

County of Susquehanna

Self-Help/Pro Se Packet

ENFORCING A CUSTODY ORDER

This packet is to be used to enforce a Susquehanna County custody order.

If you **do not** have an existing custody case in Susquehanna County, and you wish to obtain a custody order, please use the Obtaining a Custody Order packet. If you have an existing custody case in Susquehanna County, and you wish to modify an existing custody order, please use the Modification of a Custody Order packet.

DISCLAIMER

Court and Prothonotary's Office staff are not able to give you legal advice or help you fill out/complete these forms. 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. Even if you fully complete and submit these forms, this does not mean that the court will decide the case in your favor. If you want to obtain the services of an attorney but do not know whom to contact, please call North Penn Legal Services (570) 265-6127. A list of Attorneys Practicing in Susquehanna County Available for Consultation can be obtained by inquiring with the Prothonotary.

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TABLE OF CONTENTS

- I. General Information
 - A. Introduction
 - B. Legal Definitions
 - C. Custody Factors
 - D. Confidential Information
 - E. Criminal Convictions, Charges, and Abuse
 - F. Rules of Civil Procedure
 - G. Basic Procedure
 - H. Service
 - I. Enforcing a Custody Order
 - J. Modifying a Custody Order
 - K. Obtaining a Custody Order
 - L. Relocation
- II. Instructions
 - A. Completing the CERTIFICATE OF COMPLIANCE
 - B. Completing the CONFIDENTIAL INFORMATION FORM
 - C. Completing the ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
 - D. Completing the NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT
 - E. Completing the PETITION FOR CIVIL CONTEMPT FOR DISOBEDIENCE OF CUSTODY ORDER
 - F. Completing the Petitioner's CRIMINAL RECORD / ABUSE HISTORY VERIFICATION
 - G. Completing the Respondent's CRIMINAL RECORD / ABUSE HISTORY VERIFICATION
 - H. Making copies, creating envelopes, and filing with the Prothonotary
 - I. Service
- III. Checklist for Enforcing a Custody Order
- IV. Forms
 - A. Form #1-CERTIFICATE OF COMPLIANCE
 - B. Form #2- CONFIDENTIAL INFORMATION FORM
 - C. Form #3 – ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
 - D. Form #4 – NOTICE AND ORDER TO APPEAR
 - E. Form #5 – PETITION FOR CIVIL CONTEMPT
 - F. Form #6 – Petitioner's CRIMINAL RECORD / ABUSE HISTORY VERIFICATION
 - G. Form #7 – Respondent's CRIMINAL RECORD / ABUSE HISTORY VERIFICATION
 - H. Form #8 – Affidavit of Service (Certified Mail)
 - I. Form #9 – Affidavit of Service (By Third Party)
 - J. Form #10 – Acceptance of Service

GENERAL INFORMATION

A. Introduction

1. This packet of information has been created by members of the Adams County Bar Association. These materials are intended to assist individuals involved in a custody action by providing general information and legal forms. **IT IS HIGHLY RECOMMENDED THAT YOU HIRE AN ATTORNEY TO REPRESENT YOU IN ANY CUSTODY ACTION.** The information provided herein is not legal advice and is not to be used as a substitute for professional legal advice.

B. Legal Definitions

1. **Custody** means the legal right to keep, control, guard, care for and preserve a child and includes the terms "legal custody," "physical custody," and "shared custody."
2. **Legal Custody** is the right to make major decisions on behalf of the child, including, but not limited to, medical, religious and educational decisions.
 - i. **Sole Legal Custody:** The right of one individual to exclusive legal custody of the child.
 - ii. **Shared Legal Custody:** The right of more than one individual to legal custody of the child.
3. **Physical Custody** is the actual physical possession and control of a child. When a person has physical custody of the children, regardless if they have legal custody, they can make decisions regarding the child's health in an emergency situation. There are different types of physical custody schedules, including:
 - i. **Primary Physical Custody:** The right to assume physical custody of the child for the majority of the time. Child(ren) live with one party for the majority of the time.
 - ii. **Shared Physical Custody:** The right of more than one individual to assume physical custody of the child, each having significant periods of physical custodial time with the child. Child(ren) live with each party for an equal or substantially equal amount of time.
 - iii. **Partial Physical Custody:** The right to assume physical custody of the child for less than a majority of the time. Child(ren) live with one party some of the time but not the majority of the time. A common example is when one party has the children every other weekend from Friday to Sunday, and occasionally one day during the week that they do not receive the child(ren) on the weekend.
 - iv. **Sole Physical Custody:** The right of one individual to exclusive physical custody of the child.
 - v. **[Visitation]:** Pennsylvania no longer uses the term Visitation. Partial Physical Custody, defined above, is equivalent to Visitation as defined in some states.

- vi. **Supervised Physical Custody:** Custodial time during which an agency or an adult designated by the court or agreed upon by the parties monitors the interaction between the child and the individual with those rights.
- 4. **Relocation:** A change in a residence of the child which significantly impairs the ability of a non-relocating party to exercise custodial rights.
- 5. Further information about the preceding legal definitions and about custody law may be found in the statutes that govern custody, Title 23 Pa. Consolidated Statutes Sections 5321 to 5340 (23 Pa.C.S. §§ 5321 – 40), and in the Pennsylvania Rules of Civil Procedure, Pa.R.C.P. 1915.1 – 1915.25.

C. Custody Factors

- 1. In ordering any form of custody, the Court shall determine the best interest of the child by considering all relevant factors, giving weighted consideration to those factors which affect the safety of the child, including:
 - i. Which party is more likely to encourage and permit frequent and continuing contact between the child and another party.
 - ii. The present and past abuse committed by a party or member of the party's household, whether there is a continued risk of harm to the child or an abused party and which party can better provide adequate physical safeguards and supervision of the child, and the information set forth in 23 Pa.C.S. § 5329.1.
 - iii. The parental duties performed by each party on behalf of the child.
 - iv. The need for stability and continuity in the child's education, family life and community life.
 - v. The availability of extended family.
 - vi. The child's sibling relationships.
 - vii. The well-reasoned preference of the child, based on the child's maturity and judgment.
 - viii. The attempts of a parent to turn the child against the other parent, except in cases of domestic violence where reasonable safety measures are necessary to protect the child from harm.
 - ix. Which party is more likely to maintain a loving, stable, consistent and nurturing relationship with the child adequate for the child's emotional needs.
 - x. Which party is more likely to attend to the daily physical, emotional, developmental, educational and special needs of the child.
 - xi. The proximity of residences of the parties.
 - xii. Each party's availability to care for the child or ability to make appropriate child-care arrangements.
 - xiii. The level of conflict between the parties and the willingness and ability of the parties to cooperate with one another. A party's effort to protect a child from abuse by another party is not evidence of unwillingness or inability to cooperate with that party.

