

County of Adams

ENFORCING A CUSTODY ORDER PACKET

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Disclaimer

Court staff is 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, the Adams County Bar Association and the Family Law Committee assume no responsibility and accept no liability for actions taken by users of these documents, including reliance on their contents. If you want to obtain the services of an attorney but do not know whom to contact, please call the Pennsylvania Lawyer Referral Service at 1-800-692-7375.

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I. General Information

a. Introduction

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 to be used as a substitute for professional legal advice.

b. Legal Definitions

Two forms of custody: Legal Custody and Physical Custody.

1. **Legal Custody** is when a person has the legal right to make major decisions regarding the child's medical, health, education, and religious choices.

Typically, legal custody is shared between the parents.

2. **Physical Custody** is when a person has 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, which include:

a. Shared Physical Custody: Child(ren) live with each party for an equal amount of time.

b. Primary Physical Custody: Child(ren) live with one party for the majority of the time.

c. Partial Physical Custody: 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.

d. Visitation: Child(ren) visit with the party for a period of time but the party will not have child(ren) overnight.

e. Supervised Visitation: Child(ren) visit with the other party for a period of time but the party cannot be alone with the child(ren) and another person must be present during the visitation period.

3. Further information about the preceding legal definitions and about custody law may be found in the statutes that govern custody at 23 Pa.C.S. Sections 5301 to 5314.

c. Rules of Court

A copy of the Pennsylvania Rules of Civil Procedure and Adams County Local Rules can be obtained from the law library located on the Third Floor of the Courthouse. The applicable rules of law are Rules 1915.1 and 1916 of the Adams County Local Rules and Rules 1915.1 through 1915.25 of the Pennsylvania Rules of Civil Procedure.

d. Basic Procedure

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 get one of the other packets – the Custody Packet or Modification of a Custody Order- from the law library or the internet and follow the instructions in those packets regarding your request to obtain a custody order or modify the custody order.

● STOP ●

Read this paragraph carefully!

e. Service

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.

f. Enforcing a Custody Order 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.

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** at 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 those 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 time of the custody conference. At the hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. If someone violates a custody order, then they can be subject to a fine and/or imprisonment. Additionally, the Court may modify or change the custody order.

▪ **What is a Custody Conference?**

In Adams 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, it is for what is called a Custody Conference.

A Custody Conference is held for the following reasons:

- > To make the Judge familiar with your contempt issue.
- > 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 resolve the issue 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 differences by agreement.

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 how to resolve the contempt issue. If no agreement is reached the court will order a temporary Order and set a date and time for trial.

Prior to coming to the custody conference, you should complete a **CUSTODY MEMORANDUM** to submit to the Court at the conference.

If you are not able to resolve the contempt issue at the custody conference and the Judge schedules a trial, you may do a great disservice to yourself and your children if you do not consult with a lawyer and hire a lawyer. If you end up having a trial before the Judge and do not have a lawyer representing you, you will be considered to have all the learning and training of a lawyer during the trial. If the other side does not have a lawyer at the trial 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 trial 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 trial is scheduled.

▪ **What is a Custody Trial?**

At the trial, you will present witnesses and exhibits who support your request for custody. The court will determine whether the opposing party should be held in contempt for failing to follow the custody order and whether the opposing party should be subject to sanctions, including fines and/or imprisonment. Please be advised that the court is not required to sanction an individual nor is the court required to fine or imprison an individual that fails to follow the court order.

g. Modifying a Custody Order 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 trial 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 trial, 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. Information about modifying a custody order may be found in the Modification of a Custody Order Packet.

h. Obtaining a Custody Order 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 trial. These documents must be properly served on all parties and proper documentation of service must be submitted to the Court. At the trial, 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 Custody Packet.

II. Instructions on:

(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 and #6, and **either** form #3, #4 or # 5)

- a. Obtaining a Custody Notice and Order to an Appear for Civil Contempt, Form #1**
- b. Preparing your Petition for Civil Contempt of a Custody Order, Form #2**
- c. Serving your Petition and Court Order that Schedules the Court Appearance, Form #3, #4 or #5**
- d. Completing your Custody Conference Memorandum, Form #6**

a. INSTRUCTIONS FOR COMPLETING NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT – FORM #1

CAPTION

This should appear exactly as the caption looks on the CUSTODY ORDER in this case. Print the name(s) in the line for Plaintiff, the name(s) in the line(s) for Defendant(s), and the case number exactly as they appear in the current order which you are seeking to enforce.

RESPONDENT'S NAME

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 have appear before the Judge.

DATE OF COURT ORDER DISOBEYED

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

YOUR NAME, ADDRESS AND TELEPHONE NUMBER

Print your name, address and telephone number on the spaces provided. **NOTE:** The section beginning "BY THE COURT" 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 CUSTODY CONFERENCE, THE “NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT” WILL BE SENT DOWN TO THE PROTHONOTARY.

