

# **INSTRUCTIONS FOR SUBMITTING PETITIONS FOR THE APPOINTMENT OF A CONSTABLE FOR ELECTION DAY ONLY**

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

To submit a petition for appointment as constable for election day only, follow these steps:

1. Obtain a blank petition form. (Forms can be found online through the Clerk of Courts website or by contacting Court Administration.)
2. Complete the first section of the petition.
3. Complete the “Personal Information Affidavit” form and sign the affidavit in the presence of a Notary.
4. Present completed forms to the Board of Elections for confirmation of a constable vacancy in your municipality. Their office is located at 150 N. Queen St., Suite 117, Lancaster, PA 17603.
5. Mail/email/deliver the completed forms to Court Administration to the attention of Annie Flaud, **no later than 30 days prior to Election Day**. Please be sure to include the telephone numbers and/or e-mail addresses for the duly elected Constable **AND** appointee.
6. After these items have been received, they will be forwarded to the District Attorney’s Office who will conduct a background investigation.
7. Once the investigation has been completed, the petition, personal information affidavit, and related documents will be sent to the President Judge for review and approval/denial of the request for appointment. A copy 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 Annie L. Flaud, Deputy Court Administrator  
50 N. Duke Street  
Lancaster, PA 17608-3480  
[courtadmin@lancastercountypa.gov](mailto:courtadmin@lancastercountypa.gov)

**IN THE COURT OF COMMON PLEAS OF  
LANCASTER COUNTY, PENNSYLVANIA**

**PETITION FOR APPOINTMENT OF CONSTABLE  
FOR ELECTION DAY ONLY**

To The Honorable Court:

The petition of the undersigned respectfully represents that he/she is a resident of \_\_\_\_\_, and requests appointment by the Court as a Constable on Election Day only, Tuesday \_\_\_\_\_ for said municipality, and acknowledges that the authority conferred under this appointment is limited to being present at the appropriate polling places for the purpose of preserving the peace during Election Day.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner Name Printed or Typed

=====

**TO BE COMPLETED BY BOARD OF ELECTIONS**

To The Honorable Court:

The Lancaster County Board of Elections and Registration Commission certifies that the office of constable is currently vacant in \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Elections

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**ORDER**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ , the above petition is approved. The authority conferred under this appointment is for \_\_\_\_\_, 20\_\_\_\_ only, and is expressly limited to being present at the appropriate polling places for the purpose of preserving the peace.

\_\_\_\_\_  
PRESIDENT JUDGE

CC: Lancaster County Board of Elections  
Lancaster County Court Administration  
Petitioner

**PERSONAL INFORMATION AFFIDAVIT**

**TO BE SUBMITTED WITH PETITIONS FOR APPOINTMENT OF  
CONSTABLES AND DEPUTY CONSTABLES FOR ELECTION DAY**

**NAME OF PROSPECTIVE APPOINTEE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TOWNSHIP, WARD OR BOROUGH OF RESIDENCE** \_\_\_\_\_

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

**EMAIL** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**SOCIAL SECURITY # (LAST 4 DIGITS ONLY)** \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, verify that my personal information set forth  
above is true and correct.

\_\_\_\_\_  
(SIGNATURE)

Sworn and subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public