- xiv. The history of drug or alcohol abuse of a party or member of a party's household.
- xv. The mental and physical condition of a party or member of a party's household.
- xvi. Any other relevant factor.

D. Confidential Information

1. The second form in this packet is the Confidential Information Form (Form #2). There is certain information that is deemed confidential. The Confidential Information Form is designed to protect this confidential information and to prevent the public from accessing this information. Any confidential information should NOT be placed on any documents filed with the Court, other than the Confidential Information Form (Form #2).

What is considered confidential information?

- i. Confidential Information that pertains to custody actions:
 - Child's Names and Dates of Birth
 - Abuse Victim's Address and Other Contact Information in family court actions (Including: employer's name, address, and work schedule).
 - a. An Abuse Victim is anyone who has been granted a protective order pursuant to the Protection from Abuse Act or the Protection for Victims of Sexual Violence or Intimidation Act.
- ii. How to fill out the Order of Court (Form #4):
 - The Order of Court will ask you to fill in the name(s) of the child(ren). You should put the initials of the child(ren) on this form.
- iii. How to fill out the Petition for Contempt (Form #5):
 - Fill out the Petition for Contempt, listing the initials and year of birth for each child. You should place your child's full name and full date of birth on the Confidential Information Form, which you will file with the Petition for Contempt. This information is considered confidential and the public should not be able to access your child's full name and full date of birth.
- iv. If you are an Abuse Victim and have a protective order:
 - You should place "AV Contact Information" anywhere your address, phone number, employer's name, employer's address, or any other contact information is requested. This will indicate to the Court that this information is confidential and that it can be found only on the Confidential Information Form.

E. Criminal Convictions and Charges

1. Where a party seeks any form of custody the Court shall consider whether that party or member of that party's household has been convicted of or has pleaded guilty or no contest to any of the offenses listed below or an offense in another jurisdiction substantially equivalent to any of the offenses listed below. The Court shall consider such conduct and determine that the party does not pose a threat of harm to the child before making any order of custody to that parent when considering the following charges:

Criminal homicide, aggravated assault, terroristic threats, stalking, kidnapping, unlawful restraint, false imprisonment, luring a child into a motor vehicle or structure, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, sexual intercourse with animals, offenses relating to sex offenders, arson, incest, concealing death of child, endangering welfare of children, offenses relating to dealing in infant children, prostitution, offenses related to obscene and other sexual materials and performances, corruption of minors, sexual abuse of children, unlawful contact with minor, sexual exploitation of children, contempt for violation of a permanent or temporary Protection From Abuse Order or agreement, driving under the influence of alcohol or controlled substance, driving after imbibing alcohol or utilizing drugs, and offenses related to The Controlled Substance, Drug, Device and Cosmetic Act prohibiting manufacture, sale or delivery, holding, offering for sale or possession of any controlled substance or other drug or device.

2. Where a party seeks any form of custody subject to the examination of the parties, the Court shall determine:
 - i. With respect to child abuse under Chapter 63 (relating to child protective services) or a child who is a victim of a crime under 18 Pa.C.S. (relating to crimes and offenses) which would constitute abuse under Chapter 63: Whether the child is the subject of an indicated or founded report of child abuse; Whether a party or a member of the party's household has been identified as the perpetrator in an indicated or founded report of child abuse; the date and circumstances of the child abuse; and the jurisdiction where the child abuse investigation took place.
 - ii. With respect to child protective services or general protective services under Chapter 63: Whether a party or a member of a party's household has been provided services; the type of services provided; the circumstances surrounding the provision of services; the status of services; the date the services were provided; and the jurisdiction where the services were provided.
3. If you have obtained information about a criminal charge filed against the other party for an offense listed above, you may move for a temporary Custody Order

or modification of an existing Custody Order. The Court must schedule an expedited hearing and the Court shall consider whether the party who is or has been charged with an offense poses a risk of physical, emotional or psychological harm to the child.

4. You can find out information about pending criminal charges, criminal convictions, guilty pleas and no contest pleas in Pennsylvania several ways. A law known as the "Jen & Dave Program" provides information that can be obtained for free from a website link on the program's site, <http://www.jendaveprogram.us>. Another alternative is to log on to the Web Portal for the Unified Judicial System of Pennsylvania at <http://ujportal.pacourts.us/>. Once on this website, you can look up the dockets for all minor courts (Magisterial District Judges) and Common Pleas Courts in Pennsylvania. If you have correctly spelled the last name of the individual, you can find out if there are convictions or charges pending against the individual in all counties in Pennsylvania.
5. Criminal Record / Abuse History Verification
 - i. A party must file and serve with any Petition for Civil Contempt a Verification regarding any criminal record or abuse history of that party and anyone living in that party's household. The party must attach a blank Verification form to a Petition served upon the other party. The party served must file with the court a Verification regarding his or her own criminal record or abuse history and anyone living in his or her household on or before the initial in-person contact with the court, but not later than 30 days after service of the Petition. A party's failure to file a Verification may result in sanctions against that party. If a trial is scheduled, both parties shall file and serve updated Verifications five days prior to trial.

F. Rules of Civil Procedure

1. A copy of the Pennsylvania Rules of Civil Procedure can be obtained online at <https://www.pacode.com/secure/data/231/chapter1915/chap1915toc.html>. The applicable rules of court are Rules 1915.1 through 1915.25 of the Pennsylvania Rules of Civil Procedure.

G. Basic Procedure

1. This packet contains forms and instructions on how to enforce an already existing Custody Order. If there is no Custody Order involving the children or if you want to request that a Judge modify the existing Custody Order, then you should not use this packet but rather you should obtain one of the other packets – Obtaining a Custody Order or Modification of a Custody Order in the Self Help room near the Prothonotary's Office of the Susquehanna County Courthouse (where you obtained these forms).