ONCE THE PROTHONOTARY RECEIVES THE “NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT” YOU MUST GO TO THE PROTHONOTARY’S OFFICE, PICK UP THE “NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT” AND “PETITION FOR CIVIL CONTEMPT” AND SERVE A COPY OF BOTH ON THE RESPONDENT.

NEITHER THE COURT NOR THE PROTHONOTARY WILL SERVE THESE DOCUMENTS ON THE RESPONDENT. ALTHOUGH THE PROTHONOTARY MAY MAIL A COPY OF THE ORDER TO THE PARTIES, THIS IS NOT SERVICE!

YOU MUST SERVE THE ”NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT” AND “PETITION FOR CIVIL CONTEMPT” ON THE RESPONDENT. PLEASE FOLLOW THE INSTRUCTIONS REGARDING SERVING THE ORDER AND PETITION TO HAVE THIS PART DONE RIGHT.

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

b. INSTRUCTIONS FOR COMPLETING PETITION FOR CIVIL CONTEMPT

CAPTION

This should appear exactly as the caption looks for your CUSTODY ORDER in this case. Print the name(s) in the line for Plaintiff, the name(s) in the line(s) for Defendant(s), and the case number just as they appear in the court order that you want to have enforced.

NAME

Print your name on the space provided.

PARAGRAPH ONE: YOUR NAME AND ADDRESS

Print the date of the Order, Name of County and State that the Order was entered in, and the case number listed on the Order. Circle either custody, partial custody or visitation, whichever deals with your Order. Also, write the name(s) of all the minor child(ren) on the space provided. Attach a copy of that Order to your Petition.

PARAGRAPH TWO: INFORMATION REGARDING THE CHILD(REN)

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

PARAGRAPH THREE: THE RESPONDANT'S NAME AND ADDRESS

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.

PARAGRAPH FOUR: CURRENT COURT ORDER

Print the date of the Order, Name of County and State that the Order was entered in, and the case number listed on the Order. Circle either custody, partial custody or visitation, whichever deals with your Order. Also, write the name(s) of all the minor child(ren) on the space provided. Attach a copy of that Order to your Petition.

PARAGRAPH FIVE: DESCRIPTION OF VIOLATION

Write the details of the alleged violation of the Order.

PARAGRAPH SIX

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

PARAGRAPH SEVEN

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

FOR THESE REASONS

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

VERIFICATION

Read carefully, and then date and sign the form.

**c. INSTRUCTIONS FOR SERVING THE COURT ORDER AND CUSTODY
CONTEMPT PETITION**

ATTENTION: YOU MUST SERVE ALL DOCUMENTS IN THIS CASE. 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! IF YOU COME TO COURT AND YOU CANNOT PROVE TO THE

JUDGE THAT YOU PROPERLY SERVED ALL DOCUMENTS IN YOUR CASE, THEN THE JUDGE MAY NOT BE ABLE TO ENFORCE THE CUSTODY ORDER OR MAY NOT BE ABLE TO SANCTION THE PARTY WHOM YOU ARE ACCUSING OF HAVING FAILED TO FOLLOW THE ORDER. THIS IS BECAUSE THE OTHER PARTY IN THIS CASE HAS A RIGHT TO KNOW THAT YOU HAVE FILED A PETITION FOR

ENFORCEMENT AND CONTEMPT OF THE CUSTODY ORDER AND ARE ASKING THE COURT THAT THE OTHER PARTY SHOULD BE FOUND IN CONTEMPT AND THE CUSTODY ORDER BE ENFORCED.

How do you Serve Documents?

You will need to have all parties served with a copy of **ALL** the papers that you filed with the Prothonotary's Office and the Notice and Order to Appear scheduling the respondent to appear in Court, and you must prove that the other person received these papers. You may use any of the methods of service in this packet but must be able to provide the Court with the correct **documentation of the type of service used.**

*** What Methods of Service are available?**

- 1) Certified mail, restricted delivery, return receipt requested (Form #3)
 - 2) 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), (Form#4)
- or
- 3) 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 AS SET FORTH BELOW. IF THEY WILL NOT COOPERATE AND SIGN THE ACCEPTANCE OF SERVICE, THEN YOU MUST USE ONE OF THE PREVIOUS TWO METHODS OF SERVICE SET FORTH ABOVE. (Form #5)

***What type of Documentation should be completed?**

- 1) If you serve the other party(ies) by certified mail, restricted delivery, return receipt requested, then complete the **AFFIDAVIT OF SERVICE (CERTIFIED MAIL) (Form #3)** for each party and attach the certified mail receipt (which is green in color) and file this form with the Prothonotary's Office.
- 2) If a sheriff, constable or other person over the age of 18 (BUT NOT YOU) hands the papers to the defendant(s), then complete the **AFFIDAVIT OF SERVICE (BY THIRD PARTY) (Form #4)** for each party and file this form with the Prothonotary's Office. This form requires the signature of the third party.

