

INSTRUCTIONS FOR FILING CIVIL CONTEMPT

1. Completely fill out the petition provided – all spaces must be completed. You must be specific in your allegations with dates and times or the petition could be denied.
2. You must attach a copy of the Court order that you are filing the contempt on. If you do not have the Court order, you can obtain a copy at the Prothonotary's Office.
3. Return the Petition to the Court Administrator's Office for scheduling and copying.
4. Once the case is scheduled for a hearing, you will be given the original petition and four (4) copies.
5. You take all the Petitions to the Prothonotary's Office for filing along with the \$50.00 filing fee.
6. One the petitions are filed, the Prothonotary's Office will give you the four (4) copies back. They will keep the original. You will keep one copy for yourself, one copy is returned to the Court Administrator's Office and the final two (2) copies you must mail: **(1) by CERTIFIED MAIL – RETURN RECEIPT REQUESTED and (2) by REGULAR MAIL** to the other party you are filing against.
7. You should take the Petition to the post office as soon as possible to insure that service is promptly made prior to the hearing.
8. Once you receive the certified green card back showing service was made, you should bring that with you to your hearing to show the Court service was properly made.

PRO SE COVER SHEETS
(All Items Must be Completed)

(1) **Case Caption**

vs.

(2) **Case No.** _____

(3) **Attorney for Each Party:**

Plaintiff: _____

Defendant: _____

(4) **If no attorney:**

(Phone numbers are needed if a hearing is continued or cancelled and there is not enough time to notify by mail. The numbers will not be a part of the file and will be viewed and used only by the Court Administrator's Office.)

Plaintiff's Address: _____

Plaintiff's Phone Number: _____

Defendant's Address: _____

Defendant's Phone Number: _____

(5) **Has any matter between the involved parties been before a Judge before?** _____

If yes, please provide the Judge's name: _____

If yes, what type of hearing (s) : _____

(6) **Has the above parties been involved in any actions in other counties?** _____

If yes, please list the counties and nature of hearing (s): _____

(7) **Has Children and Youth been involved with the above parties?** _____

(8) **Are Children and Youth *currently* involved with the above parties?** _____

If yes, please provide caseworker's name: _____

IN THE COURT OF COMMON PLEAS OF NORTHUMBERLAND COUNTY
COMMONWEALTH OF PENNSYLVANIA

_____	:	NO. CV-_____ - _____
Plaintiff	:	
	:	
vs.	:	CIVIL ACTION-LAW
	:	
_____	:	_____
Defendant	:	

PETITION FOR CIVIL CONTEMPT

1. The moving party is _____ whose address is _____
_____. Phone
number _____.

2. The other party is _____ whose address is _____
_____. Phone
number _____.

3. The Court should find the other party in contempt of the Court order, a copy of which
is attached hereto as an exhibit, because: **(you must be specific with dates and times of the
alleged occurrences) (if custody order violated, state how and when):**

WHEREFORE, the moving party respectfully requests this Honorable Court to hold a
hearing and to find the other party in this matter in contempt of Court. The statements made
above are true upon the signer's personal knowledge or information and belief and are made
subject to the penalties of 18 Pa.C.S.A. § 4904 relating to unsworn falsification to authorities.

Respectfully submitted,

cc: Opposing Party by certified mail
Court Administrator

IN THE COURT OF COMMON PLEAS OF NORTHUMBERLAND COUNTY
COMMONWEALTH OF PENNSYLVANIA

_____	:	NO. CV-_____ - _____
Plaintiff	:	
	:	
vs.	:	CIVIL ACTION-LAW
	:	
_____	:	_____
Defendant	:	

ORDER

This _____ day of _____, 20____, it is ORDERED that a hearing shall be held on the attached Motion for Civil Contempt in Courtroom _____, of the Northumberland County Courthouse, 201 Market Street, Sunbury, Pennsylvania, on the _____ day of _____ 20____ at _____ o'clock.

The moving party shall serve two (2) copies of this Order and the attached motion upon the other party: (1) by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED** and (2) by **REGULAR MAIL**, and shall present the receipt, if any, at the hearing.

BY THE COURT:

NOTICE TO RESPONDENT

Legal proceedings have been brought against you alleging that you have willfully disobeyed an order of court. If you wish to defend against the claims against you, you may, but are not required to file in writing with the court your objections of defenses. Whether or not you file in writing with the court your objections of defenses, you must appear in court at the time indicated above. **IF YOU DO NOT APPEAR IN PERSON, THE COURT MAY ISSUE A WARRANT FOR YOUR ARREST.** If the court finds that you have willfully disobeyed or failed to comply with its order, you may be found in contempt of court and committed to jail, fined, or both. You should take this paper to your lawyer at once. If you do not have a lawyer or cannot afford one, go to or telephone the office set forth below to find out where you may get legal help.

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Northumberland County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the court, please contact the Court Administrator at (570) 988-4167. All arrangements must be made at least 72 hours prior to any Hearing or business before the court. You must attend the scheduled hearing.