H. Service

1. **STOP!! READ THE FOLLOWING PARAGRAPH CAREFULLY!**

2. The Pennsylvania Rules of Civil Procedure require that **all documents** (including Petitions, Complaints and Orders) that you file with the Court **must be served** by you on the other party, or their attorney of record, if any. This includes any Orders you receive scheduling an appearance before the Judge as a result of your filing. Although the Prothonotary's Office may send a copy of a Scheduling Order to the parties, **THIS IS NOT SERVICE. If you do not properly serve all other parties, your case may be delayed, or even dismissed.** This packet includes information on how to properly serve the other party.

I. Enforcing a Custody Order

1. You can initiate a custody enforcement action by yourself or through an attorney. You can request enforcement of a Custody Order whether you are the Plaintiff or Defendant in the current Order. If you were the Plaintiff or Defendant in the original Order, you are still the Plaintiff or Defendant for this enforcement petition or for any other matter concerning this custody case.
2. If someone violates the provisions of a Custody Order, then you can file a Petition for Civil Contempt along with a Notice and Order to Appear. You must complete various documents that need to be filed with the Prothonotary's Office. After the Court receives all of your properly filed documents, a custody conference will be scheduled by Court Order. You must then pick up the Court Order that schedules the custody conference from the Prothonotary, as well as your Petition for Civil Contempt and then you must properly serve or provide a copy of these documents to the other side and prove, by filling out and filing an appropriate document, that you served the other side. If necessary, a custody contempt hearing will be scheduled at the same time as the custody conference.
3. At the hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. If someone violates a Custody Order, they can be subject to a fine and/or imprisonment. Additionally, the Court may modify or change the Custody Order.
4. **What is a Custody Conference?** In Susquehanna County, the first time that you come to Court in a custody case will not be a trial, unless a Judge has signed an Order that says otherwise. Normally, the first time that you come to Court will be for a Custody Conference.

- i. A Custody Conference is held for the following reasons:
 - To make the Judge familiar with your custody case.
 - To have you and the other party meet with the Judge and tell the Judge what the case will be about if there is a trial.
 - To find out whether it is possible for everyone in the case to agree to a custody schedule without having a trial.
 - To have the Judge establish a custody schedule between the time of the conference and the time of the custody trial if the parties are unable to resolve their difference by agreement.
- ii. You will need to attend the custody conference at the date, time and place set forth in the Court Order. The Court will determine whether the parties can agree on an appropriate custody schedule. If no agreement is reached the Court will order a temporary custody arrangement and set a date and time for a hearing.

5. What is a Custody Hearing?

- i. At the trial, you will present witnesses and exhibits in support of your request for custody. At the end of the hearing, the Court will enter an Order resolving the custody dispute.
- ii. If you are not able to resolve the contempt issue at the custody conference, and the Judge schedules a hearing, you may do a great disservice to yourself and your children if you do not consult with and hire a licensed attorney. If you end up having a hearing before the Judge and do not have an attorney representing you, you will be considered to have all the knowledge and training of a lawyer during the hearing.
- iv. If the other side does not have a lawyer at the hearing and you do not have a lawyer, the Judge may, but is not required to, be more understanding of the situation and may relax some of the formal rules that govern how the hearing is conducted. If, however, you do not have a lawyer and the other side has a lawyer at the trial, you may become very frustrated and feel defeated by the process. To prevent this from happening, you really should hire a lawyer if a custody hearing is scheduled.

J. Modifying a Custody Order

1. If a Custody Order already exists but circumstances have changed, then you can file a Petition for Modification along with an Order of Court. The Court will schedule a date and time for a hearing by Court Order. These documents must be properly served on all parties and proper documentation of service must be submitted to the Court. At the hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. If the Court determines that the modification is warranted, then a new Court Order will be issued. The Modification of Custody Order Packet is available for your use regarding modifying a Custody Order should the need arise, and can be obtained in the Self Help room near the Prothonotary's Office of the Susquehanna County Courthouse (where you obtained these forms).

K. Obtaining a Custody Order

1. If no Custody Order exists concerning the children, then you are required to file a Custody Complaint along with an Order of Court that schedules a custody conference. The Court will schedule a date and time for a conference and, if necessary, a hearing by Court Order. These documents must be properly served on all parties and proper documentation of service must be submitted to the Court. At the hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. Thereafter the Court will enter an Order regarding custody. Information on starting a custody case is available in the Obtaining a Custody Order Packet, which can be obtained in the Self Help room near the Prothonotary's Office of the Susquehanna County Courthouse (where you obtained these forms).

L. Relocation

1. If one party wants to move, and the change in residence of the child will significantly impair the ability of the non-relocating party to exercise custodial rights, the moving party must file a Notice of Proposed Relocation no later than 60 days before the move. In certain circumstances, this Notice can be filed later than 60 days before the move. Relocation is complicated and it is strongly suggested that you talk to an attorney if you plan to relocate with the child or if the other party plans to relocate with the child.

INSTRUCTIONS

If you have not already done so, prior to beginning this Section, please detach the forms at the end of this packet. Please note that these forms at the end of the packet are in the same order as these instructions.

You must use forms #1, #2, #3, #4, #5, #6, and #11, and either form #8, #9, or #10.

A checklist is provided for you to chart your progress. The checklist is arranged in chronological order. Please refer to the checklist as you complete the materials in this packet.

A. Instructions for completing the CERTIFICATE OF COMPLIANCE FORM-Form #1

1. CAPTION

- i. Print your name on the Plaintiff line and the name of the other parent(s) or guardian(s) of the child(ren) on the Defendant line(s).
- ii. The line for the Case No. should be filled in with the same case number that's on your existing Order.

2. Sign and date the form. THE INSTRUCTIONS FOR THE OTHER DOCUMENTS IN THE PACKET WILL INDICATE WHEN YOU NEED TO PRINT OUT, FILL OUT, AND FILE THIS DOCUMENT WITH THE OTHER DOCUMENTS.

- i. For example: When you fill out the Petition for Contempt form, you must also fill out and file the Certificate of Compliance form and attach the Certificate of Compliance form to the back of the Petition for Contempt form.

B. Instructions for completing the CONFIDENTIAL INFORMATION FORM- Form #2

1. CAPTION

- i. This should appear exactly as the caption looks on the original Custody Complaint or the current Custody Order. Remember, if you were the Plaintiff or Defendant when you originally went to Court you remain the Plaintiff or Defendant.
- ii. Print the name of the Plaintiff(s), the Defendant(s), and the case number of the existing Order.

1. BOX 1 (page 1 and 3 of Form #1)

- i. Print the initials and the full name of the first minor child where the form states "This information pertains to a minor with the initials of ____ and the full name of ____."
 - ii. This form provides enough space for two minor children. If you have additional minor children, then you will need to use the third page of the form with the heading "Additional page (if necessary). If you have more than four minor children, then you will need to make copies of the Additional Page and include them with the Confidential Information Form. You will repeat step (i) for each minor child.
2. If you are an abuse victim, then please complete the Abuse Victim Addendum in step 4.

3. If you are not an abuse victim, then you should sign and date the second page of the Confidential Information Page. You will also need to include your printed name, address, telephone, and email address.
4. **NOTE:** Please note that the second page of the Confidential Information Form, the Certification of Compliance, **MUST** be filed with every filing, regardless of whether the filing includes any confidential information or not.

5. **ABUSE VICTIM ADDENDUM**

- i. If you have been granted a protective order pursuant to the Protection from Abuse Act or the Protection for victims of Sexual Violence or Intimidation Act, then you should include this form with the Confidential Information Form.
- ii. First, you should check which type of family court action this applies to. In this case, you will check "Child Custody."
- iii. In the first block on the first line you should print your full name. On the second line you should print the case number of the Protection Order you received. This is not the Child Custody docket number. This is a separate docket number that will appear in the caption of the Protection Order you received. On the third line you should print the Court or County in which you received the Protection Order.
- iv. In the second block you should print your address, your Employer's Name and Address, your Work Schedule, and any Other Contact Information.
- v. There is also an additional Abuse Victim Addendum page, if you have additional information that will not fit on the first Abuse Victim Addendum page.
- vi. Once you have completed the Confidential Information Form and the Abuse Victim Addendum, then you should sign and date the second page of the Confidential Information Page. You must also include your printed name, address, telephone, and email address, so the Court can reach you.

C. **Instructions** for completing the ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY – Form #3.

1. **CAPTION**

- i. This should appear exactly as the caption looks on the original Custody Complaint or the current Custody Order. Remember, if you were the Plaintiff or Defendant when you originally went to Court you still remain the Plaintiff or Defendant.
- ii. Print the name of the Plaintiff(s), the Defendant(s), and the case number of the existing Order.

2. **PARAGRAPH 1**

- i. Check the box indicating whether you are the Plaintiff or Defendant.

3. **PARAGRAPH 2**

- i. Check the box indicating that this is a custody case.

4. **PARAGRAPH 3**

- i. Check the box next to "a" to indicate that you are representing yourself in this custody case.

5. **PARAGRAPH 4**

- i. State your name, address, and telephone numbers in the spaces provided, or an alternate address and phone number where you may be served by mail and contacted by telephone.

6. **PARAGRAPH 5**

- i. Sign and date the ENTRY OF APPEARANCE.

7. **CERTIFICATE OF COMPLIANCE (Form #1):** Fill in the caption of the Certificate of Compliance. Then sign and date the Certificate of Compliance. This document is to be attached to the back of the Entry of Appearance. File the completed Entry of Appearance, with the Certificate of Compliance attached to the back, with the Prothonotary.

8. The ENTRY OF APPEARANCE must be filed in the Prothonotary's Office and you must file a new form every time your address or telephone number changes.

D. **Instructions** for completing the NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT – Form #4. The NOTICE AND ORDER TO APPEAR has blank spaces and boxes for you to fill in the appropriate information or select an option. Below is a step by step guide for completing the NOTICE AND ORDER TO APPEAR.

1. **CAPTION**

- i. This should appear exactly as the caption looks on the original Custody Complaint or the current Custody Order. Remember, if you were the Plaintiff or Defendant when you originally went to Court you still remain the Plaintiff or Defendant.
- ii. Print the name of the Plaintiff(s), the Defendant(s), and the case number of the existing Order.

2. **RESPONDENT'S NAME**

- i. On the space provided, print the name of the person, either Plaintiff or Defendant in the caption of the Court Order in this case, who is alleged to have violated the Order. This person is the Respondent. The Respondent is the person that you want to appear before the Judge.

3. **DATE OF COURT ORDER DISOBEYED**

- i. Write the date of the Court Order alleged to have been disobeyed on the line provided. **NOTE:** The Third Paragraph should be left blank because the Court will complete this portion when a conference is scheduled.

DO NOT FILL IN ANYTHING FURTHER.

THE COURT WILL FILL IN THE DATE, TIME AND PLACE FOR THE CONTEMPT CONFERENCE.

AFTER THE COURT FILLS IN THE DATE, TIME AND PLACE FOR THE CONTEMPT CONFERENCE, THE "NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT" WILL BE SENT DOWN TO THE PROTHONOTARY.

ONCE THE PROTHONOTARY RECEIVES THE COURT ORDER, YOU MUST PICK UP COPIES OF THE ORDER AND SERVE THE "NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT," YOUR "ENTRY OF APPEARANCE," YOUR "PETITION FOR CIVIL CONTEMPT," YOUR "PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION," AND BLANK "RESPONDENT'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION" ON ALL OTHER PARTIES. NEITHER THE COURT NOR THE PROTHONOTARY WILL SERVE THESE DOCUMENTS FOR YOU. ALTHOUGH THE PROTHONOTARY MAY MAIL A COPY OF THE ORDER TO THE PARTIES, THIS IS NOT SERVICE!

PLEASE FOLLOW THE INSTRUCTIONS REGARDING SERVICE IN THIS SECTION.

IF YOU DO NOT SERVE THESE DOCUMENTS, OR IF YOU DO NOT SERVE THESE DOCUMENTS CORRECTLY, THEN YOUR CASE MAY BE DELAYED OR EVEN DISMISSED.

