Order approving or denying the request for appointment will be mailed to you by the Clerk of Courts Office.

Mail forms to:

Lancaster County Court of Common Pleas  
District Court Administration Office  
c/o Jennifer L. Mulroney, Deputy Court Administrator  
50 North Duke Street  
Lancaster, PA 17608-3480  
[courtadmin@lancastercountypa.gov](mailto:courtadmin@lancastercountypa.gov)