



THERE ARE SIGNIFICANT CHANGES TO THE FORMS AND INSTRUCTIONS BECAUSE OF THE CASE RECORDS PUBLIC ACCESS POLICY OF THE UNIFIED JUDICIAL SYSTEM OF PENNSYLVANIA. THESE CHANGES WERE EFFECTIVE JANUARY 6, 2018. READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORMS.

PETITION FOR CIVIL CONTEMPT OF AN EXISTING CUSTODY ORDER INSTRUCTIONS

IT IS STRONGLY RECOMMENDED THAT YOU CONSULT AN ATTORNEY

DISCLAIMER

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PLEASE NOTE: A free custody clinic is available for eligible individuals through MidPenn Legal Services. At each monthly clinic, attorneys explain the custody process, help you prepare the custody forms, and file the forms on your behalf. Although the attorneys are not representing you, the service is an excellent way to ensure that your forms are completed correctly. For more information, please telephone (717) 232-0581.

INSTRUCTIONS FOR PETITION FOR CIVIL CONTEMPT OF AN EXISTING CUSTODY ORDER

PLEASE TAKE THE TIME TO READ THESE INSTRUCTIONS CAREFULLY BEFORE FILING FOR CIVIL CONTEMPT OF AN EXISTING CUSTODY ORDER

If you want to change an existing custody order, you must file a Petition for Modification of an Existing Custody Order.

A contempt petition should be filed if a party has willfully disobeyed or interfered with any terms set forth in the current Custody Order. It should not be filed for a minor issue such as being 15 minutes late. Examples of this behavior which is important enough for the courts to consider the actions contemptuous include but are not limited to the following:

- A party does not transfer physical custody of the child(ren) to you in violation of the Custody Order.
- A party consistently refuses to share important information about the child(ren) under the terms of the Custody Order.

1. Read the instructions carefully and print legibly.

2. You will need to complete 6 forms:

1. Custody Conference Scheduling Order
2. Petition for Civil Contempt of an Existing Custody Order
3. Confidential Information Form
4. Entry of Appearance as a Self-Represented Party
5. Prior Court Involvement Statement
6. Criminal Record/Abuse History Verification.

3. Make two (2) copies of the completed form.

4. Take the original Petition for Civil Contempt of an Existing Custody Order form and two copies to the Dauphin County Prothonotary's Office, located on the first floor of the Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101. (Open from 8:00 a.m. to 4:30 p.m. Monday – Friday).

5. The Prothonotary's Office will date stamp your forms. The Prothonotary's Office will keep the original and one (1) copy and give you the remaining copy for your records.

6. See the Prothonotary's Fee Schedule for the amount of the filing fee. The filing fee is payable by cash, certified check or money order made payable to the Dauphin County Prothonotary. If you do not think that you can afford to pay the filing fee, you may file a Petition to Proceed *In Forma Pauperis* (IFP), an Affidavit and supporting documentation (see Self Help Center *In Forma Pauperis* forms and instructions for family law cases).

7. The Prothonotary's Office will forward the original Petition for Civil Contempt of an Existing Custody Order to the Court Administrator's Office for assignment to a Custody Conference Officer and the scheduling of all parties to appear at a Custody Conference. A Custody Conference Officer will meet with all parties in order to try to work out the contempt issue so that a hearing before a judge is not necessary. The child(ren) should not attend this custody conference unless specifically requested by the Custody Conference Officer.
8. All parties will receive a copy of the order scheduling the date, time and location of the custody conference. This notification will be sent to all parties by regular mail.