E. Instructions for completing the PETITION FOR CIVIL CONTEMPT – Form #5. The PETITION FOR CIVIL CONTEMPT has blank spaces and boxes for you to fill in the appropriate information or select an option. Below is a step-by-step guide for completing the PETITION.

1. CAPTION

- i. Print the names of the Plaintiff(s), the Defendant(s), and the case number. This should appear exactly as the caption looks for the current ORDER OF COURT that you want to have enforced.

2. EMERGENCY ORDER REQUESTED

- i. If you believe the circumstances in your case require the Court's immediate attention, please check "Yes" in the box provided.
- ii. Check "Yes" ONLY if you have an emergency situation which requires an immediate Court Order AND which can not wait until a normally scheduled conference – usually held in about three weeks. Check "Yes" ONLY in the most extreme situations such as when the other parent is threatening to leave the area with the child and permanently hide the child from the Court or the other parent.

- iii. Please also complete PARAGRAPH 8 Request for Emergency Order (see instructions below).
- iv. Check "No" if this is NOT an emergency situation. Do NOT complete PARAGRAPH 8 if you checked "No." Threatening to prevent a regularly scheduled weekend visit, for example, should not be considered an emergency situation, but should instead be considered a valid basis for a Petition for Contempt.

3. PARAGRAPH 1: YOUR NAME and ADDRESS

- i. Print your name and your current address. If you have a separate mailing address, include that information as well.

4. PARAGRAPH 2: INFORMATION REGARDING THE CHILD(REN)

- i. Indicate by checking the appropriate box if you are the mother, father or have another relationship with the child(ren). Also print the initials of the child(ren), and their year(s) of birth.

5. PARAGRAPH 3: THE RESPONDENT'S NAME AND ADDRESS

- i. Print the name of the respondent and indicate by checking the appropriate box if he/she is the mother, father, or has another relationship with the child(ren). Include his/her current address. If the respondent has a separate mailing address, include that information as well.

6. PARAGRAPH 4: CURRENT COURT ORDER

- i. Write the date of the current Court Order and the name of the County and State of the court that issued that Order. Also, indicate by checking the appropriate box if the Order granted you legal custody, physical custody, and/or other. Attach a copy of that Order to your Petition.

7. PARAGRAPH 5: DESCRIPTION OF VIOLATION

- i. Write the details of the alleged violation of the Order.

8. PARAGRAPH 6

- i. Write the date on which you last visited with the child(ren).

9. PARAGRAPH 7

- i. Print the name of the person who you believe has violated the Court Order. Also, write the date of the Court Order.

10. PARAGRAPH 8: REQUEST FOR EMERGENCY ORDER

- i. Complete this section only if you have checked "Yes" to Emergency Order Requested on Page 1 of Form #3. Describe in detail the emergency situation which needs the Court's immediate attention. Be sure to complete PARAGRAPH 9 with Emergency Contact Information for all parties.

11. PARAGRAPH 9: EMERGENCY CONTACT INFORMATION

- i. Please include Emergency Contact Information for both the Plaintiff and the Defendant(s).

12. PARAGRAPH 10

- i. Attach the completed Petitioner's Criminal Record / Abuse History Verification form to the Petition.

13. FOR THESE REASONS

- i. Print the name of the person who you believe has violated the Court Order. Also, in the space provided, write any additional requests you would ask the Court to enforce upon the person who violated the Order.

14. VERIFICATION

- i. Read carefully, and then date and sign the form.

CERTIFICATE OF COMPLIANCE (Form #1): Fill in the caption of the Certificate of Compliance. Then sign and date the Certificate of Compliance. This document is filled out and attached to the back of the Petition for Civil Contempt. File the completed Petition for Civil Contempt, with the Certificate of Compliance attached, with the Prothonotary.

F. Instructions for completing the PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION – Form #6.

1. CAPTION

- i. Print the names of the Plaintiff(s), the Defendant(s), and the case number. This should appear exactly as the caption looks on the current ORDER OF COURT.

2. BELOW THE CAPTION

- i. Print your name again in the blank below the caption.

3. PARAGRAPH 1

- i. If you or any member of your household has 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 listed crimes, check the box next to the listed crime, check the correct box indicating if you or a member of your household, state the date of conviction, guilty plea, no contest plea or pending charges, and indicate the sentence.

4. PARAGRAPH 2

- i. If you or any member of your household has a history of violent or abusive conduct, check all that apply, check the correct box indicating if you or a member of your household, and state the date.

5. PARAGRAPH 3

- i. List any evaluation, counseling or other treatment received following conviction or finding of abuse.

6. PARAGRAPH 4

- i. If any conviction applies to a household member, not a party, state that person's name, date of birth, and relationship to the child.

7. PARAGRAPHS 5, 6, 7, and 8

- i. 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.
- ii. If the child/children involved with this custody case have been the subject of an indicated or founded report of child abuse, and/or if a party or a member of a party's household has been identified as a perpetrator in an indicated or founded report of child abuse, please explain.
- iii. If a party or a member of a party's household has been provided services by children & youth services, child protective services, or general protective services, please explain.
- iv. If you aware of any pending investigations of abuse, please explain.

8. VERIFICATION

- ii. Read carefully, and then sign, date and complete the form.

- 9. CERTIFICATE OF COMPLIANCE (Form #1):** Fill in the caption of the Certificate of Compliance. Then sign and date the Certificate of Compliance. This document is filled out and attached to the back of Plaintiff's Criminal Record/Abuse History Verification. File the completed Plaintiff's Criminal Record/Abuse History Verification, with the Certificate of Compliance attached to the back, with the Prothonotary.

Instructions for completing the RESPONDENT'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION – Form #7.

a. CAPTION

- i. Print the names of the Plaintiff(s), the Defendant(s), and the case number. This should appear exactly as the caption looks on the current ORDER OF COURT.

b. DO NOT COMPLETE ANY OTHER PART OF THIS FORM

- i. You will be serving the blank RESPONDENT'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION on the Respondent, see below.

Instructions for making copies, creating envelopes and filing with the Prothonotary.

