

## ***PRO SE INSTRUCTIONS FOR FILING A PETITION FOR CONTEMPT***

This packet is designed to assist you in filing a Petition for Contempt. Please read all of the instructions below and be sure to complete **ALL** of the steps. There is a checklist included to help you keep track of the steps.

A self-represented party is expected to follow all state and local rules and procedures. Court personnel cannot give you legal advice. Likewise, court personnel cannot help you fill out these forms. If you have any further questions or need legal advice, you may need to speak to an attorney. You can also go to <http://www.pacourts.us/learn/representing-yourself/custody-proceedings> for further information about representing yourself in a custody matter.

- 1) Fill out all pages of the Petition for Contempt and the [Criminal Record/Abuse History Affidavit](#). Take your time and print very neatly. Remember, this pleading will become an original Court document.
- 2) Fill out the **top portion only** of the proposed Order of Court. Do not fill out anything below the words “Order of Court”. If your request for a hearing is granted, the Judge will sign this Order and the Court will fill in the conference date and time, which will later be mailed to you.
- 3) Complete the attached Confidential Information Form providing the child(ren)’s full name(s) and date(s) of birth, if this information has been omitted as confidential information in your Petition for Contempt.
- 4) Petitions for Contempt are presented during Motion Court of the Judge assigned to your custody action. Prior to giving notice to the opposing party, you should make sure Motion Court is scheduled for the day you wish to present your Petition for Contempt. You can access this information by going to the County’s website (<https://www.butlercountypa.gov/>), hover over “Courts”, then click on “Court Administration”, and finally click on “Detailed Court Calendars”. Scroll down to “Motions Court” for specific information. (You may also call the office at 724-284-5200).

You must follow the Butler County guidelines for [Family Court Motion Court Practice](#). You **MUST** give notice of this Petition to the opposing party. (See #6 below for instructions on service).

Fill out the [Motion Court Cover Sheet](#) in full and make sure to include the date you are planning to appear at Motion Court in Section I.

If you feel that your Petition is of an emergency nature, you may contact the Prothonotary’s Office for guidance in presenting your Petition outside of normal Motion Court protocol.

5) Assemble your **completed** paperwork in the following order:

- Motion Court Cover Sheet
- Proposed Order of Court
- Petition for Contempt
- Criminal Record/Abuse History Affidavit

- Make a copy of this entire packet to serve on the opposing party/parties. You must also serve them with a blank Criminal Record/Abuse History Affidavit.

6) You **MUST** give the opposing party/parties notice that you are filing this Petition at least Five (5) days prior to the date that you are presenting your Petition in Motion Court. You must follow the PA Rule of Civil Procedure 1915.12(d) for service, by giving the opposing party/parties a copy of the paperwork by regular mail, service by the Sheriff's Office or by personal service. Complete the Affidavit of Service by filling out the section which corresponds to the method you used to serve the opposing party/parties.

7) You will need to appear at the correct Motion Court according to your Judge assignment with the following **original** documents:

- Completed packet from #5 above,
- Confidential Information Form, if applicable, and
- Affidavit of Service

8) It is your choice as to whether or not to have an attorney present at Motion Court. You will need to dress appropriately and appear early at the courtroom to sign in with Court personnel. Court personnel will need to know what you are presenting to the Judge and whether it has been consented to or is being contested.

9) The Judge may do one of the following:

- a) Dismiss your Petition for Contempt and no further action is taken,
- b) Schedule a pre-hearing conference (15 minutes) before the Judge,
- c) Schedule a conference before the Custody Conciliator, or
- d) Schedule a Hearing before the Judge.

10) There is no filing fee for a Petition for Contempt; however, there may be other Court costs if the Judge directs the matter to be heard by the Custody Conciliator.

# CUSTODY CONTEMPT CHECK LIST

Read each step completely and check off the step once it has been completed.

\_\_\_\_\_ 1. I have filled in (**please print**) the required information on the:

- \_\_\_\_\_ Petition for Contempt;
- \_\_\_\_\_ Criminal Record/Abuse History Affidavit;
- \_\_\_\_\_ Proposed Order of Court;
- \_\_\_\_\_ Confidential Information Form, if needed; and
- \_\_\_\_\_ Motion Court Cover Sheet

\_\_\_\_\_ 2. I have picked a date to present my Petition to the assigned Judge in my case and have checked with the Butler County Court Administrator's office to make sure the Judge is available on that date.

\_\_\_\_\_ 3. I have made copies of my original completed paperwork outlined in Paragraph #5 of the Instructions, to serve on the opposing party/parties.

\_\_\_\_\_ 4. I have sent the above copies to each Respondent, either by regular mail, by using the Sheriff's Office to serve the Respondent(s), or by having someone else hand it to the Respondent(s).

\_\_\_\_\_ 5. I have filled out the **Affidavit of Service Form**, which indicates how I served the Respondent(s), and, if applicable, the person who personally served the Respondent(s) has filled out the Verification of Service section of the Affidavit of Service Form.

\_\_\_\_\_ 6. I will attend the assigned Motion Court and will bring with me the original **Motion Court Cover Sheet, proposed Order of Court, Petition for Contempt and Criminal Record/Abuse History Affidavit**. I will also bring the original **Confidential Information Form**, if applicable, and the original **Affidavit of Service Form**.



5. Petitioner has attached the Criminal Record/Abuse History Affidavit required pursuant to Pa.R.C.P. 1915.3-2.

WHEREFORE, Petitioner requests that \_\_\_\_\_ be held in contempt of Court.

I verify that the statements made in this Petition 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.

\_\_\_\_\_  
Petitioner's Signature



## Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers

2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.

3. Driver License Numbers

4. State Identification (SID) Numbers

5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.

6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible. If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

## CONFIDENTIAL INFORMATION FORM

*Public Access Policy of the Unified Judicial System of Pennsylvania:  
Case Records of the Appellate and Trial Courts  
204 Pa. Code § 213.81  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)*

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_.

Pursuant to the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____ (full name of minor) and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____ (full name of minor) and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>



Additional page(s) attached. \_\_\_\_\_ total pages are attached to this filing.

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.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

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

Attorney Number: (if applicable) \_\_\_\_\_

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

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

\_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.**

Additional page (if necessary)

<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<p>_____ (full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____</p> <p>_____ (full name of minor) and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____</p> <p>_____ (full name of minor) and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID SID ____</p>
<p>_____ (full name of adult)</p> <p style="text-align: center;">OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of _____</p> <p>_____ (full name of minor) and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID SID ____</p>

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

\_\_\_\_\_  
vs.  
\_\_\_\_\_ : F.C. #  
:  
:  
:  
:  
:

**AFFIDAVIT OF SERVICE**

My name is \_\_\_\_\_.  
My address is \_\_\_\_\_.

**Motion Court Cover Sheet, proposed Order of Court, Petition for Contempt  
and Criminal Record/Abuse History Affidavit**

\_\_\_\_\_ I do hereby verify that I served a true and correct copy of the above forms, which were filed in the above-captioned matter, upon the Respondent(s) \_\_\_\_\_ by first class mail, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, addressed as follows:

**-OR-**

\_\_\_\_\_ I do hereby verify that I presented a certified copy of the above forms to the Sheriff's Office to be served upon the Respondent(s).

**-OR-**

**VERIFICATION OF SERVICE**

\_\_\_\_\_ I do hereby verify that \_\_\_\_\_ personally handed a certified copy of the above forms to the Respondent(s).

Date and time of service: \_\_\_\_\_

Location of service: \_\_\_\_\_

\_\_\_\_\_  
Signature of person providing service

I verify that the statements made in this verification are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. § 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Petitioner