9. **CUSTODY CONFERENCES**

- Remember to concentrate on what is in the child(ren)'s best interest. Please do not bring up issues that you may have with the other parent as this is the time for both parents to work together to decide what is best to enable your child(ren) to grow and mature in a stable, healthy, and happy environment. You want your child(ren) to have the best childhood possible. You must put aside your differences with the other parent and really concentrate on your child(ren).
- Wear appropriate clothing, be polite, and try to be positive and willing to cooperate in order to work out a custody schedule. Dress as if you were going to work in a business. DO NOT wear shorts, tank tops or halter tops.
- Be ready to discuss the case in a mature and flexible manner. The Custody Conference Officer controls the conference and decides who talks first and whether a statement is relevant to a custody agreement.
- Try to respect the other party's position and do your best to work out an agreement that reflects not so much your best interest or the interests of the other parent but the **best interest of the child(ren)**.
- You have an obligation to your child(ren) to approach the conference in a reasonable manner. Hurtful talk and abusive language hinder the process. Control your emotions. If there are angry outbursts or inappropriate language, the offending party may be ejected from the conference.

IF THE CONTEMPT ISSUE IS NOT RESOLVED AT THE CUSTODY CONFERENCE, THE MATTER WILL BE REFERRED TO A JUDGE IMMEDIATELY FOR A HEARING.

If you choose to represent yourself, you will be held to the same standard as an attorney. This includes being fully aware of the applicable statutes, rules of civil procedure, and rules of evidence.

- You are cautioned that your failure to properly present your case and to present legally sufficient evidence may severely affect your rights in this matter.
- It is not the function of the court, nor is the court permitted to present the case on behalf of a party. It is the sole responsibility of each party to properly and adequately present their case to the court in accordance with the law and the rules of evidence and procedure.
- The rules of evidence do not permit the introduction of written statements, affidavits, notarized statements or other documents without the agreement of all parties.

- The court **will not** act as an attorney for either party nor conduct the questioning of any witnesses nor offer any advice or suggestions to either party as to how to proceed.

D. INSTRUCTIONS FOR EACH FORM

For all forms:

1. Print clearly.
2. Make sure the court will be able to read what you write.
3. Fill in ALL blank lines. **FOLLOW THESE INSTRUCTIONS VERY CAREFULLY. FAILURE TO DO SO MAY RESULT IN THE ISSUANCE OF AN ORDER REQUIRING YOU TO FILE AN AMENDED PETITION FOR CIVIL CONTEMPT OF AN EXISTING CUSTODY ORDER. THIS WILL INCREASE THE TIME THAT IT TAKES FOR YOU TO SEE A CONFERENCE OFFICER.**

Order Of Court (page 2) -- This form should be placed on top.

Copy the Plaintiff's name and Defendant's name as they appear on your existing Custody Order.

Copy the docket number from your existing Custody Order.

Do **NOT** fill in any other blank lines on this form.

Petition for Civil Contempt of an Existing Custody Order (pages 3-5) - This form goes after the Order of Court.

Fill in the Plaintiff's and Defendant's names as you did on the Order of Court form.

Fill in the docket number on the right side. You will use the same docket number that is on your current Custody Order.

- Fill in your full name. You are considered to be the Petitioner since you are filing the Petition for Civil Contempt of an Existing Custody Order.

Fill in the name(s), complete mailing address(es) and telephone number(s) of the plaintiff(s). **If you are the plaintiff and a victim of abuse and the other party is the abuser and you do not want the other party to know your contact information, you must also complete the Confidential Information Form (CIF) Abuse Victim Addendum. This form is to be filed with the Prothonotary and should not be sent to the other party(ies). This contact information will only be available to the Court and Court staff. If you print out the packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.**

Fill in the name(s), complete mailing address(es) and telephone number(s) of the defendant(s). **If you are the defendant and a victim of abuse and the other party is the abuser and you do not want the other party to know your contact information, you must also complete the Confidential Information Form (CIF) Abuse Victim Addendum. This form is to be filed with the Prothonotary and should not be sent to the other party(ies). This contact information will only be available to the Court and Court staff. If you print out the**

packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.

