

INSTRUCTIONS FOR FILING A CONTEMPT PETITION WARREN and FOREST COUNTIES

1. Complete caption on Page 1, Notice and Order to Appear, by entering names of Plaintiff and Defendant and Docket Number as they appear on the Custody Order.
2. On Page 2, list your name as Petitioner, date your Custody Petition was signed as a Court Order and the Judge who signed it. Also, list the name(s) of the child (children) listed in the Petition.
3. Under No. 4 on Page 3, describe specifically how the other party has failed to abide by the terms of the Order, including dates and times. If necessary, attach a separate page describing the incidents in more detail.
4. Sign the Motion in the two spaces where the word "Petitioner" appears on Page 3.
5. Attach a copy of your prior Custody Order.
6. Deliver the completed Petition to the **Court Administrator's Office** for review by the Judge and provide a telephone number where you may be reached. If the Judge grants a hearing on the Petition, a hearing date will be filled in on Page 1 and the Petition will be forwarded to the Prothonotary's Office for filing.
7. The Prothonotary's Office will contact you and inform you that a time-stamped copy of your Petition is available.
8. You must serve the other party with one time-stamped copy of the Petition by Certified Mail, Restricted Delivery. A second copy should be sent by regular mail. Bring the green return card with you to court as proof of service.
9. Attend the hearing on the date listed with any witnesses who will testify in support of your case.

IN THE COURT OF COMMON PLEAS
OF THE 37TH JUDICIAL DISTRICT OF PENNSYLVANIA
_____ COUNTY BRANCH
CIVIL

PLAINTIFF

VS.

DEFENDANT

IN CUSTODY

NO. _____ OF _____

NOTICE AND ORDER TO APPEAR

Legal proceedings have been brought against you alleging you have willfully disobeyed an Order of Court for custody.

If you wish to defend against the claim set forth in the following pages, you may but are not required to file in writing with 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 _____ at _____ M., in the _____ Courtroom, Warren County Courthouse, Warren, PA.

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 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, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET HELP.

Pennsylvania Bar Association
100 South Street
Harrisburg, PA 17108
(800) 692-7375

or

Northwestern Legal Services
Warr-Penn Building
Warren, PA 16365
(800) 665-6957
(814) 452-6957

AMERICANS WITH DISABILITIES ACT OF 1990

If you are disabled and require special accommodations, please notify the office 72 hours in advance of the date of your hearing/business by calling (814) 728-3530

BY THE COURT,

J.

IN THE COURT OF COMMON PLEAS
OF THE 37TH JUDICIAL DISTRICT OF PENNSYLVANIA
_____ COUNTY BRANCH
CIVIL

PLAINTIFF

VS.

DEFENDANT

IN CUSTODY

NO. _____ OF _____

**PETITION FOR CIVIL CONTEMPT
FOR DISOBEDIENCE OF CUSTODY ORDER**

The Petition of _____, respectfully represents:
(Petitioner's name)

1. That on _____, Judge _____
(date of most recent custody Order) (name of Judge that signed Order)
entered an Order awarding _____ (check all that apply)
(name of Petitioner / Respondent)

shared legal custody *sole legal custody* *partial physical custody* *primary physical custody*
 shared physical custody *sole physical custody* *supervised physical custody*
of the minor child(ren):

Name	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A true and correct copy of the Order is attached to this Motion.

2. The Plaintiff, _____ currently resides at
(Plaintiff's name)

(Street) (City) (State) (Zip Code) (Telephone)

3. The Defendant, _____ currently resides at
(Defendant's name)

(Street) (City) (State) (Zip Code) (Telephone)

