



WASHINGTON COUNTY COURT OF COMMON PLEAS PRO SE CENTER CUSTODY PACKET

NOTICE

ALL PARTIES INVOLVED IN LITIGATION ARE STRONGLY ENCOURAGED TO SEEK PROFESSIONAL LEGAL ADVICE FROM AN ATTORNEY. Court staff cannot offer any legal advice. The information in this packet is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents.

If you desire to speak with an attorney and do not know one, you should call the Bar Association's Lawyer Referral Service (LRS) at (724)225-6710 to schedule a half-hour consultation with a licensed, insured attorney who has experience in the area of law related to your legal matter. The initial half-hour consultation with the attorney is \$25; any fees beyond the first half-hour should be discussed and agreed upon by you and the lawyer.

If you meet certain income and other qualifications, you may be able to secure an attorney through Southwestern PA Legal Services, at (724) 225-6170.

If you have questions about domestic violence or believe that you may be the victim of domestic violence, we strongly recommend that you contact the *Washington County Women's Shelter* at 724.223.8349.

If you suspect child abuse, please contact *CHILDLINE* at 1.800.932.0313. You can report suspected child abuse 24 hours per day and remain anonymous.

FOR CUSTODY & ORDER

A copy of your current Custody Order should be attached to you Petition.

If you are filing for Contempt, you **MUST** give 3 business days advanced notice in writing.
Motions Court

If the Plaintiff's last name begins with **A-La**, Judge DiSalle will hear motions:

Monday through Thursday in Courtroom Number 3 at 9:00 AM.

Take the completed forms to Motions Court, **no later than** 9:00 a.m. Do NOT be late. Late motions will not be heard. Go into the Courtroom, sign in on the sheet, have a seat and wait your turn.

If the Plaintiff's last name begins with **Lb-Z**, Judge Moschetta-Bell will hear motions:

Monday, Tuesday, and Thursday in Courtroom Number 6 at 9:00 AM

Take the completed forms to Motions Court, **no later than** 9:00 a.m. Do NOT be late. Late motions will not be heard. Go into the Courtroom, have a seat and wait your turn.

Most issues presented in Motions Court require a separately scheduled hearing; therefore, the relief sought may not be granted immediately upon presentation of the motion. The presentation of the motion is not the time to argue the case, but to allow the judge to receive only the information necessary at that time.

SUMMARY OF STEPS:

Before you go to Court:

- #1. Complete the appropriate forms in ink, not pencil. Incomplete forms may be refused. A copy of your current Custody Order should be attached to you Petition.
- #2. You must give the other party and their attorney 3 business days written notice before bringing this petition to Court.

In Court:

- #3. Take **completed** forms to Motions Court, **no later than** 9:00 a.m
- #4. The Judge will consider s the petition and assign a hearing date, if needed. You will then receive the Original.

After you leave Court:

- #5. File the papers in the Prothonotary's Office (1st floor).
- #6. Serve the other party with a copy of the Complaint/Petition and the Order signed by the Judge.
- #7. File either an Affidavit of Service or Acceptance of Service Form with the Prothonotary after service has been done.

**IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY
PENNSYLVANIA**

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

NOTICE OF PRESENTATION

TO: _____

(name & address of the other party)

Please take notice that I intend to present the attached Motion/ Petition on (date)_____ at 9:00.m., before Judge _____, Courtroom No. _____, Washington County Courthouse, Washington, PA. If you wish to oppose the requested relief or action, you should appear at that time and present your objections to the court.

Date _____

Petitioner

CERTIFICATION OF SERVICE

I hereby certify that I have caused to be served a true and correct copy of the attached on the above named defendant at least 7 business days prior to the date of presenting the Motion by way of (check all that apply):

_____ regular mail
_____ certified mail
_____ hand delivery

Petitioner

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY
P E N N S Y L V A N I A

CIVIL DIVISION

_____	:	No. _____
Plaintiff,	:	Civil Action – Law
	:	
vs.	:	Type of Pleading:
	:	Petition for Civil Contempt
	:	
_____	:	Filed on behalf of:
Defendant.	:	
	:	
	:	_____
	:	(Your Name)

Filing Party's Information:

Name: _____

Address: _____

Telephone #: _____

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY
P E N N S Y L V A N I A

Plaintiff,
vs. No. _____

Defendant.

PETITION FOR CIVIL CONTEMPT
FOR DISOBEDIENCE OF
(CUSTODY)(PARTIAL CUSTODY)(VISITATION) ORDER

The Petition of (name) _____ respectfully
represents:

1. That on _____ Judge _____

entered a Custody Order in this matter regarding the minor children:

(NAME OF CHILD(REN))

A true and correct copy of the order is attached to this petition.

2. Respondent has willfully failed to abide by the order because:

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

(Petitioner)

Petitioner's Date of Birth: _____(month, day, year)

VERIFICATION

I, _____, verify that the statements made in this Petition for Civil Contempt are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. Ann § 4904, relating to unsworn falsification to authorities which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Petitioner

Date: _____

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PENNSYLVANIA
CIVIL DIVISION

_____,)
)
Plaintiff,)
)
vs.) No.: 2009-
)
_____,)
)
Defendant.)

NOTICE AND ORDER TO APPEAR

Legal proceedings have been brought against you alleging you have willfully disobeyed an order of court for (custody) (partial custody) (visitation).

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 at Washington County Courthouse, 1 South Main Street, Washington,

Pennsylvania, 15301, on the ____ day of _____, 2009, at _____

o'clock ____.M., in Courtroom No. _____.

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 (custody)(partial custody)(visitation), you may be found to be in contempt of court and committed to jail, fined or both or be subject to additional sanctions including loss of custody time, attorney's fees, and/or costs.

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 OFFICES SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP.

IF YOU CANNOT AFFORD AN ATTORNEY:

IF YOU CAN AFFORD AN ATTORNEY:

SOUTHWESTERN PA LEGAL SERVICES
10 WEST CHERRY AVENUE
WASHINGTON, PA 15301
724-225-6170

LAWYER REFERRAL SERVICE
119 SOUTH COLLEGE STREET
WASHINGTON, PA 15301
724.225.6710

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Washington County, Pennsylvania 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 our office. All arrangements must be made at least 72 hours prior to any hearing.

BY THE COURT:

DATE: _____, J
Revised June 1, 2009

IN THE COURT OF COMMON PLEAS, WASHINGTON COUNTY, PENNSYLVANIA
CIVIL DIVISION

_____))
_____))
Plaintiff,)
_____))
-VS-) No.
_____))
_____))
Defendant.)

AFFIDAVIT OF SERVICE

I, _____, hereby verify that on the ____ day of _____, 2009, I served the Defendant with a true and correct copy of the Petition for Civil Contempt by one of the following methods:

CHECK ONE

1. (____) Service was made by United States Postal Service, first class mail, postage prepaid, certified, restricted delivery, return receipt requested to the Defendant, on the ____ day of _____, 2009. The return receipt signed by the Defendant is attached hereto.
2. (____) The Defendant was personally served with a true and correct copy of the above pleading by hand-delivering the same to the Defendant. Personal service was made at the following location: _____, on the ____ day of _____, 2009 at _____ o'clock __m. by _____(constable)(individual).

I VERIFY THAT THE STATEMENTS MADE IN THIS AFFIDAVIT 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 PERSON MAKING SERVICE