- You will see that each child is identified by number and listed as CHILD 1, CHILD 2, etc. on the Petition for Civil Contempt of an Existing Custody Order form. **DO NOT WRITE THE CHILD(REN)'S NAMES OR THE COMPLETE DATE OF BIRTH ON THE FORM.** You must complete the Confidential Information Form found in this packet and include the full name and full date of birth of CHILD 1, CHILD 2, etc. Complete the addresses of the child(ren) for whom you are seeking custody and year of birth. If you need more room, use the reverse side of the page or an additional sheet of paper. If the child(ren)'s address is confidential because of abuse, complete the Confidential Information Form Abuse Information Addendum.

If you print out the packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.

4. Fill in the date that the current Custody Order was entered.
5. Explain **in detail** the reasons why you feel that the Respondent(s) has/have willfully failed to abide by the current Custody Order. Please be specific. **IF YOU NEED TO IDENTIFY THE CHILD(REN) IN THIS PARAGRAPH, USE CHILD 1, CHILD 2, ETC. DO NOT USE THEIR NAMES.**

On page 7, fill in today's date and sign and print your name on the applicable lines.

Attach a copy of the current Custody Order to the Petition for Contempt.

CONFIDENTIAL INFORMATION FORM

This form must be filed with the Petition for Civil Contempt of a Custody Order.

- Complete the caption as you did for the scheduling order and petition.
- List the date.
- List the initials, full name of the child(ren) and the date of birth of the child(ren). Use one box for each child. Additional pages are provided.
- Sign in the space provided and list the date.
- Print your name, address, telephone number and email address in the space provided **unless your contact information is found on the CIF Abuse Victim Addendum because you are a victim of abuse and the other party is the abuser.**

If you print out the packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.

SELF-REPRESENTED PARTY ENTRY OF APPEARANCE

This form must be filed with the Prothonotary every time you change your address.

1. Complete the caption as you did for the scheduling order and petition. Check whether you are the plaintiff or the defendant. Check the box marked 'custody'.
2. There are three options in this section. **MARK ONLY ONE BOX.**
 - If this is a new custody action, mark the first box and that this is a new case. Move on to question 3.
 - If this is not a new custody action and you have always been self-represented, mark the first box and the box indicating that this is not a new case and move on to question 3.
 - If this is not a new case and you had an attorney represent you in your most recent action, mark the second box of question two and print the name of your attorney. Write the address that you have used to mail this form to your prior attorney.
 - If this is not a new case and you had an attorney represent you in your most recent action and you now want to be self-represented, you can enter your appearance as a self-represented party and sign your name and your attorney can simultaneously withdraw his/her appearance by signing his/her name. Check the third box found in question two.

3. Check the appropriate box.

If you checked that you are the victim of abuse and the other party was the abuser, complete **the CIF Abuse Victim Addendum**.

If you checked that you are not the victim of abuse, complete the address where you would like notices and scheduling orders to be sent.

4. Check the appropriate box.

If you checked that you are the victim of abuse and the other party was the abuser, complete **the CIF Abuse Victim Addendum**.

If you checked that you are not the victim of abuse, list your telephone number and email address.

5. I understand that I must file a new form and confidential information for abuse victim addendum (if applicable) every time my address or telephone number changes.

6. Check the appropriate box.

If you provided a copy of the Self-Represented Entry of Appearance form to attorneys or self-represented parties list the name and address.

If you are a victim of abuse, you acknowledge your understanding that the Confidential Information Form Abuse Victim Addendum **should not** be sent to any attorney or self-represented party but that the Self-Represented Entry of Appearance Form should be sent to any attorney or self-represented party.

SIGN AND DATE the form and file this at the same time you file your scheduling order and petition.

CRIMINAL RECORD/ABUSE HISTORY VERIFICATION

- Complete the caption as you did for the custody complaint.

- The petitioner must file a verification regarding any criminal or abuse history of the petitioner or anyone living in the petitioner's household. At the custody conference, the conference officer will perform an initial evaluation to determine whether the existence of a criminal or abuse history of either party or members of their household pose a threat to the child(ren).
- Follow the directions as found on this form.
- **Information regarding criminal charges are available to the public through the UJS portal at <http://ujportal.pacourts.us>.**

PRIOR COURT INVOLVEMENT STATEMENT

- Complete the caption as you did for the custody complaint.
- If you have another family law case (divorce, support, paternity or protection from abuse action) in Dauphin County, please check the appropriate box(es) and list the docket number(s), the name of the judge who heard this matter and check whether it resulted in a contested hearing or if an agreement was reached without a hearing before a judge.
- Follow the directions found on this form.

