

**INSTRUCTIONS FOR PETITION FOR CONTEMPT  
FOR FAILURE TO COMPLY WITH A CUSTODY/VISITATION ORDER**

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

**Before you begin, read completely these instructions.**

**COSTS**

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

The first cost is the fee for filing 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.

**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 date of the most recent Court Order on custody and visitation. **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 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 papers to the Clerk. They will do the rest.

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:

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

Personal Service: 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.

Acceptance of Service: 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.**

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

Certificate of Service with mailing receipt attached (for certified mail) OR

Affidavit of Service (for personal service by another adult individual) OR

Acceptance of Service (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.

\_\_\_\_\_  
PLAINTIFF

VS.

\_\_\_\_\_  
DEFENDANT

\* IN THE COURT OF COMMON PLEAS  
\* 26<sup>TH</sup> JUDICIAL DISTRICT  
\* \_\_\_\_\_ COUNTY BRANCH, PA  
\* (County)  
\*  
\* CIVIL ACTION – CUSTODY  
\* NO. \_\_\_\_\_ OF 20\_\_\_\_

ORDER OF COURT

Legal proceedings have been brought against you alleging you have wilfully disobeyed an Order for visitation.

If you wish to defend against the claims set forth in the following pages, you may, but are not required, to file in writing to the Court your defenses or objections.

Whether or not you file in writing with the Court your defenses or objections, you must appear in person in Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ .m. in the Judge’s Chambers, Columbia/Montour County Courthouse, Bloomsburg/Danville, PA, for a hearing.

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 for visitation, you may be found to be in contempt of court and committed to jail, fined, or both.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, CONTACT NORTH PENN LEGAL SERVICES, 168 WEST 5TH ST., BLOOMSBURG, PA 17815, (570) 784-8760

BY THE COURT:

DATE: \_\_\_\_\_ J.

\_\_\_\_\_  
PLAINTIFF  
  
VS.  
  
\_\_\_\_\_  
DEFENDANT

\* IN THE COURT OF COMMON PLEAS  
\* 26<sup>TH</sup> JUDICIAL DISTRICT  
\* \_\_\_\_\_ COUNTY BRANCH, PA  
\* (County)  
\*  
\* CIVIL ACTION – CUSTODY  
\* NO. \_\_\_\_\_ OF 20\_\_\_\_

PETITION FOR CONTEMPT FOR FAILURE TO COMPLY WITH  
CUSTODY/VISITATION ORDER

TO THE HONORABLE, THE JUDGES OF SAID COURT:

1. The Petitioner is \_\_\_\_\_ who resides at \_\_\_\_\_.
2. The Respondent is \_\_\_\_\_ who resides at \_\_\_\_\_.
3. On \_\_\_\_\_ an Order of Custody/Visitation was entered by this Court, a true and correct copy of which is attached hereto, marked Exhibit "A" and made part hereof.
4. Petitioner has attached the Criminal Record/Abuse History Verification form required pursuant to Pa.R.C.P. No. 1915.3-2.
5. The Respondent has violated said Order in that:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wherefore, Petitioner respectfully prays this Court grant a Rule upon the Respondent to show cause why he/she should not be held in contempt for violation of the Order of this Court.

\_\_\_\_\_  
Pro Se

IN THE COURT OF COMMON PLEAS OF COLUMBIA COUNTY, PENNSYLVANIA  
CIVIL ACTION-LAW

Plaintiff,	:	
	:	
vs.	:	No. _____
	:	
Defendant.	:	

**CRIMINAL RECORD / ABUSE HISTORY VERIFICATION**

I \_\_\_\_\_, hereby swear or affirm, subject to penalties of law including 18 Pa. C.S. §4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the box next to a crime below, neither I nor any other member of my household have been convicted or pled guilty or pled no contest or was adjudicated delinquent where the record is publicly available pursuant to the Juvenile Act, 42 Pa. C.S. §6307 to any of the following crimes in Pennsylvania or a substantially equivalent crime in any other jurisdiction, including pending charges:

Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
1 <input type="checkbox"/>	Criminal Homicide (18 Pa. C.S. Ch. 25)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2 <input type="checkbox"/>	Aggravated Assault (18 Pa. C.S. §2702);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3 <input type="checkbox"/>	Terroristic Threats (18 Pa. C.S. §2706);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4 <input type="checkbox"/>	Stalking (18 Pa. C.S. §2709.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5 <input type="checkbox"/>	Kidnapping (18 Pa. C.S. §2901);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6 <input type="checkbox"/>	Unlawful Restraint (18 Pa. C.S. §2902);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7 <input type="checkbox"/>	False Imprisonment (18 Pa. C.S. §2903);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8 <input type="checkbox"/>	Luring a Child into a Motor Vehicle or Structure (18 Pa. C.S. §2910);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9 <input type="checkbox"/>	Rape (18 Pa. C.S. §3121);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
10	<input type="checkbox"/>	Statutory Sexual Assault (18 Pa. C.S. §3122.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
11	<input type="checkbox"/>	Involuntary Deviate Sexual Intercourse (18 Pa. C.S. §3123);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
12	<input type="checkbox"/>	Sexual Assault (18 Pa. C.S. §3124.1);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
13	<input type="checkbox"/>	Aggravated Indecent Assault (18 Pa. C.S. §3125);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
14	<input type="checkbox"/>	Indecent Assault (18 Pa. C.S. §3126);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
15	<input type="checkbox"/>	Indecent Exposure (18 Pa. C.S. §3127);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
16	<input type="checkbox"/>	Sexual Intercourse with Animal (18 Pa. C.S. §3129);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
17	<input type="checkbox"/>	Conduct Relating to Sex Offenders (18 Pa. C.S. §3130);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
18	<input type="checkbox"/>	Arson and Related Offenses (18 Pa. C.S. §3301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
19	<input type="checkbox"/>	Incest (18 Pa. C.S. §4302);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
20	<input type="checkbox"/>	Concealing Death of Child (18 Pa. C.S. §4303);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
21	<input type="checkbox"/>	Endangering Welfare of Children (18 Pa. C.S. §4304);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
22	<input type="checkbox"/>	Dealing in Infant Children (18 Pa. C.S. §4305);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
23	<input type="checkbox"/>	Prostitution and Related Offenses (18 Pa. C.S. §5902(b));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
24	<input type="checkbox"/>	Obscene and Other Sexual Materials and Performances (18 Pa. C.S. §5903(c) or (d));	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
25	<input type="checkbox"/>	Corruption of Minors (18 Pa. C.S. §6301);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
26	<input type="checkbox"/>	Sexual Abuse of Children (18 Pa. C.S. §6312);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
27	<input type="checkbox"/>	Unlawful Contact with Minor (18 Pa. C.S. §6318);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
28	<input type="checkbox"/>	Sexual Exploitation of Children (18 Pa. C.S. §6320);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
29	<input type="checkbox"/>	Contempt for Violation of Protection Order or Agreement (23 Pa. C.S. §6114);	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Check all that Apply	Crime	Self	Other Household Member	Date of Conviction, Guilty Plea, No Contest Plea or Pending Charges	Sentence
30	<input type="checkbox"/>	Driving Under the Influence of Drugs or Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
31	<input type="checkbox"/>	Manufacture, Sale, Delivery, Holding, Offering for Sale, or Possession of any Controlled Substance or Other Drug or Device	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2. Unless indicated by my checking the box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct including the following:

	Check all that Apply		Self	Other Household Member	Date
32	<input type="checkbox"/>	An indication or finding of abuse by a Children & Youth Agency or similar agency in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
33	<input type="checkbox"/>	Abusive conduct as defined under the Protection from Abuse Act in Pennsylvania or similar statute in another jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	_____
34	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. Please list any evaluation, counseling or other treatment received following conviction or finding of abuse:

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4. If any conviction above applies to a household member, not a party, state that person's name, date of birth and relationship to the child.

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5. If you are aware that the other party or members of the other party's household has or have a criminal/abuse history, please explain:

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I verify that the information above is true and correct to the best of my knowledge, information or belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

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Signature

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Printed Name

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

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_  
Defendant  
NO.: \_\_\_\_\_

**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 correct copy of the (*check one*):

- \_\_\_\_\_ Complaint for Custody
- \_\_\_\_\_ Petition to Modify Custody
- \_\_\_\_\_ Petition for Contempt

to be served upon \_\_\_\_\_, plaintiff/defendant herein, at  
the following address:

\_\_\_\_\_,  
by Certified Mail, Restricted Delivery, postage prepaid, for which a Certificate of  
Mailing is attached hereto and made a part hereof.

The above referenced document(s) were received by the defendant on:

I verify that the statements made in this document are true and correct. I understand  
that false statements herein are made subject to the penalties of 18 Pa. C. S. §4904  
relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_  
Defendant  
NO.: \_\_\_\_\_

**AFFIDAVIT OF SERVICE - PERSONAL SERVICE**

I, \_\_\_\_\_ (name of person making service), do verify and say  
that I served the plaintiff/defendant, \_\_\_\_\_,  
with a true and correct copy of the (*check one*):

- \_\_\_\_\_ Complaint for Custody
- \_\_\_\_\_ Petition to Modify Custody
- \_\_\_\_\_ Petition for Contempt

WHERE: \_\_\_\_\_

HOW: \_\_\_\_\_

WHEN: \_\_\_\_\_

I verify that the statements made in this document are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C. S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Person Making Service

\_\_\_\_\_  
Printed Name of Person Making Service

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Plaintiff  
v. \_\_\_\_\_ NO.: \_\_\_\_\_  
\_\_\_\_\_  
Defendant

**ACCEPTANCE OF SERVICE**

I, \_\_\_\_\_, plaintiff/defendant herein,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, hereby accept service of  
the (*check one*):

- \_\_\_\_\_ Complaint for Custody
- \_\_\_\_\_ Petition to Modify Custody
- \_\_\_\_\_ Petition for Contempt

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name