



# **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 \$30; any fees beyond the first half-hour should be discussed and agreed upon by you and the lawyer.

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.

# PETITION FOR CONTEMPT

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

**If you are filing for Contempt, you MUST give 5 business days advanced notice in writing.  
Motions Court**

Effective October 1, 2010, the Court will hold Motions Court only on Fridays at 9:15 a.m. in Courtroom No. 3. Five (5) business days notice shall be required.

## **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/or their attorney 5 business days written notice before bringing this petition to Court.**

### **In Court:**

- 3. Take completed forms to Motions Court, no later than 9:15 a.m.**
- 4. The Judge will consider the petition and assign a hearing date, if needed. You will receive your original Petition back from the Judge's clerk.**

### **After you leave Court:**

- 5. File the papers in the Prothonotary's Office (1<sup>st</sup> floor).**
- 6. Serve the other party with a copy of the 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  
P E N N S Y L V A N I A

CIVIL DIVISION

_____	:	No. _____
	:	
Plaintiff,	:	
	:	Type of Pleading:
vs.	:	<b>Petition for Civil Contempt</b>
	:	
_____	:	Filed on behalf of:
	:	
Defendant.	:	
	:	_____
	:	(Your Name)

Filing Party's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

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

\_\_\_\_\_,  
Plaintiff,  
  
vs.  
  
\_\_\_\_\_,  
Defendant.

:  
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:  
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:  
:

No. \_\_\_\_\_

**NOTICE OF PRESENTATION**

**TO:** \_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
(name & address of the other party)

Please take notice that I intend to present the attached Petition for Contempt on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 9:15 a.m. before Judge DiSalle in Courtroom No. 3, Washington County Courthouse, Washington, Pennsylvania. You should appear at that time.

**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 5 business days prior to the date of presenting the Motion by way of (check all that apply):

\_\_\_\_\_ regular mail  
\_\_\_\_\_ certified mail  
\_\_\_\_\_ hand-delivery

\_\_\_\_\_  
Petitioner



**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.

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner