INSTRUCTIONS FOR PETITION FOR CONTEMPT FOR FAILURE TO COMPLY WITH A CUSTODY ORDER

These instructions will help you file and set up a hearing with the Court for contempt of a current custody order.

Before you begin, read completely these instructions.

COSTS

There are court costs which you may be required to pay.

The <u>first cost</u> is the <u>fee for filing</u> the Petition for Contempt with the Court, which is Twenty Dollars (\$20.00).

There is also a fee for sending a copy of the petition, certified mail, to the other parent/party. You are responsible for these costs.

There is a fee for making copies of the petition. You may be responsible for these copies.

The Petition for Contempt must be in compliance with the Public Access Policy of the Unified Judicial System of Pennsylvania. THIS MEANS THE PETITION CANNOT CONTAIN THE FULL NAMES OF MINORS OR THEIR DATES OF BIRTH. THE REQUIRED CONFIDENTIAL INFORMATION FORM WITH INSTRUCTIONS IS INCLUDED IN THIS PACKET. THE INSTRUCTIONS MUST BE FOLLOWED AND THE INCLUDED CERTIFICATION SIGNED BY THE FILING PARTY ACKNOWLEDGING THEIR COMPLIANCE.

THE CONFIDENTIAL INFORMATION FORM MUST BE FILED TOGETHER WITH THE PETITION FOR CONTEMPT, AND A COPY PROVIDED TO THE OPPOSING PARTY.

COMPLETE THE FORMS

Order. Fill in only the top of the Order form. DO NOT date it.

Petition. Fill it out completely. Do not leave any blank spaces. Here are some suggestions:

You, the filing party, are the "petitioner". The other parent/party is the "respondent".

At the top right, fill in the county in which you are filing. Write the same Civil Number as the latest Court Order.

Fill in the current address for both parents/parties. You will need a current address before there can be any hearing.

To complete #3, write in the <u>date</u> of the <u>most recent Court Order</u> on custody. You must attach a copy of the most recent custody order.

To complete #4, you must attach a completed Criminal Record/Abuse History Verification form.

To complete #5, explain briefly by listing the facts which you believe show a willful failure to comply with the Order.

Sign your name at the bottom. You are proceeding "pro se". This means you are acting on your own and have no attorney.

FILING AND SERVICE

Once the papers are completely and properly filled out, they must be filed and served. **READ THE FOLLOWING INSTRUCTIONS COMPLETELY.**

Preparing to file.

You will need the original and two (2) copies of the Order of Court and Petition for Contempt with a copy of the most recent custody order, the Confidential Information Form and Criminal Record/Abuse History Verification attached. You must also attach a blank Criminal Record/Abuse History Verification for the other party.

Filing.

The Office of the Prothonotary is on the first floor of the Courthouse in both Columbia and Montour Counties.

To file, you need to hand the originals and the copies to the Clerk.

If you do not have the proper number of copies, the Clerk can make those copies for a fee.

Filing fee.

There is a \$20.00 fee for filing the Petition for Contempt. You must pay the filing fee at the time you file.

Return of Petition.

After the filing fees are paid, the Petition for Contempt will be sent to the Court to be scheduled for a hearing. You will need to give a phone number to the Clerk. The Clerk will call you when the paperwork is received back from the Court.

The Clerk will return:

One copy of the Order of Court scheduling a hearing and Petition for Contempt to you for your records and

One "certified" copy of the Order of Court scheduling a hearing with the Court and Petition for Contempt for you to serve on the other party. (The "certified" copy is proof that it is an accurate copy of the papers filed in the Courthouse.)

Service of the Petition.

You must give the other party (parent) legal notice that you have filed for contempt. This type of notice is known as "service". Service of the custody papers is your responsibility.

To do service, you must send the certified copy of the custody papers by:

<u>Certified Mail</u>: the addressee <u>must</u> be the Defendant, return receipt requested, restricted delivery, to be signed by the ADDRESSEE ONLY. The Post Office can help you send Certified Mail.

<u>Personal Service</u>: by an individual eighteen years of age or older who is neither a party to the action nor an employee or a relative of a party who will fill in and sign the Affidavit of Service. <u>Acceptance of Service</u>: by handing a copy to the Defendant and having the Defendant fill in and sign the Acceptance of Service form.

