

CONSTABLE/DEPUTY CONSTABLE PETITION PROCEDURE

- 1) The Petitioner (Constable) and Deputy Constable must reside and be registered to vote in the municipality where he/she wishes to serve. District Justice Administration will confirm with Voters Registration that the Petitioner is a registered voter and that a vacancy exists.
- 2) a) If there is no record of a vacancy, and/or District Justice Administration never received a letter of resignation, the petitioner must present a signed resignation letter from the current Constable.
b) If the petitioner needs assistance in obtaining a resignation letter, contact the municipality (Township Solicitor) for assistance.
- 3) District Justice Administration will provide the petitioner the required forms. Only the CONSTABLE can pick up a petition for a Deputy Constable.
Required Forms: Petition
 Affidavit
 Order
 Criminal Record Check Waiver
 Information Sheet
- 4) When the petition and the information sheet are completed, return them to District Justice Administration to be reviewed for accuracy.
- 5) The petitioner will then be directed to take the petition to the Clerk of Courts for a Miscellaneous docket number. The petitioner must pay the required filing fee. The petitioner is to request two copies and bring these copies back to District Justice Administration. One copy remains in the District Justice Administration file and the second copy will be given to the petitioner. The original remains in the Clerk of Courts.
- 6) The Constable/Deputy Constable shall sign a waiver for a criminal records check. The Chester County Detective's will perform the record check.
- 7) Once the criminal record check is returned to District Justice Administration, a request for a hearing date will be made to Court Administration. The petition will be scheduled on the President Judge's next miscellaneous calendar. District Justice Administration will send copy of the hearing notice to the petitioner and forward a copy of the hearing notice, information sheet and criminal records check to the Clerk of Courts.
- 8) Once the President Judge has approved the petition, the newly appointed Constable/Deputy Constable should contact WEB to receive a constable number.