CUSTODY- HOW TO OBTAIN A LAWYER

First Contact - CALL MidPenn Legal Services (MPLS) **717-232-0581**
www.midpenn.org 213-A N. Front St. Hbg.

Applicant screened for financial eligibility by MPLS

Not financially eligible

Financially eligible
<125% Fed. Poverty Guidelines*

YWCA Legal Clinic
 Domestic Violence / Sexual Assault victim
 <230% Fed. Pov
 Merit screening*
238-7273

Area Agency on Aging
 > 59 free
255-2790

D. Co Bar Lawyer Referral 232-7536 #2
 Referred to:
 1. Area Agency on Aging if > 59 free 255-2790
 2. Modest Means (\$500 initial retainer) Attorney
 3. Neighborhood Dispute free Mediation **233-8255**
 4. Attorney to hire

Case "conflict" for MPLS?

No Yes

D. Co. Bar Pro Bono Program
 (Free Volunteer Atty.)

If Domestic Violence present

Client interview
 Merit screening*

MPLS Staff Attorney

MPLS priority case*

MPLS non-priority case*

Widener Law School
 Legal Clinic

D. Co. Bar/MPLS
 Custody Clinics

***Merit screening**- Applicant interviewed to determine the legal issues, factual background and parties' positions to assess the level of service required and appropriate referral
 ***MPLS "priority" case** - Involves issues and/or facts which fall within MPLS's policies governing cases to be accepted by the program. Non-priority cases are referred to other legal service providers.
 ***Modest Means Atty.** -Applicant < 200% Fed. Pod. Guideline Income. Pay Atty. \$500 retainer towards reduced \$50 /hr. rate for 1st 10 hours.

***Federal Poverty Income Guidelines:** <http://aspe.hhs.gov/poverty/14poverty.cfm> As of 2/23/15



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Plaintiff (Name of Plaintiff(s) on Current Custody Order)

v.

Defendant (Name of Defendant(s) on Current Custody Order)

: IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA
:
: NO. _____ CV _____ CU
: (Docket Number on Current Custody Order)
: CIVIL ACTION - LAW
: CUSTODY

NOTICE AND ORDER TO APPEAR

A Contempt Petition has been filed against you alleging you have willfully disobeyed an order in the above-captioned custody case.

If you wish to defend against the claim set forth in the Petition, you may but are not required to file in writing with the court your defenses or objections.

Whether or not you file a Reply to the Petition, you must appear in person on _____ at _____ M. 3rd Floor, Suite 300, Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101 before Conference Officer _____.

If the matter is not resolved by the Conference Officer, you will be required to appear before a judge. Children should not attend the conference unless requested by the Custody Conference Officer.

IF YOU FAIL TO APPEAR AT THE CUSTODY CONFERENCE WITHOUT PROPER CAUSE SHOWN, THE CUSTODY CONFERENCE OFFICER SHALL REFER THE MATTER TO THE COURT FOR A CONTEMPT HEARING WHICH CAN RESULT IN THE IMPOSITION OF SANCTIONS INCLUDING FINES, ATTORNEY'S FEES AND COSTS.

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. It also may affect your custody rights and responsibilities for your child(ren).

If any party to this custody action is incarcerated at any stage of the proceedings, the Custody Conference Officer or assigned Judge will make reasonable efforts to arrange for the incarcerated party to participate by telephone or video conference. If you, as an incarcerated party, do not think such arrangements have been made, please contact the Court Administrator's Office at (717) 780-6624 or by mail at 3rd floor, Dauphin County Courthouse, 101 Market Street, Harrisburg, PA 17101.