Service must be made as soon as possible once you receive it back from the Court.

Proof of service.

<u>After service</u> is made, complete the Certificate of Service explaining how service was made on the other party and file with the Prothonotary:

<u>Certificate of Service</u> with mailing receipt attached (for certified mail) <u>OR</u> <u>Affidavit of Service</u> (for personal service by another adult individual) <u>OR</u> <u>Acceptance of Service</u> (hand delivered with defendant's signature)

Once you receive the green card back from the certified mail, put your case number on the card and bring it to the Prothonotary's Office to be attached to the Certificate of Service previously filed.

CONFIDENTIAL INFORMATION FORM



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

- 1. Social Security Numbers
- 2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
- 3. Driver License Numbers
- 4. State Identification (SID) Numbers
- 5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
- 6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.
- Do not include confidential information in any other document filed with the court under this
 docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

CONFIDENTIAL INFORMATION FORM



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania 204 Pa. Code § 213.81 www.pacourts.us/public-records

e: fi	<u> </u>	ble to the parties, counsel of record, the on all unrepresented parties and counse Confidential Information:	•	orm,
e: fi	<u> </u>	* .	•	orm,
		tion of a matter. This form, and any add	litional pages, shall remain	
	rmation Form shall accompany a filing	ess Policy of the Unified Judicial Systen gwhere confidential information is requi	ired by law, ordered by the cour	
f	form is associated with the pleading ti	tled	, dated	·
Pa	arty name as displayed in case caption	n) Court		
	Vs.			
(Party name as displayed in case caption)		Docket/Case N	lo.	
Pa	arty name as displayed in case caption	Docket/Case N	lo.	

This Information Pertains to:	Confidential Information:	References in Filing:
(full name of adult)	Social Security Number (SSN):	Alternative Reference: SSN 1
OR	Financial Account Number (FAN):	Alternative Reference: FAN 1
This information pertains to a minor with the initials of and the full name of	Driver License Number (DLN):	Alternative Reference: DLN 1
(full name of minor)	State of Issuance:	
and date of birth:	State Identification Number (SID):	Alternative Reference: SID 1
	Social Security Number (SSN):	Alternative Reference: SSN 2
(full name of adult) OR	Financial Account Number (FAN):	Alternative Reference: FAN 2
This information pertains to a minor with the initials of and the full name of	Driver License Number (DLN):	Alternative Reference: DLN 2
(full name of minor)	State of Issuance:	
and date of birth:	State Identification Number (SID):	Alternative Reference: SID 2

CONFIDENTIAL INFORMATION FORM



Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
	Social Security Number (SSN):	Alternative Reference:
(full name of adult)		SSN
(run nume or dually	Financial Account Number (FAN):	Alternative Reference:
OR		FAN
This information pertains to a minor with the initials of	Driver License Number (DLN):	Alternative Reference:
and the full name of	Driver Electise Number (BEN).	DLN
(full name of minor)	State of Issuance:	
and date of birth:		
	State Identification Number (SID):	Alternative Reference:
		SID
	Social Security Number (SSN):	Alternative Reference: SSN
(full name of adult)		3514
	Financial Account Number (FAN):	Alternative Reference:
OR This information pertains to a		FAN
minor with the initials of	Driver License Number (DLN):	Alternative Reference:
and the full name of	` ,	DLN
(full name of minor)	State of Issuance:	
(run name or minor)	State of issuance.	
and date of birth:		Altamatica Deference
	State Identification Number (SID):	Alternative Reference: SID
	Social Security Number (SSN):	Alternative Reference: SSN
(full name of adult)		
O.D.	Financial Account Number (FAN):	Alternative Reference:
OR This information pertains to a		FAN
minor with the initials of	Driver License Number (DLN):	Alternative Reference:
and the full name of		DLN
(full name of minor)	State of Issuance:	
	State of Issuance.	
and date of birth:	General State of the Corp.	Alternative Reference:
	State Identification Number (SID):	SID

