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.

<u>Petition.</u> 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</u> service 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

Ō	Party name as displayed in case captio	n) Docket/Case	eNo.
	Vs.		
Ō	Party name as displayed in case caption	n) Court	
Γhis	s form is associated with the pleading t	itled	, dated,
Info oth cor	erwise necessary to effect the dispos	where confidential information is requition of a matter. This form, and any a ble to the parties, counsel of record, t	uired by law, ordered by the court, or dditional pages, shall remain he court, and the custodian. This form,
ſ	This Information Pertains to:	Confidential Information:	References in Filing:
Ī		Social Security Number (SSN):	Alternative Reference:

This Information Pertains to:	Confidential Information:	References in Filing:
	Social Security Number (SSN):	Alternative Reference: SSN 1
(full name of adult) OR	Financial Account Number (FAN):	Alternative Reference: FAN 1
This information pertains to a minor with the initials of	Driver License Number (DLN):	Alternative Reference:
and the full name of	State of Issuance:	DLN 1
(full name of minor) and date of birth:	State of Issuance:	
	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:
(C.II. C. 1.12)	Social Security Number (SSN):	Alternative Reference: SSN
(full name of adult) OR	Financial Account Number (FAN):	Alternative Reference: FAN
This information pertains to a minor with the initials of and the full name of	Driver License Number (DLN):	Alternative Reference: DLN
(full name of minor)	State of Issuance:	
and date of birth:	State Identification Number (SID):	Alternative Reference: SID
(C.1)	Social Security Number (SSN):	Alternative Reference:
(full name of adult) OR	Financial Account Number (FAN):	Alternative Reference: FAN
This information pertains to a minor with the initials of and the full name of	Driver License Number (DLN):	Alternative Reference: DLN
(full name of minor)	State of Issuance:	
and date of birth:	State Identification Number (SID):	Alternative Reference: SID
		Alamatin D.C.
(full name of adult)	Social Security Number (SSN):	Alternative Reference: SSN
OR This information pertains to a	Financial Account Number (FAN):	Alternative Reference: FAN
minor with the initials of and the full name of	Driver License Number (DLN):	Alternative Reference: DLN
(full name of minor)	State of Issuance:	
and date of birth:	State Identification Number (SID):	Alternative Reference: 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 information and documents differently than non-
Signature of Attorney or Unrepresented Party	Date
Name:	Attorney Number: (ifapplicable)
Address:	Telephone:
<u> </u>	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)
	*	CIVII ACTIONI CUICTODV
DEFENDANT	*	CIVIL ACTION – CUSTODY NO OF 20
DEFENDANT		110 01 20
<u>O</u>	RDER O	F COURT
Legal proceedings have been bro	ought aga	inst you alleging you have willfully disobeyed
an order of court for custody.		
If you wish to defend against the	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, 20 atm.
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	mmitted 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
VS.	* *	COUNTY BRANCH, PA (County)
DEFENDANT	*	CIVIL ACTION – CUSTODY NO OF 20
		R FAILURE TO COMPLY WITH Y ORDER
TO THE HONORABLE, THE JUDGE	S OF SA	ID COURT:
1. The Petitioner is		who resides at
2. The Respondent is		who resides at
a true and correct copy of which is attac	ched here	Custody was entered by this Court, 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:
		this Court grant a Rule upon the Respondent to ntempt for violation of the Order of this Court.
		Pro Se

N THE CO	OURT OF COMMON PL	EAS OF		COUNTY, PENI	NSYLVANIA
Plaintiff	· 	_ ,	:		
٧.			: : No) .	
			: : CL	JSTODY	
Defenda	nt	•			
	CRIMINAL RECO	RD / ABUS	SE HISTORY	VERIFICATION	
ì,			, hereby	y swear or affirm,	subject to
penalties	of law including 18 Pa.C.S			n falsification to autho	orities that:
1.	Unless indicated by	my checking	g the box next t	o a crime below, neit	her I nor any
other me	mber of my household ha	ve been co	nvicted or pled	d guilty or pled no co	ntest or was
adjudicat	ed delinquent where the r	ecord is pu	blicly available	pursuant to the Juv	enile Act, 42
Pa.C.S. §	6307 to any of the following	ng crimes in	Pennsylvania	or a substantially equ	iivalent crime
in any oth	ner jurisdiction, including pe	ending char	ges:	•	
Check all that apply	<u>Crime</u>	<u>Self</u>	Other household member	Date of conviction guilty plea, no contest plea or pending charges	<u>Sentence</u>
	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	. "	. 🗆		
	18 Pa.C.S. §2701 (relating to simple assault)				
	18 Pa.C.S. §2702 (relating to aggravated assault)				

1

Custody Form Criminal Record/Abuse History Verification Pa.R.C.P. 1915.3-2(c) AOPC 08/13/2024

Check all that apply	<u>Crime</u>	Self	Other household <u>member</u>	Date of conviction, guilty plea or no contest plea or pending charges	<u>Sentence</u>
	18 Pa.C.S. §2705 (relating to recklessly endangering another person)				<u></u>
	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)				
	18 Pa.C.S. §2902 (relating to unlawful restraint)				
	18 Pa.C.S. §2903 (relating to false imprisonment)				
	18 Pa.C.S. §2904 (relating to interference with custody of children)				
	18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)	· 🗀	<u> </u>		
· 🗌	18 Pa.Ć.S. Ch. 30 (relating to human trafficking)				
	18 Pa.C.S. §3121 (relating to rape)			. ———	

guilty plea or no contest plea Other Check all that household or pending Self member charges Sentence **Crime** <u>apply</u> 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) П 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) . 🔲 18 Pa.C.S. §3130 (relating to conduct relating to sex offenders) 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)

