



First Judicial District of Pennsylvania  
**COURT OF COMMON PLEAS**  
FAMILY DIVISION  
1501 ARCH STREET  
PHILADELPHIA, PA 19102

**SHEILA WOODS-SKIPPER**  
PRESIDENT JUDGE

**JOSEPH H. EVERS**  
COURT ADMINISTRATOR  
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

**MARGARET T. MURPHY**  
ADMINISTRATIVE JUDGE  
FAMILY DIVISION

**MARIO S. D'ADAMO, ESQUIRE**  
DEPUTY COURT ADMINISTRATOR  
JUVENILE DIVISION

**KATHERINE T. GRASELA**  
CHIEF OF COURT OPERATIONS  
JUVENILE DIVISION

**FAUSTINO CASTRO-JIMENEZ**  
CHIEF PROBATION OFFICER  
JUVENILE DIVISION

### **Office of Juvenile Private Criminal Complaints**

1. This office handles only misdemeanors. Felonies are handled by the Philadelphia Police Department. If a detective is handling the matter, this office cannot be involved in the case.
2. **This office cannot issue protection from abuse orders or stay away orders.**
3. As the complainant, you must provide the full name and address of the person whom you wish to file against. In some instances, we will be able to assist you if you have the full name and the school.
4. If a case is accepted, a mediation hearing is scheduled between the parties. This office **does not** have arrest powers.
5. Please have all details of the alleged crime. Some of the questions that will be asked during the intake will be as follows:
  - a. Were the police called?
  - b. What is the DC# assigned to the case?
  - c. Were there weapons involved?
  - d. What types of injuries were sustained?
  - e. If you are alleging property damage, there must be an eyewitness who saw the act
  - f. Is there any other court action concerning the party whom you are filing against?
  - g. **You will be asked to sign an affidavit that the allegations being made are true and accurate to the best of your recollection.**
6. This office only deals with alleged crimes committed by juveniles between the ages of 10 and 17. If you have a complaint against an adult, please go to 1425 Arch Street, 4<sup>th</sup> floor. (215)686-9863
7. Once all the information is verified and the complaint is deemed appropriate for this office, letters will be sent in the mail to both parties. If your case is accepted and you fail to appear for your scheduled hearing, the case will be dismissed.
8. If your case is accepted, the hearing will take place 3 to 4 weeks, approximately, from the time you file your complaint.