3) If you hand the papers to the defendant(s), then complete the top part of the **ACCEPTANCE OF SERVICE (Form #5)** and have the Defendant sign and date the form. File this form with the Prothonotary's Office. This form requires the signature of the defendant. **If the Defendant refuses to sign, then you must use another method of service such as certified mail or service by a third party.**

d. INSTRUCTIONS FOR COMPLETING CUSTODY CONFERENCE MEMORANDUM

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 how to settle the contempt issue. If no agreement is reached the court will order a temporary custody arrangement and set a date and time for trial. At the custody conference, you will need to submit your copies of the custody memorandum to the court and the other party. The purpose of the memorandum is to help the Judge and the parties understand what is going on in your case. Please refer to the following step-by-step instructions for completing the **CUSTODY CONFERENCE MEMORANDUM:**

CAPTION

Print the name(s) of the Plaintiff, the name(s) of the Defendant(s), and the case number. This should appear exactly as the caption looks for your **PETITION FOR CIVIL CONTEMPT or the current custody order in this case.**

NAMES & ADDRESSES OF ALL WITNESSES

Print the names and addresses of all the people that you wish to come to Court and testify on your behalf in this case. In almost all custody cases you will list yourself and the other party who you are suing for contempt. You may also list the children as witnesses, but please note that the children will not be made to testify in Court like other witnesses. Rather, the children will be interviewed by the Judge in a private interview called an in camera interview. During the interview, neither you nor the other party will be present when the children are questioned. Instead, you will be permitted to give the Judge written questions to be asked of the children, and, if the questions are appropriate, the Judge will ask the questions of the children while everything is being recorded by a court reporter.

In this section, you may also list other people as witnesses such as family members, childcare providers, education providers and healthcare providers. When listing witnesses on the memorandum, you need to know two very important things;

- Just because you list someone as a witness does not mean that they have to come to Court. It is your responsibility to request a witness' appearance by giving or mailing a subpoena to the witness. You may get subpoenas from the Prothonotary's Office on the first floor of the Courthouse. There is a small fee for each subpoena.

- You should limit your witness list to people who you truly believe the Judge needs to hear from in order to decide your case. If your list of witnesses is too long, there may not be enough time for the Judge to hear them all.

STATEMENT OF ISSUES

Write a statement of all the contempt issues. You should list what you believe will be important for the Judge to listen to in deciding the case. When preparing this memorandum, keep in mind that the Judge is required to determine whether the Respondent violated the custody Order.

SETTLEMENT PROPOSAL

Write what you would be willing to agree to without having a trial.

TIME FOR TRIAL

Circle the amount of time that you are requesting the Judge to set aside for your trial considering the number of witnesses and issues raised.

REMEDIAL ACTION REQUEST

State what you request the Court order if the Judge finds that the Respondent did in fact violate the Court Order.

SIGNATURE

You must sign and date the bottom of this form.

After you have completed the memorandum, you should sign and date it. You must then **make at least two (2) copies of the memorandum prior to going to the custody conference.** File the original and all copies at the Prothonotary's Office prior to attending the conference. Bring all of the filed copies with you to the custody conference. You should hand the original memorandum to the Judge, a copy to the other party and keep one copy for your records.

III. Forms

- a. Notice and Order to Appear for Petition for Civil Contempt (Form #1)**
- b. Petition for Civil Contempt for Disobedience of a Custody Order (Form #2)**
- c. Service Documentation Forms**
 - i. Affidavit of Service (Certified Mail) (Form #3)**
 - ii. Affidavit of Service (By Third Party) (Form #4)**
 - iii. Acceptance of Service (Form #5)**
- d. Custody Conference Memorandum (Form #6)**

PLEASE DETACH THE FOLLOWING FORMS AND FILL IN THE FORMS WHILE GOING THROUGH THE INSTRUCTIONS.

PLEASE NOTE THAT YOU MAY NOT NEED TO FILL IN OR USE ALL THE FORMS THAT HAVE BEEN PROVIDED REGARDING SERVICE.

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
	vs.	:	Case No. _____
		:	Action in Custody
Name	Defendant	:	
	and (if applicable)	:	
Name	Defendant 2	:	

NOTICE AND ORDER TO APPEAR FOR CIVIL CONTEMPT

TO: _____
Respondent's Name

Legal proceeding shave 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 on the _____ day of _____, 20__ at _____ o'clock __.m. for a conference before the Court in the Conference Room on the second floor, Adams County Courthouse, Gettysburg, 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 the Order of Court dated _____, you may be found to be 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, 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.