Date of conviction,

Check all that apply	<u>Crime</u>	Self	Other household <u>member</u>	Date of conviction, guilty plea or no contest plea or pending charges	<u>Sentence</u>
	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 animals)				
	18 Pa.C.S. §5534 (relating to aggravated cruelty to animals)				
	18 Pa.C.S. §5543 (relating to animal fighting)				
	18 Pa.C.S. §5544 (relating to possession of animal fighting paraphernalia)				
	18 Pa.C.S. §5902(b) or (b.1) (relating to prostitution and related offenses)				
	18 Pa.C.S. §5903(c) or(d) (relating to obscene and other sexual materials and performance)		, .		
	18 Pa.C.S. §6301 (relating to corruption of minors)				
	18 Pa.C.S. §6312 (relating to sexual abuse of children)				

Check all that apply	<u>Crime</u>	Self	Other household <u>member</u>	conviction, guilty plea or no contest plea or pending charges	Sentence
	18 Pa.C.S. §6318 (relating to unlawful contact with minor)				
□ .	18 Pa.C.S. §6320 (relating to sexual exploitation of children)	· 🗀		. <u></u>	
	23 Pa.C.S. § 6114 (relating to contempt for violation of protection order or agreement)			· ·	
	Driving under the influence of drugs or alcohol				
	Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substance or other drug or device	· 🗆	. 🗆		
nember	s indicated by my checking of my household have a his & Youth agency, including	tory of viole	nt or abusive co	ow, neither I nor any onduct or involvemer	other nt with a
Check all that apply	•		<u>Self</u>	Other Household <u>Member</u>	<u>Date</u>
	A finding of abuse by a Youth Agency or similal Pennsylvania or similal another jurisdiction	r agency in			. ———
	Abusive conduct as de Protection from Abuse or similar statute in and	Act in Penn	sylvania 🗀		·
	Involvement with Child or similar agency in Pe another jurisdiction. W	nnsylvania	Agency		
·	Other:		· . \Box		<u>. </u>

						- 			<u>.</u>		
	4.	If any co	nviction a name, d	above appli ate of birth	ies to a hou , and relatio	sehold men	nber, not a	a party, s	tate that		
	5.	If you ar	e aware t a crimina	hat the oth	er party or i	members of please exp	the other			has	
			1 .						•		
· Ive	rify th	at the info	rmation a	above is tru	ue and corre	ect to the be	est of my l	knowledg	ge, inform	nation or	
beli	ef.I 🛚	ınderstar	nd that fa	alse stater	ue and corre ments there ification to a	in are mad	est of my l de subjec	knowledget to the	ge, inform penaltie	nation or s of 18	
beli	ef.I 🛚	ınderstar	nd that fa	alse stater	nents ,here	in are mad	est of my l	knowledget to the	ge, inform penaltie	nation or s of 18	
beli	ef.I 🛚	ınderstar	nd that fa	alse stater	nents ,here ification to a	in are mad	est of my l de subjec	knowledg	ge, inform penaltie	nation or s of 18	
beli	ef. I ⊤	ınderstar	nd that fa	alse stater	ments here ification to a Signa	in are mad	est of my l	knowledge t to the	ge, inform penaltie	nation or s of 18	
beli Pa.(ef. I ⊤	ınderstar	nd that fa	alse stater	ments here ification to a Signa	in are made authorities.	est of my l	knowledge t to the	ge, inform penaltie	nation or s of 18	
beli Pa.(Dat	ef. I C.S. §	understar 4904 rela	nd that fa	alse stater nsworn fals	ments here ification to a Signa Print	authorities. ature ded Name	de subjec	t to the	penaltie	s of 18	
beli Pa.(Dat	ef. I C.S. §	understar 4904 rela	nd that fa	alse stater nsworn fals	ments here ification to a Signa	authorities. ature ded Name	de subjec	t to the	penaltie	s of 18	

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

Plai v.	intiff	: : :	NO.:	
Def	endant	:		
<u>CERTIFICA</u>	ATE OF SER	VICE - U.	S. FIR	ST CLASS MAIL
I,		, plaintiff/d	lefenda	nt herein, do verify and say that
				, I did deliver for mailing at
the U.S. Post Office, a tru	e and correct	copy of the	(check	one):
Complaint	for Custody			
Petition to	Modify Custo	ody		
Petition for	r Contempt			
to be served upon				_, plaintiff/defendant herein, at
the following address:				
by Certified Mail, Restrict	ed Delivery, p	ostage pre	paid, fo	r which a Certificate of
Mailing is attached hereto	and made a pa	art hereof.		
The above referenced docu	ıment(s) were	received b	y the d	efendant on:
I verify that the statemental that false statements hereing relating to unsworn falsific	n are made sub	ject to the	penalti	rue and correct. I understand es of 18 Pa. C. S. §4904
-				
Date:		Printe	d Name)

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

Plaintiff v.	: NO.:
ν.	: NO
Defendant	: :
<u>AFFIDAVIT OF S</u>	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 Custo	dy
Petition to Modify C	ustody
Petition for Contemp	ot
WHERE:	
HOW:	
WHEN:	
	this document are true and correct. I understand that oject to the penalties of 18 Pa. C. S. §4904 relating to
	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

v.	Plaintiff Defendant	: : : : : : : : : : : : : : : : : : :
	<u>ACCEPT.</u>	ANCE OF SERVICE
I,		plaintiff/defendant herein,
on the	day of	, 20, hereby accept service of
the (check	one):	
	Complaint for Custody Petition to Modify Cust Petition for Contempt	
		Signature
Date:		Printed Name