

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

You must be a resident of the municipality for which you are seeking appointment.

To submit a petition for appointment as constable for an existing vacancy, follow these steps:

1. Obtain a blank petition form from Court Administration or Voter Registration.
2. Obtain a list of REGISTERED voters for the municipality which has the vacancy. This list can be obtained from the Voter Registration Office.
3. Sign the petition on line #1 then and circulate the petition to obtain the remaining required signatures of registered voters of the municipality (minimum of 10 are required).
4. When all signatures have been obtained, take the petition to a notary for notarization. **When before the notary, you sign on the “Signature of Petitioner” line on page 2.**
5. Complete the “Personal Information Affidavit” form and have it notarized as well.
6. Deliver the forms to Voter Registration who will verify the signatures on the petition are registered voters.
6. Mail both forms to Court Administration to the attention of Jennifer Mulroney, along with a resume which details your work and training background (resume is not required but helpful). Include a telephone number or e-mail address where you can be contacted.
7. After these items have been received and verified with Voter Registration, they will be forwarded to the District Attorney’s Office who will conduct a comprehensive background investigation. You 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 your 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)