IF ANY PARTY NEEDS AN INTERPRETER AT EITHER THE CUSTODY CONFERENCE OR TRIAL, PLEASE CONTACT THE COURT ADMINISTRATOR'S OFFICE AT (717) 780-6608 AS SOON AS POSSIBLE OR EMAIL THE REQUEST TO interpreterrequest@dauphinc.org. IT TAKES A MINIMUM OF FIVE DAYS TO SCHEDULE AN INTERPRETER AND FAILURE TO MAKE A TIMELY REQUEST COULD DELAY THE PROCEEDINGS.

FOR THE COURT:

Date _____

By _____
Custody Conference Officer

YOU SHOULD TAKE THIS ORDER TO YOUR LAWYER AT ONCE.

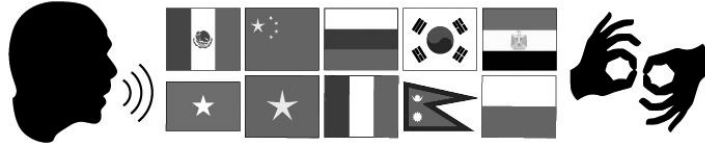
IF YOU DO NOT HAVE A LAWYER AND WANT A LAWYER TO REPRESENT YOU, IMMEDIATELY CONTACT MIDPENN LEGAL SERVICES AT (717) 232-0581 TO OBTAIN

**LEGAL REPRESENTATION OR REFERRAL TO THE DAUPHIN COUNTY BAR ASSOCIATION
LAWYER REFERRAL.**

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Dauphin County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the court, please contact the Court Administrator's Office at (717) 780-6608. All arrangements must be made at least 72 hours prior to any hearing or conference.

Notice of Language Rights



Language Access Coordinator
Dauphin County Court of Common Pleas
101 Market Street, 3rd Floor Court Administrator's Office
Harrisburg, PA 17101
interpreterrequest@dauphinc.org
(717) 780-6640

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

Mandarin/Cantonese Simplified Chinese/普通话/粤语简体中文: 您有权获得免费的口译员服务。若需要口译员，请使用本通知上方提供的联系信息通知法院工作人员。

Mandarin/Cantonese Traditional Chinese/普通話/廣東話繁體中文: 您有權要求免費傳譯服務。如欲要求傳譯服務，請參閱本通知頂部的聯絡資料，通知法庭職員。

العربية/Arabic: يحق لك الحصول على مترجم دون دفع أي تكلفة من جانبك. اطلب مترجم، يُرجى إعلام موظفي المحكمة باستخدام معلومات الاتصال المقدمة في الجزء العلوي من هذا الإشعار.

Russian/Русский: У вас есть право на бесплатные услуги переводчика. Заявка на переводчика подается в суд по адресу, телефону или эл. почте, указанным выше в заголовке этого уведомления.

Vietnamese/Tiếng Việt: Quý vị có quyền được một thông dịch viên giúp mà không tốn chi phí nào cả, xin hãy báo cho nhân viên tòa án dùng thông tin liên lạc có ở trên đầu thông báo này.

Nepali/नेपाली: तपाईंको निःशुल्क रूपमा भाषा अनुवादक राख्न पाउने अधिकार छ। अनुवादकको लागि अनुरोध गर्न, यस सूचनाको माथि दिइएको सम्पर्क जानकारी भरेर अदालतका कर्मचारीहरूलाई जानकारी दिनुहोस्।

Korean/한국어: 귀하는 비용에 대한 부담 없이 통역 서비스를 받을 권리가 있습니다. 통역 서비스를 요청하려면 본 통지서의 상단에 기재된 연락처를 통해 법원 직원에게 알리십시오.

Polish/Polski: Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrócić się o wsparcie ze strony tłumacza ustnego, proszę skontaktować się z pracownikami sądu, korzystając z danych znajdujących się w górnej części niniejszego dokumentu.

Pakistan/پنجابی/Punjabi: تہاڈے کول بغیر ادائیگی کیتیاں اک مترجم حاصل کرن دا حق اے۔ مترجم دی درخواست کرن لئی، میربانی کر کے ایس نوٹس دے اوتے فراہم کیتیاں رابطے دیاں معلومات نوں ورتدیاں عدالت دے عملے نوں اطلاع دوو۔

Punjabi/ਪੰਜਾਬੀ/India: ਤੁਹਾਨੂੰ ਇਕ ਦੁਭਾਸ਼ੀਆ ਹਾਸਲ ਕਰਨ ਦਾ ਹੱਕ ਹੈ, ਜਿਸ ਦੀ ਤੁਹਾਨੂੰ ਕੋਈ ਲਾਗਤ ਨਹੀਂ ਲੱਗੇਗੀ। ਦੁਭਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰਨ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰ ਕੇ ਅਦਾਲਤ ਦੇ ਅਮਲੇ ਨੂੰ ਜਾਣੂ ਕਰਵਾਓ ਤੇ ਇਸ ਲਈ ਇਸ ਨੋਟਿਸ ਦੇ ਸਿਖਰ ਉਤੇ ਦਿੱਤੀ ਸੰਪਰਕ ਜਾਣਕਾਰੀ ਦਾ ਇਸਤੇਮਾਲ ਕਰੋ।

Portuguese/Português: Você tem direito a um intérprete gratuitamente. Para solicitar um intérprete, informe à nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

Somali/Somaali: Waxaad xaq u leedahay in lagu turjumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

Haitian Creole/Kreyòl Avisyen: Ou gen dwa resevwa sèvis yon entèprèt gratis. Pou mande pou yon entèprèt, tanpri fè manm pèsònèl tribinal la konnen lè ou sèvi avèk enfòmasyon an yo te bay ou nan tèt avi sa a.

French/Français: Vous avez le droit de bénéficier gratuitement de l'assistance d'un interprète. Pour en faire la demande, veuillez en informer le personnel du tribunal à l'aide des coordonnées indiquées en haut de page.

Plaintiff (Name of Plaintiff(s) on Current Custody Order)

: IN THE COURT OF COMMON PLEAS
: DAUPHIN COUNTY, PENNSYLVANIA

v.

: NO. ____ CV ____ CU
(Docket Number on Current Custody Order)

Defendant (Name of Defendant(s) on Current Custody Order)

: CIVIL ACTION - LAW
: IN CUSTODY

PETITION FOR CIVIL CONTEMPT OF A CUSTODY ORDER

If you are an abuse victim and do not want to reveal your contact information, you are not required to list your address, telephone number and email address but you must complete a Confidential Information Form (CIF) Abuse Victim Addendum and file this form with the Prothonotary at the same time you file the Petition for Civil Contempt. Write "See CIF Abuse Victim Addendum" on the paragraph instead of listing this information. When you serve the opposing party(ies), do not include the CIF Abuse Victim Addendum. The information contained on the CIF Abuse Victim Addendum will only be available to the Court and Court staff.

AND NOW COMES _____ who
(Your Name(s))

file(s) this Petition for Civil Contempt of a Custody Order and allege(s) as follows:

1. The Plaintiff is _____, residing at

_____, _____, _____ County, PA
(Street Address) (City) (County)
(If confidential, write "See CIF Abuse Victim Addendum")

_____. The Plaintiff's telephone number is _____. The Plaintiff's
Zip Code (If confidential, write "See CIF Abuse Victim Addendum")

email address is _____. The relationship of Plaintiff to the minor
(If confidential, write "See CIF Abuse Victim Addendum")

child(ren) is parent other _____ (please specify).

If there is more than one plaintiff listed in the caption, please complete the following information. If there is only one plaintiff listed in the caption, please skip to question 2.