CONFIDENTIAL INFORMATION FORM



Additional page(s) attached	total pages are attached to this filing.
	of the Case Records Public Access Policy of the Unified infidential information and documents differently than non-
Signature of Attorney or Unrepresented Party	Date
Name:	Attorney Number: (ifapplicable)
Address:	Telephone:
	Email:

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

	*	IN THE COURT OF COMMON PLEAS
PLAINTIFF	*	26 TH JUDICIAL DISTRICT
	*	COUNTY BRANCH, PA
VS.	*	(County)
	*	ONUL ACTION CHETODY
DEFENDANT	*	CIVIL ACTION – CUSTODY NO OF 20
DEFENDANT		No 01 20
<u>C</u>	ORDER O	F COURT
Legal proceedings have been br	ought aga	inst you alleging you have willfully disobeyed
an order of court for custody.		
If you wish to defend against th	e claims s	et forth in the following pages, you may, but are
not required, to file in writing with the	Court you	r defenses or objections.
Whether or not you file in writing	ng with th	e Court your defenses or objections, you must
appear in person in Court on the	day o	f, 20atm
in the Judge's Chambers/Courtroom	, Co	lumbia/Montour County Courthouse,
Bloomsburg/Danville, PA, for a hearing	g.	
IF YOU DO NOT APPEAR IN	PERSON	, THE COURT MAY ISSUE A WARRANT
FOR YOUR ARREST.		
If the Court finds that you have	willfully	failed to comply with its order, you may be
found to be in contempt of court and co	ommitted t	o jail, fined, or both.
HAVE A LAWYER, OR CANNOT	[AFFORI	UR LAWYER AT ONCE. IF YOU DO NOT O ONE, CONTACT NORTH PENN LEGAL OMSBURG, PA 17815, (877) 953-4250.
	ВҮ	THE COURT:
DATE:		J.

PLAINTIFF	*	IN THE COURT OF COMMON PLEAS 26 TH JUDICIAL DISTRICT
PLAINTIFF	*	COUNTY BRANCH, PA
VS.	*	(County)
, -,	*	•
	*	CIVIL ACTION – CUSTODY
DEFENDANT	*	NO OF 20
		R FAILURE TO COMPLY WITH Y ORDER
TO THE HONORABLE, THE JUDGE	S OF SAJ	ID COURT:
1. The Petitioner is		who resides at
2. The Respondent is		who resides at
		·
3. On ar	ı Order of	Custody was entered by this Court,
a true and correct copy of which is attac	ched heret	to, marked Exhibit "A" and made part hereof.
4. Petitioner has attached the C	riminal R	ecord/Abuse History Verification form required
pursuant to Pa.R.C.P. No. 1915.3-2.		
5. The Respondent has violated	l said Ord	er in that:
Wharefore Patitioner respectful	lly prave t	his Court grant a Rule upon the Respondent to
show cause why he/she should not be h	leid in con	ntempt for violation of the Order of this Court.
		Pro Se

REPORT OF CHIL	MINAL RECOR D ABUSE AND	., : IN THE COURT OF CO : COLUMBIA COUNTY : : NO : _, : CIVIL ACTION – LAW : CUSTODY D / ABUSE HISTORY VERIFICA PROTECTIVE SERVICES REQU	TION JESTED BY COURT
Name	Date of Birth	Address	Relationship to Child(ren)
_			
_			
Protection from Abuse Address Confidentialit protection under the s	Act, 23 Pa.C.S y Act, 23 Pa.C. ame	e remain confidential as they are 5. § 6612, or the Domestic and S S. § 5336(b), or they are in the p sing party's household and attac	exual Violence Victim rocess of seeking
Name	Date of Birth	Address	Relationship to Child(ren)
-			

Addres protec	Party requests their residence tion from Abuse Act, 23 Pa.C.S is Confidentiality Act, 23 Pa.C. tion under the same	6. § 6612, .S. § 5336	or the Domes 6(b), or they are	tic and Sexual Violence in the process of seek	Victim
SUBJE	CT CHILD(REN) – Attach addit	ional she	eets if necessa	ry:	
Name			Date of I	Birth	
jurisdio applica	nal Offenses. As to the following tion's substantially equivalent able crime or offense in which	t crimes	or offenses, ch	eck the box next to any	
has chhas be	en convicted; arges pending; or en adjudicated delinquent und is publicly available as set fon			Pa.C.S. §§ 6301 - 6375,	and the '
You should resolved by Ac has been expu	i also check the box next to a l celerated Rehabilitative Dispo nged pursuant to 18 Pa.C.S. § lean Slate, pursuant to 18 Pa.	isted crin sition (Al 9122, or	ninal offense e RD) or another a court has en	diversionary program, tered an order for limite	unless it
Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or	Sentence
	18 Pa.C.S. Ch. 25 (relating to criminal homicide)			pending charges 	

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or	Sentence
	18 Pa.C.S. \$2701 (relating to simple assault)			pending charges ————	·
	18 Pa.C.S. §2702 (relating to aggravated assault)		□ ·		
	18 Pa.C.S. §2705 (relating to recklessly endangering another person)			· · · · · · · · · · · · · · · · · · ·	
	18 Pa.C.S. §2706 (relating to terroristic threats)				
	18 Pa.C.S. §2709.1 (relating to stalking)				
	18 Pa.C.S. §2718 (relating to strangulation)				
	18 Pa.C.S. §2901 (relating to kidnapping)			<u></u>	
	18 Pa.C.S. §2902 (relating to unlawful restraint)			 ,	
	18 Pa.C.S. §2903 (relating to false imprisonment)				<u> </u>
	18 Pa.C.S. §2904 (relating to interference with custody of children)				

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
	18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)				
	18 Pa.C.S. Ch. 30 (relating to human trafficking)			· · · · · · · · ·	
	18 Pa.C.S. §3121 (relating to rape)				·
	18 Pa.C.S. §3122.1 (relating to statutory sexual assault)				
	18 Pa.C.S. \$3123 (relating to involuntary deviate sexual intercourse)				
	18 Pa.C.S. §3124.1 (relating to sexual assault)				
	18 Pa.C.S. §3125 (relating to aggravated indecent assault)				
	18 Pa.C.S. §3126 (relating to indecent assault)				
	18 Pa.C.S. §3127 (relating to indecent exposure)				·
	18 Pa.C.S. §3129 (relating to sexual intercourse with animal)				

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or	Sentence
	18 Pa.C.S. \$3130 (relating to conduct relating to sex offenders)			pending charges 	
	18 Pa.C.S. §3301 (relating to arson and related offenses)			·	
	18 Pa.C.S. §4302 (relating to incest)		. 🗆		-
	18 Pa.C.S. §4303 (relating to concealing death of child)				
	18 Pa.C.S. §4304 (relating to endangering welfare of children)				
	18 Pa.C.S. §4305 (relating to dealing in infant children)				
	18 Pa.C.S. §5533 (relating to cruelty to animal)				
	18 Pa.C.S. §5534 (relating to aggravated cruelty to animal)				
	18 Pa.C.S. \$5543 (relating to animal fighting)				
	18 Pa.C.S. §5544 (relating to possession of animal fighting paraphernalia)				

Check all that apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
	18 Pa.C.S. §5902(b) or (b)(1) (relating to prostitution and related offenses)			pending charges	
	18 Pa.C.S. \$5903(c) or (d) (relating to obscene and other sexual materials and performances)				
	18 Pa.C.S. §6301 (relating to corruption of minors)	. 🗆			
	18 Pa.C.S. §6312 (relating to sexual abuse of children)				
	18 Pa.C.S. §6318 (relating to unlawful contact with minor)			· 	
	18 Pa.C.S. §6320 (relating to sexual exploitation of children)				
	Finding of contempt of a protection from abuse order or agreement under 23 Pa.C.S. § 6114		<u>.</u>		
	Finding of contempt of a protection of victims of sexual violence and intimidation order or agreement under 42 Pa.C.S. § 62A14				

Check all that apply	Crime	Self	Other household member	cont	y plea est ple	, no a or	ntence
	Driving under the influence of drugs or alcohol			pendi 	ng cha	rges 	
	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device			_			
	or Agency Involvement. Checoold member, or your child.	k the bo	ox next to any sta	tement	that ap	plies to yo	u, a
Check all that					Self	Househo	ld Child
apply	Involvement with a childragency in Pennsylvania or jurisdiction.		5			membe	
	What jurisdiction?: A determination or finding founded report) by a child agency or court in Pennsy court in another jurisdiction	ren an Ivania	d youth social s	service			
□	What jurisdiction?: An adjudication of depende or any other child under Per Act, or a similar law in anoth	nnsylva	nia's Juvenile	<u> </u>			
	What jurisdiction?: Is the case active?: A history of perpetrating "at defined in the Protection fro	ouse" a	s that term is				
	Pa.C.S. § 6102. A history of perpetrating "se "intimidation" as those term	xual vio	blence" or lefined in 42				
П	Pa.C.S. § 62A03 (relating to of sexual violence and intim	-			П		

erify that tements te	BEHALF OF TH	my knowledge, information, or belief. I understand that fals § 4904 relating to unsworn falsification to authorities. Plaintiff/Defendant Signature Printed Name risions of the Case Records Public Access that require filing confidential information and
erify that tements	BEHALF OF THE the information above is true and correct to the best of	my knowledge, information, or belief. I understand that fals § 4904 relating to unsworn falsification to authorities. Plaintiff/Defendant Signature
erify that tements	BEHALF OF THE the information above is true and correct to the best of	HE PARTY. my knowledge, information, or belief. I understand that fals § 4904 relating to unsworn falsification to authorities.
erify that tements	BEHALF OF THE the information above is true and correct to the best of	HE PARTY. my knowledge, information, or belief. I understand that fals
LY A PAR		
•	record or abuse history, please explain:	
6.	If you are aware that the other party or the other	er party's household member has a criminal
		· · · · · · · · · · · · · · · · · · ·
5.	If you checked a box in (2) or (3) that applies to state that person's name, date of birth, and re	• •
		<u> </u>
		· · · · · · · · · · · · · · · · · · ·

IN THE COURT OF COMMON PLEAS 26^{TH} JUDICIAL DISTRICT COLUMBIA COUNTY, PENNSYLVANIA CIVIL ACTION – LAW

Plaintiff v.	: : NO.:
Defendant	: : :
CERTIFICATE OF	SERVICE - U.S. FIRST CLASS MAIL
I,	, plaintiff/defendant herein, do verify and say that
on the day of	20, I did deliver for mailing at
the U. S. Post Office, a true and con	rect copy of the (check one):
Complaint for Custo	ody
Petition to Modify (Custody
Petition for Contem	pt
to be served upon	, plaintiff/defendant herein, at
the following address:	
by Certified Mail, Restricted Deliver	ery, postage prepaid, for which a Certificate of
Mailing is attached hereto and mad	e a part hereof.
The above referenced document(s)	were received by the defendant on:
	in this document are true and correct. I understand e subject to the penalties of 18 Pa. C. S. §4904 authorities.
Date:	Printed Name

IN THE COURT OF COMMON PLEAS 26TH JUDICIAL DISTRICT COLUMBIA COUNTY, PENNSYLVANIA CIVIL ACTION – LAW

Plaintiff v.	: NO.:
Defendant	: :
AFFIDAVIT OF	SERVICE - PERSONAL SERVICE
I,	(name of person making service), do verify
and say that I served the defendant	·,,
with a true and correct copy of the	(check one):
Complaint for Cust	tody
Petition to Modify	Custody
Petition for Conten	npt
WHERE:	
	n this document are true and correct. I understand that ubject to the penalties of 18 Pa. C. S. §4904 relating to s.
	Signature of Person Making Service
Date:	Printed Name of Person Making Service

IN THE COURT OF COMMON PLEAS 26TH JUDICIAL DISTRICT COLUMBIA COUNTY, PENNSYLVANIA CIVIL ACTION – LAW

Plaintiff v. Defendant	: NO.:
	EPTANCE OF SERVICE
I,	, plaintiff/defendant herein,
on the day of	, 20, hereby accept service of
the (check one):	
Complaint for Cust	rody
Petition to Modify	Custody
Petition for Contem	npt
	Signature
Date:	Printed Name