1. **After completing the CONFIDENTIAL INFORMATION FORM, ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, the PETITION**

FOR CIVIL CONTEMPT, and the PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION, copies must be made:

- i. CONFIDENTIAL INFORMATION FORM: Do not make any copies.
 - ii. ENTRY OF APPEARANCE: make one copy of the ENTRY OF APPEARANCE for each party in the case. If you are the Petitioner and there is only one other party in the case, for example, make two copies.
 - iii. NOTICE AND ORDER: make one copy of the NOTICE AND ORDER for each party in the case.
 - iv. PETITION: make one copy of the PETITION for each party in the case.
 - v. PETITIONER'S VERIFICATION: make one copy of the PETITIONER'S VERIFICATION for each party in the case.
2. **You must also make a SELF ADDRESSED STAMPED ENVELOPE for yourself and one for each other party in the case at their respective addresses in order for the Prothonotary to mail to you and the other party(ies) the NOTICE AND ORDER after the Judge signs it.**
- i. For each party in the case, make up one envelope. Put a first class stamp on each envelope and the mailing address of the party. Do NOT seal the envelopes. The Prothonotary will use these envelopes to mail the NOTICE AND ORDER to you and the other party(ies).
3. **File the CONFIDENTIAL INFORMATION FORM, ENTRY OF APPEARANCE, the NOTICE AND ORDER TO APPEAR, the PETITION FOR CIVIL CONTEMPT, the PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION, and the ENVELOPES with the Prothonotary. Pay the proper FILING FEE.**
- i. Call the Prothonotary at 570-278-4600 for information regarding the proper FILING FEE.
 - ii. File the Original CONFIDENTIAL INFORMATION FORM.
 - iii. File the Original and ALL Copies of the ENTRY OF APPEARANCE. The Prothonotary will keep the Original and give you back all of the Copies at this time.
 - iv. File the Original and ALL Copies of the NOTICE AND ORDER.
 - v. File the Original and ALL Copies of the PETITION and PETITIONER'S VERIFICATION. The Prothonotary will keep the Originals and give you back all of the Copies at this time.
 - vi. File the ENVELOPES that you made.
4. **After you have filed your documents with the Prothonotary, you must wait until the Prothonotary gets the signed NOTICE AND ORDER TO APPEAR back from the Judge.**
- i. Pick up the signed copies of the NOTICE AND ORDER in the Prothonotary's Office after the Judge signs the Order and it is sent back to the Prothonotary.
 - ii. You may call the Prothonotary at 570-278-4600 to find out if the Prothonotary has received the Order back from the Judge.

5. A copy of the ENTRY OF APPEARANCE, the PETITION FOR CIVIL CONTEMPT, the PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION, and a copy of the signed NOTICE AND ORDER TO APPEAR must then be served on each other party. Instructions on serving these documents are below.

Instructions for serving the ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION FOR CIVIL CONTEMPT, PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION, and blank RESPONDENT'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION.

- c. **How do you SERVE documents (i.e. give them to the other parties)?**
- i. You will need to have all parties served with a copy of ALL papers that you filed with the Prothonotary's Office, including the ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION FOR CIVIL CONTEMPT, and PETITIONER'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION. You must also serve a blank RESPONDENT'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION on all parties. You must prove the other person received these papers. You may use any method in this packet, but you must be able to provide the Court with the correct documentation regarding the method you used.
 - ii. ATTENTION: YOU MUST SERVE ALL THE DOCUMENTS IN THIS CASE EXCEPT FOR THE CONFIDENTIAL INFORMATION FORM. Neither the Court nor the Prothonotary's Office will serve any documents for you. Although the Prothonotary may mail a copy of the Order to the parties, this is not service!
 - iii. If you come to court and cannot prove to the Judge that you properly served all documents in your case, then the Judge may not be able to give you a Custody Order. This is because the other party in this case has a right to know that you have filed for enforcement and contempt of the Custody Order and that you are asking the Court to find the other party in contempt and to enforce the Custody Order.
- d. **What Methods of Service are available?**
- i. Certified Mail, restricted delivery, return receipt requested (Use Form #8)
 - ii. Personal Service, by Sheriff, Constable, or other person over the age of 18 years (THIS OTHER PERSON OVER THE AGE OF 18 YEARS CANNOT BE YOU), (Use Form #9).
 - iii. Personal Service, by you handing the party(ies) a copy of ALL papers: HOWEVER, this is only considered proper and valid service if the other party or parties cooperate by signing an ACCEPTANCE OF SERVICE (Form #10) as set forth below. If they will not cooperate and will not sign the ACCEPTANCE OF SERVICE, then you must use one of the previous two methods of service set forth above.
- e. **What type of Documentation should be completed?**
- i. If you serve the other party(ies) by Certified Mail, restricted delivery, return receipt requested, then complete the AFFIDAVIT OF SERVICE (CERTIFIED MAIL) (Form #8) for each party and attach the Certified Mail Receipt (which is green in color) and file this form with the Prothonotary's Office.

- ii. If a Sheriff, Constable or other person over the age of 18 (OTHER THAN YOU) hands the papers to the other party(ies), then complete the AFFIDAVIT OF SERVICE (BY THIRD PARTY) (Form #9) for each party and file this form with the Prothonotary's Office. This form requires the signature of the third party.
- iii. If you hand the papers to the other party(ies), then complete the top part of the ACCEPTANCE OF SERVICE (Form #10) and have the other party(ies) sign and date the form. File this form with the Prothonotary's Office. This form requires the signature of the other party(ies). If the other party(ies) refuses to sign, then you must use another method of service such as Certified Mail or Service by a third party.
- iv. CERTIFICATE OF COMPLIANCE (FORM #1): Fill in the caption of the Certificate of Compliance. Then sign and date the Certificate of Compliance. This document is to be attached to the back of the Certificate of Service. File the Certificate of Service with the Certificate of Compliance attached to the back with the Prothonotary.

**IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA**

Name **PLAINTIFF**

vs.

CASE NO. _____

Name **DEFENDANT 1**

and (if applicable)

Name **DEFENDANT 2**

CERTIFICATE OF COMPLIANCE

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

Signature: _____
Petitioner

Date: _____

Print Name: _____

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

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 *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts*. 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 may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof. A court may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

*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*

(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>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's 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>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's 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>

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

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

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* 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.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's 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>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver's 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>

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, in family court actions (see Pa.R.C.P. No. 1931(a)), as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter. This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. 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.

