

Contempt Petition Instructions

*** IMPORTANT INFORMATION ***

YOUR RIGHTS MAY BE BETTER PROTECTED WITH THE HELP OF AN ATTORNEY.

You may file a Petition for Contempt without the assistance of an attorney, and represent yourself in Family Court, **BUT** your rights may be better protected with the help of an attorney.

The staff of the Circuit Clerk's Office and the Family Court are prohibited by law from providing legal advice. .

Please notify the Circuit Clerk's Office in advance if you require any special arrangements to fully participate in court proceedings; for example, a language interpreter, hearing or visual aids, or accommodations for physical access.

The Contempt Petition Packet contains Instructions and a Contempt Petition form. Read the instructions carefully, and please write clearly when you fill in the form. If the instructions are not followed, or if the form is not properly completed, your Contempt Petition may be dismissed, or delayed. It's best to read all of the instructions before you start filling out the form. You may want to make a couple of spare copies of the blank form before you start filling it out. You can use these copies to practice on, or if you make an error.

The petition form requires you to provide your name, address, and telephone number. **If you believe your safety, liberty, or health, or the safety, liberty, or health of your children would be put a risk by the disclosure of this information, you may file an affidavit to have the information withheld from all persons except court employees who require the information to carry out their duties.** The affidavit you need to file is the Affidavit for Withholding Identifying Information. You can obtain the affidavit at the Circuit Clerk's Office. You can complete and file the affidavit in the Circuit Clerk's Office at any time, or you can ask the Family Court Judge to enter an order allowing you to withhold the information. If your identifying information is withheld, the other party's papers will be served through the Family Court, and not directly on you.

If the person you name in your Contempt Petition does not live in West Virginia, the Family Court may have limited power to enforce the order you believe is being violated.

**All Documents
MUST BE NOTARIZED
Prior to Filing**

STEP 1. DETERMINE IF A CONTEMPT PETITION IS RIGHT FOR YOUR SITUATION

The first thing you need to do is determine if filing a Contempt Petition is the correct legal action for your situation. For example, if what you want to do is request the court to change the terms of an order, a Contempt Petition is not the correct course of action. To request a change in the terms of a court order, you need to file a Petition for Modification. Modification Packets are available in Family Court and Circuit Clerk offices.

If you want the court to enforce the terms of an order you believe is being violated, filing a Contempt Petition may be the correct legal action. When you file a Contempt Petition, you are asking the court to hold the person named in the petition in contempt of court for failing to obey a court order; and you are asking the court to force that person to obey the order. These are some examples of failures to obey a court order. This is only a listing of a few examples, and does not cover all possibilities.

1. Failure to pay child support, or spousal support.
2. Failure to make payments ordered to carry out equitable distribution of marital property.
3. Failure to follow the terms of a court ordered Parenting Plan.

If you believe filing a Contempt Petition is the correct course of action for your situation, proceed to Step 2.

STEP 2. OBTAIN A COPY OF THE ORDER

You will need a copy of the court order you believe is being violated, because a copy of the order must be attached to your Contempt Petition. If you do not have a copy of the order, obtain one from the Circuit Clerk's office.

STEP 3. FILL OUT THE PETITION FORM

You must provide all requested information. The failure to provide all information required on the petition form may prevent you from obtaining a hearing before the court.

Tips on filling out the petition form.

1. Be certain you provide a complete and current address for the person you want the court to hold in contempt. The sheriff's department must serve the Petition on that person by delivering it in person. To do that, the sheriff's department must have a complete address. If the sheriff's department cannot find the person and serve the petition, the case will not proceed.
2. If you are claiming the person named in your petition has failed to obey an order requiring the payment of child support, spousal support, or separate maintenance, you **must**:
 - A. List the due dates and amounts of payments you claim were not made.
 - B. State the total amount past due as of the date you sign the petition.
 - C. Attach to your petition a copy of the court order which required the payments you claim have not been made.
3. If you are claiming the person named in your petition has failed to obey the terms of a court ordered Parenting Plan, you **must**:
 - A. Explain how the person failed to obey the terms of the court ordered plan. Your explanation must be specific, and you must provide dates on which you claim the person did not obey the terms of the plan.
 - B. Attach to your petition a copy of the court ordered Parenting Plan.

4. If you are claiming the person named in your petition has failed to obey other terms and conditions of a court order, you **must**:
 - A. Explain how the person failed to comply with the terms and conditions of the order. Your explanation must be specific, and must include the dates upon which you claim the failures to obey occurred..
 - B. Attach to your petition a copy of the order.
5. After you have finished filling out the form, you must sign the petition, and you **must** sign the Verification at the end of the form. You must sign the Verification before a **Notary Public**, or **other** authorized public official such as a Deputy Circuit Clerk.