Additional plaintiffs:

Name: _____ Complete Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

Telephone Number: _____ Email Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

Name: _____ Complete Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

Telephone Number: _____ Email Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

2. The Defendant(s) is/are _____, residing at
(Name of All Other People Who Have Custody Rights)

_____, _____, _____ County, PA _____.
(Street Address) (City) (Zip Code)
(If confidential, write "See CIF Abuse Victim Addendum")

The Defendant's telephone number is _____. The Defendant's email
(If confidential, write "See CIF Abuse Victim Addendum")

address is _____. The relationship of Defendant to the minor child(ren) is
(If confidential, write "See CIF Abuse Victim Addendum")

parent other _____ (please specify).

If there is more than one defendant listed in the caption, please complete the following information. If there is only one defendant listed in the caption, please skip to question 3.

Additional defendants:


Name: _____ Complete Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

Telephone Number: _____ Email Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

Name: _____ Complete Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

Telephone Number: _____ Email Address: _____
(If confidential, write "See CIF Abuse Victim Addendum")

3. The subject child(ren) are:

 SEE CONFIDENTIAL INFORMATION FORM FOR THE COMPLETE NAME AND DATE OF BIRTH OF THE CHILD(REN). DO NOT WRITE THE CHILD(REN)'S NAME OR COMPLETE DATE OF BIRTH ON THIS PETITION. IF YOU HAVE MORE THAN FIVE CHILDREN WHO ARE THE SUBJECT OF THIS CUSTODY ACTION, PLEASE USE THE REVERSE SIDE OF THIS PAGE AND REFER TO THEM AS CHILD 6, ETC. AND LIST THEIR YEAR OF BIRTH.


Child 1 _____
ADDRESS of Child or write "See CIF Abuse Victim Addendum" YEAR of Birth

Child 2 _____
ADDRESS of Child or write "See CIF Abuse Victim Addendum" YEAR of Birth

Child 3 _____
ADDRESS of Child or write "See CIF Abuse Victim Addendum" YEAR of Birth

Child 4 _____
ADDRESS of Child or write "See CIF Abuse Victim Addendum" YEAR of Birth

Child 5 _____
ADDRESS of Child or write "See CIF Abuse Victim Addendum" YEAR of Birth

 The Confidential Information Form and CIF Abuse Victim Addendum (If applicable) must be completed and filed with this civil contempt petition.

7. I have filed a completed the Confidential Information Form and, if relevant, the Confidential Information Form Abuse Victim Addendum with this Petition.

8. The Current Custody Order is attached to this Petition.

WHEREFORE, Petitioner requests that Respondent be held in contempt of court.

Date

Signature of Petitioner

Date

Signature of Petitioner (If more than one petitioner)

VERIFICATION

I, _____, verify that the statements made in this Petition for Civil Contempt of a Custody Order 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.

Date

Signature of Petitioner

Date

Signature of Petitioner (If more than one petitioner)

CERTIFICATION

I, _____, certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Date

Signature of Petitioner

Date

Signature of Petitioner (If more than one petitioner)



**BEFORE YOU FILE THIS PETITION FOR CIVIL CONTEMPT OF
A CUSTODY ORDER WITH THE PROTHONOTARY, MAKE
SURE YOU HAVE COMPLETED THE FOLLOWING FORMS:**

- Confidential Information Form.
- Confidential Information Form Abuse Victim Addendum if you are an abuse victim and do not want to disclose your contact information to anyone but the Court.
- Prior Court Involvement Statement.
- Criminal Record/Abuse History Verification.
- Self-Represented Party Entry of Appearance.

**These forms must be filed with the Prothonotary at the same
time as the Petition for Civil Contempt of a Custody Order.**

PLAINTIFF

vs.

IN THE COURT OF COMMON PLEAS
DAUPHIN COUNTY, PENNSYLVANIA

NO. _____

DEFENDANT

SELF-REPRESENTED PARTY ENTRY OF APPEARANCE

1. I am the Plaintiff Defendant in the above-captioned (**MARK ONE**) custody, divorce, support, protection from abuse, paternity case.
2. This (**MARK ONE**) is is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

OR (check only one box)

- This is **NOT** a new case and _____
(Name of Attorney) previously represented me in this case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case.