Type of Family Court Action		
<input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage	<input type="checkbox"/> Child Custody	
<input type="checkbox"/> Support	<input type="checkbox"/> Paternity	<input type="checkbox"/> Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of abuse victim)	AV Address: _____	Alternative Reference: AV 1 Address
_____ Docket/Case No. of Protection Order	AV Employer's Name & Address: _____	Alternative Reference: AV 1 Employer's Name & Address
_____ Court/County	AV Work Schedule: _____	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: _____	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL
INFORMATION
FORM**



**APPELLATE/TRIAL COURT
CASE RECORDS**

Abuse Victim Addendum

Additional page (if necessary)

Type of Family Court Action <input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage <input type="checkbox"/> Child Custody <input type="checkbox"/> Support <input type="checkbox"/> Paternity <input type="checkbox"/> Protection from Abuse		
This Information Pertains to:	Confidential Information:	References in Filing:
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> (full name of abuse victim)	AV Address: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> AV Employer's Name & Address: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> AV Work Schedule: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> AV Other contact information: <div style="border-bottom: 1px solid black; height: 20px;"></div>	Alternative Reference: AV __ Address Alternative Reference: AV __ Employer's Name & Address Alternative Reference: AV __ Work Schedule Alternative Reference: AV __ Other contact information
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> Docket/Case No. of Protection Order		
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> Court/County		

Type of Family Court Action <input type="checkbox"/> Divorce, Annulment, Dissolution of Marriage <input type="checkbox"/> Child Custody <input type="checkbox"/> Support <input type="checkbox"/> Paternity <input type="checkbox"/> Protection from Abuse		
This Information Pertains to:	Confidential Information:	References in Filing:
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> (full name of abuse victim)	AV Address: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> AV Employer's Name & Address: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> AV Work Schedule: <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> AV Other contact information: <div style="border-bottom: 1px solid black; height: 20px;"></div>	Alternative Reference: AV __ Address Alternative Reference: AV __ Employer's Name & Address Alternative Reference: AV __ Work Schedule Alternative Reference: AV __ Other contact information
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> Docket/Case No. of Protection Order		
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 10px;"></div> Court/County		

_____, :
Name **v.** **Plaintiff** : **Case No.** _____
 _____, :
Name **Defendant** :
 _____, :
 _____ :

Custody Enforc. Form #3

Name **PLAINTIFF**

vs.

CASE NO. _____

Name **DEFENDANT 1**

ACTION IN CUSTODY

and (if applicable)

Name **DEFENDANT 2**

TO:

Respondent's Name

Legal proceedings have been brought against you alleging you have willfully disobeyed the provisions of the Order of Court dated _____ in the above-captioned action.

(Date of Court Order disobeyed)

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 and objections.

Whether or not you file in writing with the Court your defenses or objections, you must appear for a conference before the Court on the _____ day of _____, 20____ at _____ o'clock ____m., Susquehanna County Courthouse, Montrose, Pennsylvania.

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 of Court, you may be found to be in contempt of court and committed to jail, fined or both.

You must file with the court a verification regarding any criminal record or abuse history regarding you and anyone living in your household on or before the initial in-person contact with the court (including, but not limited to, a conference with a conference officer or judge or conciliation) but not later than 30 days after service of the complaint or petition.

No party may make a change in the residence of any child which significantly impairs the ability of the other party to exercise custodial rights without first complying with all of the applicable provisions of 23 Pa.C.S. § 5337 and Pa.R.C.P. 1915.17 regarding relocation.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW, THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

**North Penn Legal Services
213 Main Street
Towanda, PA 18848
(570)265-6127**

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Susquehanna 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 before the Court. You must attend the scheduled conference or hearing.

BY THE COURT,

Dated: _____

J.

Name _____ <div style="text-align: right;">PLAINTIFF</div>	:	
vs.	:	CASE NO. _____
Name _____ <div style="text-align: right;">DEFENDANT 1</div> and (if applicable)	:	ACTION IN CUSTODY
Name _____ <div style="text-align: right;">DEFENDANT 2</div>	:	

If you believe the circumstances in your case require the Court's immediate attention, please check "Yes" in the box below. If not, please check "No":

I, _____, representing myself, state that:
Name of Petitioner

Address, including City, State, Zip and County

Initials of Child 5 _____ Child's Year of Birth _____

3. _____ is the ☐ mother, ☐ father,
Respondent

or ☐ _____ of the child(ren), and resides at
State the Relationship (for example, grandparent)

Address, including City, State, Zip and County

4. An Order of Court was entered on _____, in the Court of Common Pleas of
Date of Order
_____ County, in the State of _____, granting me
Name of County Name of State

☐ legal custody, ☐ physical custody, or ☐ other, of the child(ren). A true and correct copy of the Order of Court is attached.

5. The Respondent has violated the Order in the following way:

6. I last visited with the child(ren) on _____.
Date

7. _____ is now in contempt for failing to obey the Order
Respondent's Name
dated _____.
Date of Order

8. Request for Emergency Order

The following emergency situation requires immediate attention by the Court.

Describe this situation in detail:

9. Emergency Contact Information:

Plaintiff: _____

Telephone Number: _____

Defendant number 1: _____

Telephone Number: _____

Defendant number 2: _____

Telephone Number: _____

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

FOR THESE REASONS, I request the Court to issue an Order finding

Respondent's Name in contempt, enforce custody, and order any other appropriate relief relating to custody with the child(ren), including:

VERIFICATION

I verify that the statements made in the foregoing document are true and correct. I understand that false statements herein are made subject to the penalties of perjury of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature

**IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA**

Name PLAINTIFF

vs.

