

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

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

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

1) Fill out all pages of the Petition for Contempt and the Criminal Record/Abuse History Affidavit. Take your time and print very neatly. Remember, this pleading will become an original Court document.

2) Fill out the **top portion only** of the proposed Order of Court. Do not fill out anything below the words "Order of Court". If your request for a hearing is granted, the Judge will sign this Order and the Court will fill in the conference date and time, which will later be mailed to you.

3) Complete the attached Confidential Information Form providing the child(ren)'s full name(s) and date(s) of birth, if this information has been omitted as confidential information in your Petition for Contempt.

4) Petitions for Contempt are presented during Motion Court of the Judge assigned to your custody action. Prior to giving notice to the opposing party, you should make sure Motion Court is scheduled for the day you wish to present your Petition for Contempt. You can access this information by going to the County's website (<https://www.butlercountypa.gov/>), hover over "Courts", then click on "Court Administration", and finally click on "Detailed Court Calendars". Scroll down to "Motions Court" for specific information. (You may also call the office at 724-284-5200).

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

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

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

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

- Motion Court Cover Sheet
  - Proposed Order of Court
  - Petition for Contempt
  - Criminal Record/Abuse History Affidavit
- Make a copy of this entire packet to serve on the opposing party/parties. You must also serve them with a blank Criminal Record/Abuse History Affidavit.

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

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

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

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

9) The Judge may do one of the following:

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

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

# CUSTODY CONTEMPT CHECK LIST

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

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

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

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

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

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

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

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

_____	:
_____	:
Plaintiff(s)	: F.C. # _____
_____	:
vs	:
_____	:
_____	:
Defendant(s)	:

1. The name(s) and address(es) of the Petitioner(s) is/are as follows:

2. The name(s) and address(es) of the other party(s) to this action are as follows:

3. On \_\_\_\_\_ an Order of Court was entered regarding  
(Date of Order)  
custody of the following minor child(ren): \_\_\_\_\_. A true and  
correct copy of the Order is attached to this Petition.

[illegible]

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

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

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

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

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

_____	:
_____	:
Plaintiff(s)	: F.C. # _____
	:
vs	:
_____	:
_____	:
Defendant(s)	:

**ORDER OF COURT**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the Petition for Civil Contempt attached herewith, it is hereby ordered that this Petition shall be scheduled for a pre-hearing conference before the Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_.m., in Courtroom number \_\_\_\_.

Fifteen minutes shall be allotted for the pre-hearing conference. At the conclusion, the Court may dismiss the Petition, rule immediately on the merits of the Petition, schedule the Petition for further review by the Custody Conciliator, schedule the Petition for a hearing before the Court, or enter such other order as may be appropriate.

BY THE COURT

\_\_\_\_\_  
Judge

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

\_\_\_\_\_  
Vs. \_\_\_\_\_ :  
FC # :  
:  
:  
:  
:

☐ **CRIMINAL RECORD/ABUSE HISTORY VERIFICATION**

☐ **REPORT OF CHILD ABUSE AND PROTECTIVE SERVICES REQUESTED BY COURT**

**1. Participants.** Please list ALL members in your/the participant's household and attach sheets if necessary:

NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD/REN

\_\_\_\_\_ Party requests their residence remain confidential as they are protected by the Protection From Abuse Act, 23 Pa.C.S. § 6112, or Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. § 6701-6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

Please list ALL members in the opposing party's household and attach sheets if necessary:

NAME	DATE OF BIRTH	ADDRESS	RELATIONSHIP TO CHILD/REN

\_\_\_\_\_ Party requests their residence remain confidential as they are protected by the Protection From Abuse Act, 23 Pa.C.S. § 6112, or Domestic and Sexual Violence Victim Address Confidentiality Act, 23 Pa.C.S. § 6701-6713, or the Child Custody Act, 23 Pa.C.S. § 5336(b), or they are in the process of seeking protection under the same.

**SUBJECT CHILD/REN**-Attach additional sheets if necessary:

NAME	DATE OF BIRTH



**2. CRIMINAL OFFENSES.** As to the following listed Pennsylvania crimes or offenses, or another jurisdiction's substantially equivalent crimes or offenses, check the box next to any applicable crime or offense in which you or a household member:

- Has pleaded guilty or no contest;
- Has been convicted;
- Has charges pending; or
- Has been adjudicated delinquent under the Juvenile Act, 42 Pa.C.S. § 6301-6375, and the record is publicly available as set forth in 42 Pa.C.S. § 6307.