I have provided a copy of this form to that attorney listed above at the following address:

- _____
 I am entering my appearance as a self-represented party (sign) _____

My attorney acknowledges his/her withdrawal as my attorney in this case.

(Attorney signature) _____, Esq.

3. Check one box.

- I am a victim of abuse and the other party to this action was the abuser. My address is listed on the Confidential Information Form Abuse Victim Addendum filed along with this Self-Represented Party Entry of Appearance.
- I am not an abuse victim and my address for the purpose of receiving all future pleadings and other legal notices is: _____
I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

4. Check one box.

- I am a victim of abuse and the other party to this action was the abuser. My telephone number and email address are listed on the Confidential Information Form Abuse Victim Addendum filed along with this Self-Represented Party Entry of Appearance.
- I am not the victim of abuse and my telephone number where I can be reached during normal business hours (8:00 a.m. – 4:30 p.m. Monday – Friday) is _____ My email address is _____

5. I UNDERSTAND I MUST FILE A NEW FORM AND CONFIDENTIAL INFORMATION FORM ABUSE VICTIM ADDENDUM (IF APPLICABLE) EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.

6. Check one box.

I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name

Address

Name

Address

I am a victim of abuse and the other party to this action was the abuser. I understand that I should only provide a copy of this form to all other attorneys or self-represented parties **BUT THAT I SHOULD NOT PROVIDE A COPY OF THE CONFIDENTIAL INFORMATION FORM ABUSE VICTIM ADDENDUM TO ANYONE EXCEPT TO THE COURT BY FILING THAT FORM WITH THE APPROPRIATE FILING OFFICE (PROTHONOTARY OR DOMESTIC RELATIONS).**

7. **I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.**

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term

Date

Signature (Your Signature)

CERTIFICATION

I, _____, certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Date

Signature (Your Signature)

PLAINTIFF

IN THE COURT OF COMMON PLEAS
DAUPHIN COUNTY, PENNSYLVANIA

vs.

NO. _____

DEFENDANT

CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of

PRINT NAME

law including 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities that:

1. Unless indicated by my checking the "YES" 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:

Answer		Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
Yes	No					
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2718 (relating to strangulation)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Answer Yes or No		Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2910 (relating to luring a child into a motor vehicle or structure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Answer Yes or No		Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5902(b) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Answer Yes or No		Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual materials and performances)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	23 Pa.C.S. § 6114 (relating to contempt for violation of protection order or agreement)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Driving under the influence of alcohol or controlled substances	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<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 "YES" box next to an item below, neither I nor any other member of my household have a history of violent or abusive conduct, or involvement with a Children & Youth agency including the following:

Answer Yes or No			Self	Other household member	Date
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>	A 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"/>	_____
<input type="checkbox"/>	<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"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Involvement with a Children & Youth Agency or similar agency in Pennsylvania or another jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Where: _____ Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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

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.

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

I verify that the statements made in the Criminal Record/Abuse History Verification are **true and correct to the best of my knowledge, information and 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 and **can be punishable by fine or imprisonment.**

Signature

Printed Name

Plaintiff

v.

Defendant

IN THE COURT OF COMMON PLEAS
DAUPHIN COUNTY, PENNSYLVANIA

NO. _____

CIVIL ACTION - LAW

PRIOR COURT INVOLVEMENT STATEMENT

The following lists all cases involving one or more of the same parties and indicates if a prior matter involved a Conference or a Contested Hearing before a Judge or if an agreed order was entered.

Check all that Apply	Action	Docket Number	Judge	Contested Hearing or Pretrial Conference	Agreement Reached and No Hearing Before a Judge Required
<input type="checkbox"/>	Custody				
<input type="checkbox"/>	Divorce				
<input type="checkbox"/>	Support or APL				
<input type="checkbox"/>	Paternity				
<input type="checkbox"/>	PFA				
<input type="checkbox"/>	This is the first Family Law Matter Filed in Dauphin County involving the above-captioned parties and children.				

Signature (Your Signature)

Date

Name (Print your Name)

CERTIFICATION

I, _____, certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Date

Signature