Name DEFENDANT 1

and (if applicable)

Name DEFENDANT 2

CASE NO. _____

ACTION IN CUSTODY

PLAINTIFF'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of 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, I have checked the "NO" box to indicate that 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:

Check YES to all that apply	Check NO to all that DO NOT apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>		

Check YES to all that apply	Check NO to all that DO NOT apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <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"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>		

Check YES to all that apply	Check NO to all that DO NOT apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 5902(b) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <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"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	23 Pa.C.S. § 6114 (relating to contempt for violation of protection order or agreement)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <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, I have checked the "NO" box to indicate that neither I nor any other member of my household have a history of violent or abusive conduct including the following:

Check YES to all that apply	Check NO to all that DO NOT apply		Self	Other household member	Date
YES <input type="checkbox"/>	NO <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"/>	
YES <input type="checkbox"/>	NO <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"/>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>	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:

6a. Has/have the child/children involved with this custody case been the subject of an indicated or founded report of child abuse? YES ☐ NO ☐

6b. Has a party or a member of a party's household been identified as the perpetrator in an indicated or founded report of child abuse? YES ☐ NO ☐

6c. If you answered YES to question 6a and/or 6b, please complete the following:

Name of perpetrator: _____

Date(s) of incidents of child abuse: _____

Circumstances of child abuse incident(s):

County and state where child abuse investigation took place: _____

7a. Has a party or a member of a party's household been provided services by children & youth services, child protective services, or general protective services? YES ☐ NO ☐

7b. If you answered YES to question 7a, please complete the following:

Name of agency that provided services: _____

Type of services provided: _____

The circumstances surrounding the provision of services:

The status of services: _____

Date(s) services provided: _____

County and State where the services were provided: _____

8a. Are you aware of any pending investigations of abuse of either party or members of either party's household by any children & youth services agency, child protective services, or general protective services agency, or the equivalent agency in another jurisdiction, concerning the children in this custody case or any other children?

YES ☐

NO ☐

8b. If you answered YES to question 8a, please complete the following:

Name of agency where investigation is pending: _____

Status of the investigation: _____

The circumstances surrounding the investigation:

I verify that the information above is true and correct to the best of my knowledge, information or 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.

DATE

SIGNATURE

(Printed Name)

(Address)

() _____
(Home Phone)

() _____
(Work Phone)

**IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA**

Name **PLAINTIFF**

vs.

CASE NO. _____

Name **DEFENDANT 1**

and (if applicable)

ACTION IN CUSTODY

Name **DEFENDANT 2**

DEFENDANT'S CRIMINAL RECORD / ABUSE HISTORY VERIFICATION

I, _____, hereby swear or affirm, subject to penalties of 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, I have checked the "NO" box to indicate that 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:

Check YES to all that apply	Check NO to all that DO NOT apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>		

Check YES to all that apply	Check NO to all that DO NOT apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <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"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 4305 (relating to dealing in infant children)	<input type="checkbox"/>	<input type="checkbox"/>		

Check YES to all that apply	Check NO to all that DO NOT apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 5902(b) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <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"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	18 Pa.C.S. § 6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	23 Pa.C.S. § 6114 (relating to contempt for violation of protection order or agreement)	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>		
YES <input type="checkbox"/>	NO <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, I have checked the "NO" box to indicate that neither I nor any other member of my household have a history of violent or abusive conduct including the following:

Check YES to all that apply	Check NO to all that DO NOT apply		Self	Other household member	Date
YES <input type="checkbox"/>	NO <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"/>	
YES <input type="checkbox"/>	NO <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"/>	
YES <input type="checkbox"/>	NO <input type="checkbox"/>	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:

6a. Has/have the child/children involved with this custody case been the subject of an indicated or founded report of child abuse? YES ☐ NO ☐

6b. Has a party or a member of a party's household been identified as the perpetrator in an indicated or founded report of child abuse? YES ☐ NO ☐

6c. If you answered YES to question 6a and/or 6b, please complete the following:

Name of perpetrator: _____

Date(s) of incidents of child abuse: _____

Circumstances of child abuse incident(s):

County and state where child abuse investigation took place: _____

7a. Has a party or a member of a party's household been provided services by children & youth services, child protective services, or general protective services? YES ☐ NO ☐

7b. If you answered YES to question 7a, please complete the following:

Name of agency that provided services: _____

Type of services provided: _____

The circumstances surrounding the provision of services:

The status of services: _____

Date(s) services provided: _____

County and State where the services were provided: _____

8a. Are you aware of any pending investigations of abuse of either party or members of either party's household by any children & youth services agency, child protective services, or general protective services agency, or the equivalent agency in another jurisdiction, concerning the children in this custody case or any other children?

YES ☐ NO ☐

8b. If you answered YES to question 8a, please complete the following:

Name of agency where investigation is pending: _____

Status of the investigation: _____

The circumstances surrounding the investigation:

I verify that the information above is true and correct to the best of my knowledge, information or 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.

DATE

SIGNATURE

(Printed Name)

(Address)

() _____
(Home Phone)

() _____
(Work Phone)

Name	:	
	:	
vs.	:	CASE NO. _____
	:	
Name	:	ACTION IN CUSTODY
	:	
and (if applicable)	:	
	:	
Name	:	
	:	

**IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA**

Name	:	:	
	:	:	
vs.	:	:	CASE NO. _____
	:	:	
Name	:	:	ACTION IN CUSTODY
	:	:	
and (if applicable)	:	:	
	:	:	
Name	:	:	
	:	:	
DEFENDANT 2	:	:	

AFFIDAVIT OF SERVICE
(BY THIRD PARTY)

I certify that I served a copy of the Entry of Appearance, Notice and Order to Appear for Civil Contempt, Petition for Civil Contempt, and Petitioner's Criminal Record / Abuse History Verification, which were previously filed with the Court, and a blank Respondent's Criminal Record / Abuse History Verification, upon

_____ on _____, at _____ (☐ a.m./ ☐ p.m.)
Name of person served Date Time

at _____
Street Address City State Zip Code

by handing copies thereof to Respondent. I further certify that I am over the age of eighteen (18) years and I am not a party to the Proceeding.

I verify that the statements made in the foregoing document are true and correct. I understand that false statements herein are made subject to the penalties of perjury of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature of person certifying service

Name of person certifying service (printed or typed)

Street Address of person certifying service

_____ State Zip Code
City

_____ Area Code Telephone Number of person certifying service

Name **PLAINTIFF**

CASE NO. _____

ACTION IN CUSTODY

Name **DEFENDANT 2**

I, Respondent's Name, hereby accept service of

Criminal Record / Abuse History Verification.

Signature of Respondent _____