STEP 4. TAKE OR MAIL YOUR PETITION TO THE FAMILY COURT

These are the papers you need to take or mail to the Family Court.

1. Your completed and verified Petition.
2. Copy of the order you believe is being violated.
3. Copies of any documents you believe will prove the order is being violated.

STEP 5. THE FAMILY COURT JUDGE REVIEWS YOUR PETITION

The Family Court Judge will review your Petition and any documents you file with it, and determine whether to hold a hearing.

The Family Court Judge does not have to hold a hearing. The judge may dismiss your Petition without a hearing if:

1. You have failed to completely and properly fill out and verify the Petition.
2. The judge determines the information you have provided in your Petition fails to make a sufficient case that the person you name has violated a court order.

If the Family Court Judge determines your Petition requires a hearing, a hearing date and time will be set, a Notice of Contempt Hearing/Rule to Show Cause will be issued, the person named in your Petition will be served with a copy of your Petition and the Notice/Rule, and you will receive a copy of the Notice/Rule. **When you receive the Notice/Rule, you MUST immediately go to the Circuit Clerk's Office and pay the \$30 fee for personal service of the Petition and Notice/Rule on the opposing party. If you do not do this, the opposing party will not be served, and if the opposing party is not served, there will be no hearing, and your contempt case will end before it starts.**

If you cannot afford to pay the \$30 fee, read the following paragraph. The Notice/Rule will state the date, time, and place of the hearing, and it will inform the person named in your Petition that he or she is required to come to the hearing. At the hearing, you and the person named in your Petition each will be given an opportunity to present your side of the case. Step 6 explains how to prepare for a hearing.

What to do if you cannot afford to pay fees.

If you cannot afford to pay fees, you should ask a Deputy Circuit Clerk for an affidavit to waive fees and costs. You can fill out the affidavit in the clerk's office. The affidavit requires you to list some basic information about your financial situation. A Deputy Clerk can review your completed affidavit while you wait, and tell you if you meet the legal requirements to have your fees and costs waived. If you don't meet these requirements, you must pay fees and costs, but you can ask the Court to review your affidavit later. Criminal charges can be filed against you if you provide false information on this affidavit.

STEP 6. HOW TO PREPARE FOR A HEARING

If the Family Court Judge decides to hold a hearing on your Petition, you will need to prepare for the hearing. The following paragraphs explain what you should do to make sure you are ready to present your case.

1. **Witnesses.** If you need a witness to testify at the hearing, and you are not certain the witness will come to the hearing voluntarily, you need to obtain a witness subpoena to require that witness will attend.

- You should request witness subpoenas **at least 10 days before the hearing.** Witness subpoenas are handled by the Circuit Clerk's Office.
- To obtain a witness subpoena, you need to provide the Deputy Circuit Clerk with the name and address of the witness, and pay a Clerk's fee of 50¢ per subpoena, and a service fee of \$25 per subpoena.
- **If you cannot afford to pay the fees, read the last paragraph in Step 5.**

2. **Make a plan for how you will present your case.**

- At the hearing, you will be required to show the person named in your Petition has failed to obey the order you claim is being violated.
- Depending on the nature of your case, you may need to show that money has not been paid, or that the person has failed in some other way to obey the terms of an order. You prove these things by your testimony, by the testimony of other witnesses, or by documents and records.
- Make a plan for how you will present your case. Make a list of the points you want to prove, and for each of point, list how you will prove it, by witness testimony, or a document, for example.

End

IN RE:

The Marriage / Children Of:

Case No. _____

Judge: _____

_____, and _____
 Petitioner (First/Middle/Last) Respondent (First/Middle/Last)

**PETITIONER'S CIVIL CASE INFORMATION STATEMENT
 DOMESTIC RELATIONS CASES**

PETITIONER'S IDENTIFYING INFORMATION	IMPORTANT NOTICE
Street Address _____ City / State / Zip Code _____ Phone Number _____ Social Security Number _____ Date of Birth _____ Race: ☐ American Indian/Alaskan Native ☐ Hispanic ☐ Asian or Pacific Islander ☐ Black ☐ Unknown ☐ White	☐ Check this box if you wish to keep the information in this box CONFIDENTIAL because you fear for your safety and/or the safety of your children. If the box above is checked, this page is sealed in the file and NOT TRANSMITTED with the Petition and Summons. You must complete the form, Affidavit To Withhold Identifying Information, and file it at the Circuit Clerk's Office.