You should also check the box next to a listed criminal offense even if the offense has been resolved by Accelerated Rehabilitative Disposition (ARD) or another diversionary program, unless it has been expunged pursuant to 18 Pa.C.S. § 9122, or a Court has entered an Order for limited access, *e.g.*, Clean Slate, pursuant to 18 Pa.C.S. § 9122.1 or 9122.2.

Check All That Apply	Crime	Self	Other household member	Date of conviction, guilty plea, no contest plea or pending charges	Sentence
<input type="checkbox"/>	18 Pa.C.S. Ch. 25 (relating to criminal homicide)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2701 (relating to simple assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2702 (relating to aggravated assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2705 (relating to recklessly endangering another person)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2706 (relating to terroristic threats)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2709.1 (relating to stalking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2718 (relating to strangulation)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2901 (relating to kidnapping)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	18 Pa.C.S. §2902 (relating to unlawful restraint)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2903 (relating to false imprisonment)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §2704 (relating to interference with custody of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<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"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. Ch. 30 (relating to human trafficking)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3121 (relating to rape)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3122.1 (relating to statutory sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3123 (relating to involuntary deviate sexual intercourse)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3124.1 (relating to sexual assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3125 (relating to aggravated indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3126 (relating to indecent assault)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3127 (relating to indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3129 (relating to sexual intercourse with animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3130 (relating to conduct relating to sex offenders)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §3301 (relating to arson and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4302 (relating to incest)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4303 (relating to concealing death of child)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4304 (relating to endangering welfare of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §4305 (relating to dealing with infant children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5533 (relating to cruelty to animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5534 (relating to aggravated cruelty to animal)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5543 (relating to animal fighting)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5544 (relating to possession of animal fighting paraphernalia)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5902(b) (relating to prostitution and related offenses)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §5903(c) or (d) (relating to obscene and other sexual material and performances)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6301 (relating to corruption of minors)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6312 (relating to sexual abuse of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6318 (relating to unlawful contact with minor)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	18 Pa.C.S. §6320 (relating to sexual exploitation of children)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Finding of contempt of a Protection From Abuse Order or agreement under 23 Pa.C.S. §6114	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

<input type="checkbox"/>	Finding of contempt of a Protection of Victims of Sexual Violence and Intimidation Order or agreement under 42 Pa.C.S. § 62A14	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	Driving under the influence of drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<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"/>	_____	_____

**3. Abuse or Agency Involvement.** Check the box next to any statement that applies to you, a household member, or your child.

**Check  
All  
That  
Apply**

	<b>Self</b>	<b>Other household member</b>	<b>Date</b>
<input type="checkbox"/> Involvement with a Children and Youth social service agency in Pennsylvania or a similar agency in another jurisdiction. What jurisdiction? _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> A determination or finding of abuse ( <i>i.e.</i> , indicated or founded report) by a Children and Youth social service agency or Court in Pennsylvania or a similar agency or Court in another jurisdiction. What jurisdiction? _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> An adjudication of dependency involving this child or any other child under Pennsylvania's Juvenile Act, or similar law in another jurisdiction. What jurisdiction? _____ Is the case active? _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> A history of perpetrating "abuse" as that term is defined in the Protection From Abuse Act, 23 Pa.C.S. § 6102.	<input type="checkbox"/>	<input type="checkbox"/>	_____

[ ] A history of perpetrating "sexual violence: or [ ] [ ] \_\_\_\_\_  
"intimidation" as those terms are defined in  
42 Pa.C.S. § 62A03 (relating to protection of  
victims of sexual violence and intimidation.

[ ] Other: \_\_\_\_\_ [ ] [ ] \_\_\_\_\_

4. If you checked a box in (2) or (3), list any evaluation, counseling, or other treatment received as a result:

\_\_\_\_\_  
\_\_\_\_\_

5. If you checked a box in (2) or (3) that applies to your household member, who is not a party, state that person's name, date of birth, and relationship to the child.

\_\_\_\_\_

6. If you are aware that the other party or the other party's household member has a criminal record or abuse history, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONLY A PARTY CAN SIGN THIS FORM. IF A PARTY IS REPRESENTED BY AN ATTORNEY,  
THE ATTORNEY CANNOT SIGN THIS FORM ON BEHALF OF THE PARTY.**

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. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff/Defendant Signature

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

\_\_\_\_\_  
Signature of Filer

\_\_\_\_\_  
Printed Name

### **Instructions for Completing the Confidential Information Form**

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

1. Social Security Numbers

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

3. Driver License Numbers

4. State Identification (SID) Numbers

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

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

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

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

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

## CONFIDENTIAL INFORMATION FORM

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

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

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

Vs.

