

**RULE 1915.3.2      PETITION FOR CONTEMPT OF CUSTODY ORDERS, CUSTODY AGREEMENT OR PARENTING PLAN**

- (a) An original and one copy of a Petition for Contempt shall be filed with the Prothonotary together with the administrative fee of \$150.00.
- (b) A Petition for Contempt shall include the following:
  - 1. Seminar Attendance and Custody Conference Scheduling Order in accordance with Local Rule 1915.15(c).
  - 2. Prior Court Involvement Statement in accordance with Local Rule 1931. This is available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center)
  - 3. A Criminal or Abuse History Verification in accordance with Pa.R.C.P. 1915.3-2. This is available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
  - 4. Self-Represented Party Entry of Appearance if not represented by legal counsel in accordance with Local Rule 1930.8. This is available at [www.dauphincounty.org/government/Court-Departments/Self-Help-Center](http://www.dauphincounty.org/government/Court-Departments/Self-Help-Center).
  - 5. Copy of the most recent Custody Order, Custody Agreement or Parenting Plan.
- (c) The Prothonotary shall promptly forward the original Petition for Contempt with the attachments listed above to the Court Administrator's Office for assignment to a Custody Conference Officer.
- (d) The Court Administrator's Office shall contact a Custody Conference Officer to establish the date, time and location of the Custody Conference.
- (e) The Court Administrator's Office will insert the assigned dates, times and location on the Seminar Attendance and Custody Conference Scheduling Order.
- (f) The Court Administrator's Office shall file the Order with the Prothonotary and promptly notify the Petitioner or their legal counsel, if represented, that the docketed Petition for Contempt, attachments and Seminar Attendance and Custody Conference Scheduling Order are ready for service on all other parties promptly in accordance with the applicable rules of civil procedure.
- (g) The Petitioner or their counsel, if represented, shall thereafter promptly file a Certificate of Service verifying that they have served the Petition, attachments and Order on all parties with the Prothonotary before the date of the scheduled Custody Conference.

- (h) If the parties do not reach an agreement at the Custody Conference (see Local Rule 1915.4-2), the case will be assigned to a Family Court Judge.
- (i) As a general rule, if a Judge has handled a contested family law case for that family, the matter will be assigned to that Judge.