**Court Administrator
Adams County Courthouse
Gettysburg, PA 17325
337-9846, 1-888-337-9846, FAX 334-8817**

Print Your Name

Print Your Address

Write Your Telephone Number

BY THE COURT,

Dated: _____

_____ **J.**

COURT ADMINISTRATOR'S NOTICE: Attention is directed to Local Rule 1915.1 which requires submittal of a memorandum at the time of the conference.

NOTE: Bring calendar - trial, if needed, will be scheduled at the time of the conference.

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
	vs.	:	Case No. _____
		:	Action in Custody
Name	Defendant 1	:	
	and (if applicable)	:	
Name	Defendant 2	:	

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

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

1. I, _____, Petitioner, currently reside at _____
Name

Address, including City, State, Zip and County

2. I am the mother, father, or _____ of:
State the Relationship (for example, grandparent)

Name of child	Child's Date of Birth
Name of child	Child's Date of Birth
Name of child	Child's Date of Birth
Name of child	Child's Date of Birth
Name of child	Child's Date of Birth

3. _____ is the mother/ father or _____
Respondent
 of the child(ren), and resides at _____
Address, including City, State, Zip and County

4. On _____, the Court of Common Pleas of _____ County,
Date of Order Name of County
_____, issued an order in Case Number _____,
State Case Number
granting me (custody, partial custody or visitation) of the minor child(ren)
Check which applies to your case

Write the Name(s) of minor child(ren)

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

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

FOR THESE REASONS, I request the Court to issue an Order finding
_____ in contempt, enforce custody, and order any other
Respondent's Name
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. Section 4904 relating to unsworn falsification to authorities.

Date: _____
Signature

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
		:	
	vs.	:	Case No. _____
		:	
		:	Action in Custody
Name	Defendant	:	

Affidavit of Service
(Certified Mail)

I certify that I served a copy of the Notice and Order to Appear for Civil Contempt and Petition for Civil Contempt (which were previously filed with this Court) upon _____ on _____ by certified mail, restricted delivery, return receipt requested. The **original** return receipt signed by _____ is attached.

Name of person served

Name of person served

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. Section 4904 relating to unsworn falsification to authorities.

Date: _____

_____ Name of person certifying service (printed or typed)

_____ Street Address of person certifying service

_____ City State Zip Code

_____ Area Code Telephone Number of person certifying service

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name		Plaintiff	:	
	vs.		:	Case No. _____
			:	
			:	Action in Custody
Name		Defendant	:	

**Affidavit of Service
(By Third Party)**

I certify that I served a copy of the Notice and Order to Appear for Civil Contempt and Petition for Civil Contempt (which were previously filed with this Court)

upon _____ on _____, at
Name of person served Date

(p.m./a.m.) at _____
Time

Street Address City State Zip Code County

by handing copies thereof to Respondent.

I further certify that I am over the age of eighteen (18) years and not a Plaintiff nor the Defendant in 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. Section 4904 relating to unsworn falsification to authorities.

Date: _____

Name of person certifying service (signature)

Name of person certifying service (printed or typed)

Street Address of person certifying service

City State Zip Code

Area Code Telephone Number of person certifying service

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
	vs.	:	Case No. _____
		:	Action in Custody
Name	Defendant	:	

ACCEPTANCE OF SERVICE

I, _____, hereby accept service of the;
Respondent's Name

Notice and Order to Appear for Civil Contempt and Petition for Civil Contempt which
were filed with the Court on _____, 20__.

Date: _____

Signature of Respondent

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY,
PENNSYLVANIA
CIVIL ACTION - LAW**

Name	Plaintiff	:	
	vs.	:	Case No. _____
		:	Action in Custody
Name	Defendant 1	:	
	and (if applicable)	:	
Name	Defendant 2	:	

CUSTODY CONFERENCE MEMORANDUM

AND NOW, comes the undersigned party who submits the following custody conference memorandum pursuant to Adams County Local Rule 1915.1:

NAMES & ADDRESSES OF ALL WITNESSES

- 1.
- 2.
- 3.
- 4.
- 5.

STATEMENT OF ISSUES

- 1.
- 2.
- 3.
- 4.

The undersigned reserves the right to raise additional issues upon appropriate notice to the other party prior to trial.

SETTLEMENT PROPOSAL

I would agree to settle this case without a trial if the Court Orders the following:

TIME FOR TRIAL

I estimate that my case will require **(please circle the sentence that applies):**

One half of a day.

One day.

More than one day.

REMEDIAL ACTION REQUEST
(please circle the sentence that applies)

None.

Other Remedial Action: _____

Respectfully submitted,

Date: _____

By: _____
(signature)

Address: _____

Phone Number: _____