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

\_\_\_\_\_  
Court

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

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

This Information Pertains to:	Confidential Information:	References in Filing:
(full name of adult)	Social Security Number (SSN):	Alternative Reference: SSN 1
OR	Financial Account Number (FAN):	Alternative Reference: FAN 1
This information pertains to a minor with the initials of ____ and the full name of	Driver License Number (DLN):	Alternative Reference: DLN 1
(full name of minor) and date of birth: _____	State of Issuance:	
	State Identification Number (SID):	Alternative Reference: SID 1
(full name of adult)	Social Security Number (SSN):	Alternative Reference: SSN 2
OR	Financial Account Number (FAN):	Alternative Reference: FAN 2
This information pertains to a minor with the initials of ____ and the full name of	Driver License Number (DLN):	Alternative Reference: DLN 2
(full name of minor) and date of birth: _____	State of Issuance:	
	State Identification Number (SID):	Alternative Reference: SID 2

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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



Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<div>_____</div> <div>(full name of adult)</div> <div>OR</div> <div>This information pertains to a minor with the initials of _____ and the full name of _____</div> <div>_____</div> <div>(full name of minor) and date of birth: _____</div>	<div>Social Security Number (SSN):</div> <div>_____</div> <div>Financial Account Number (FAN):</div> <div>_____</div> <div>Driver License Number (DLN):</div> <div>_____</div> <div>State of Issuance:</div> <div>_____</div> <div>State Identification Number (SID):</div> <div>_____</div>	<div>Alternative Reference:</div> <div>SSN _____</div> <div>Alternative Reference: FAN</div> <div>_____</div> <div>Alternative Reference:</div> <div>DLN _____</div> <div>Alternative Reference: SID</div> <div>_____</div>
<div>_____</div> <div>(full name of adult)</div> <div>OR</div> <div>This information pertains to a minor with the initials of _____ and the full name of _____</div> <div>_____</div> <div>(full name of minor) and date of birth: _____</div>	<div>Social Security Number (SSN):</div> <div>_____</div> <div>Financial Account Number (FAN):</div> <div>_____</div> <div>Driver License Number (DLN):</div> <div>_____</div> <div>State of Issuance:</div> <div>_____</div> <div>State Identification Number (SID):</div> <div>_____</div>	<div>Alternative Reference:</div> <div>SSN _____</div> <div>Alternative Reference: FAN</div> <div>_____</div> <div>Alternative Reference:</div> <div>DLN _____</div> <div>Alternative Reference: SID</div> <div>_____</div>
<div>_____</div> <div>(full name of adult)</div> <div>OR</div> <div>This information pertains to a minor with the initials of _____ and the full name of _____</div> <div>_____</div> <div>(full name of minor) and date of birth: _____</div>	<div>Social Security Number (SSN):</div> <div>_____</div> <div>Financial Account Number (FAN):</div> <div>_____</div> <div>Driver License Number (DLN):</div> <div>_____</div> <div>State of Issuance:</div> <div>_____</div> <div>State Identification Number (SID):</div> <div>_____</div>	<div>Alternative Reference:</div> <div>SSN _____</div> <div>Alternative Reference: FAN</div> <div>_____</div> <div>Alternative Reference:</div> <div>DLN _____</div> <div>Alternative Reference: SID</div> <div>_____</div>

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

\_\_\_\_\_  
vs.  
\_\_\_\_\_

: F.C. #  
:  
:  
:  
:

**AFFIDAVIT OF SERVICE**

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

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

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

**-OR-**

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

**-OR-**

**VERIFICATION OF SERVICE**

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

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

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

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

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

\_\_\_\_\_  
Date

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

IN THE COURT OF COMMON PLEAS OF BUTLER COUNTY, PENNSYLVANIA

\_\_\_\_\_  
vs. \_\_\_\_\_  
\_\_\_\_\_  
: F.C. # \_\_\_\_\_  
:  
: DRS DOCKET #: \_\_\_\_\_  
: PACSES #: \_\_\_\_\_  
:

**I. Notice**

You are hereby notified that the attached matter will be presented to assigned Judge \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ in their Motion Court.

**II. Certificate of Notice/Service**

I gave prior notice of presentation and a copy of this document to:

\_\_\_\_\_  
\_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ by: \_\_\_\_\_

☐ Electronic Mail      ☐ Fax      ☐ Mail      ☐ Other \_\_\_\_\_

**Judge Assignment:**

☐ Judge Robinson      ☐ Judge Palumbi      ☐ Other \_\_\_\_\_

**SELECT ONE: \*A box must be selected\***

Concerning the within request for relief, the opposing party:

☐ **OPPOSES**                      ☐ **CONSENTS**

I certify that all of the above statements are true and correct.

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

Counsel for: \_\_\_\_\_