List all minor children affected by this action:

Name	Date of Birth	Social Security Number
	/ /	
	/ /	
	/ /	
	/ /	

☐ YES ☐ NO Do you or any of your clients or witnesses in this case require special accommodations due to a disability?

IF YES, SPECIFY:

- ☐ Wheelchair accessible hearing room and other facilities;
☐ Interpreter or other auxiliary aid for the hearing impaired;
☐ Reader or other auxiliary aid for the visually impaired;
☐ Spokesperson or other auxiliary aid for the speech impaired;
☐ Other: _____

Original and _____ copies of petition enclosed/attached.

PETITIONER: _____

Case No. _____

RESPONDENT: _____

Days To Answer: _____ **Type of Service:** _____

1. RESPONDENT'S IDENTIFYING INFORMATION

Street Address _____

City / State / Zip Code _____

☐ Male / ☐ Female

Phone Number _____

Social Security Number _____

Date of Birth _____

Race: ☐ American Indian/Alaskan Native ☐ Hispanic
☐ Asian or Pacific Islander ☐ Black
☐ Unknown ☐ White

2. TYPE OF CASE RELIEF
(Check All That Apply)

- ☐ Divorce Without Children
☐ Divorce With Children
☐ Grandparent Visitation
☐ Annulment
☐ Separate Maintenance
☐ Child Support Only
☐ Child Custody Without Divorce
☐ Paternity
☐ Modification
☐ Contempt
☐ Infant Guardianship
☐ Other (specify): _____

3. ☐ YES ☐ NO Is either party seeking child support or alimony?

4. ☐ YES ☐ NO Is a Domestic Violence Protective Order in effect now?

5. ☐ YES ☐ NO Is there an active Child Protective Services (CPS) investigation of the children or was an investigation conducted in the last year prior to filing this action?

6. ☐ I am proceeding without an attorney.

OR

☐ I have an attorney. (Complete attorney information below.)

Attorney Name: _____

Firm: _____

Address: _____

Telephone: _____

Dated: _____

Signature _____

Civil Action No.: _____

IN RE:

The Marriage/Children of:

and

Petitioner (*First/Middle/Last*)

Respondent (*First/Middle/Last*)

Address

Address

Daytime Phone

Daytime Phone

Please submit

ORIGINAL & ONE COPY

PETITION FOR CONTEMPT

1. Your Name: _____ List any other name(s) you were known by during this case: _____

Your current address: _____

2. Name of the person you want the Court to hold in contempt: _____

Address: _____

Daytime telephone number: _____ Social Security Number: _____

3. Your Reasons for Making this Contempt Petition

A. Failure to Make Payments of Money

☐ I believe the person I want the court to hold in contempt has failed to make court ordered payments of:

☐ Child Support

☐ Spousal Support

☐ Separate Maintenance

☐ Equitable Distribution

☐ Medical Support

☐ Other (*List, and be specific*) _____

You must attach a copy of the order requiring these payments.

List the due dates and amounts for all payments that have not been made.

List the total amount due and unpaid on the date you sign this petition:\$ _____

B. Failure to Obey Court Ordered Parenting Plan

I believe the person I want the court to hold in contempt has failed to abide by the terms and conditions of a court ordered Parenting Plan. For each instance you believe the person has failed to abide by the Parenting Plan, you must list the date, and explain *specifically* how the person failed to abide by the plan; and you MUST attach a copy of the Parenting Plan.

C. Failure to Obey *Other* Terms, Conditions, or Requirements of a Court Order

I believe the person I want the court to hold in contempt has failed to abide by the terms, conditions, or requirements of a court order in some way other than those listed in items A and B above. For each instance you believe the person has failed to abide by the order, you must list the date, and explain *specifically* how the person failed to abide by the order; and you MUST attach a copy of the order.

4. I have attached to this Petition documents I believe prove the person I have named has failed to obey a court order. The documents I have attached are:

For the reasons stated above, I request that the Court issue a Notice of Contempt Hearing/Rule to Show Cause setting a hearing to determine if the person named in this Petition should be held in Contempt of Court.

Your Signature/Petitioner

Date

VERIFICATION OF CONTEMPT PETITION

I, _____, after making an oath or affirmation to tell the truth, say that the facts I have stated in this Contempt Petition are true to my personal knowledge; and if I have set forth matters upon information given to me by others, I believe that information to be true.

Signature

Date

This Verification was sworn to or affirmed before me on the ____ day of _____, 20 ____

Notary Public/Other Official

My commission expires: _____