

County of Adams

Courts' Self-Help Center

ENFORCING AN ORDER FOR ALIMONY PENDENTE LITE (APL)

This packet is to be used to enforce an Adams County Order for Alimony Pendente Lite (APL).

Enforcement of a combined Order for APL/Child Support is handled by the Domestic Relations Section. Questions should be directed to DRS staff.

DISCLAIMER

The Domestic Relations Section staff is not permitted 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. A list of Attorneys Practicing in Adams County Available for Consultation On Filling Out Self-Help Forms can be obtained by inquiring with the Prothonotary, Law Library, Adams County Children and Youth Services, Adams County Domestic Relations Office, or the Office of the Court Administrator and on the County of Adams Website at <https://adamscountypa.gov/courts/courtadministration/selfhelpcenter>.

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GENERAL INFORMATION

A. INTRODUCTION

1. These materials are intended to assist individuals who already have an order establishing Alimony Pendente Lite (APL) and wish to ENFORCE the terms of that order. These materials provide general information and standard legal forms. **IT IS HIGHLY RECOMMENDED THAT YOU CONSULT WITH AN ATTORNEY TO REPRESENT YOU IN ANY LEGAL ACTION.** The information provided herein is not legal advice and is not to be used as a substitute for professional legal advice.
2. These materials do not address orders that are for combined APL/Child Support cases. Enforcement of combined order is conducted by the Domestic Relations Section and questions should be directed to DRS staff by phone (717-337-9804) or email (CS-AdamsMailbox@PACSES.com). Do not use this packet if you are seeking enforcement of a combined order.

B. LEGAL DEFINITIONS

1. **ALIMONY PENDENTE LITE (APL)** is “[a]n order for temporary support granted to a spouse during the pendency of a divorce or annulment proceeding.” 23 Pa. C.S. §3103. APL is awarded to equalize the parties’ ability to maintain or defend the divorce action. Authority for APL is founded in the Divorce Code of 1980 as amended, 23 Pa. C.S. §§3701, 3702. **Information regarding enforcement of arrearages is located at 23 Pa. C.S. §3703.**

C. RULES OF CIVIL PROCEDURE

1. When you represent yourself in any legal proceeding, you are held to the same standard as an attorney licensed to practice law in Pennsylvania. You must familiarize yourself with rules and procedures. 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 Adams County Courthouse. The applicable rules of court are set forth at Pa. R.C. P. No. 1910.1 et seq. and Adams C.Civ. R. Nos. 1910.4 through 1910.20. The local rules of civil procedure for Adams County are located at <https://adamscountypa.gov/courts/courtadministration/localrules>.

D. BASIC PROCEDURE

1. This packet contains forms and instructions on how to enforce an **already existing** Alimony Pendente Lite (APL) Order. If there is no APL Order or if you want to request a modification of the existing APL Order, then you should not use this packet. Instead, you should obtain a Complaint for Support Form or a Modification of Support Form located at www.childsupport.state.pa.us or at the

Domestic Relations Section's webpage located at
<https://adamscountypa.gov/courts/domesticrelationssection>.

2. You can initiate enforcement action by yourself or through an attorney. You can request enforcement of an 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 case.
 3. If a party violates the provisions of an APL 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 Domestic Relations Section. The Domestic Relations Section will schedule the case for a hearing before the Judge. You are responsible to pick up the Court Order that schedules the hearing from the Domestic Relations Section, as well as at time-stamped copy of your Petition for Civil Contempt and then you must properly serve or provide a copy of these documents to the other party and their attorney and prove, by filling out and filing an appropriate document, verifying that you served the party.
- E. WHERE TO FILE: You may file by mailing in your documents or filing them in person at the Adams County Domestic Relations Section, 525 Boyds School Road, Suite 600, Gettysburg, PA 17325.
- F. HOW TO SERVE YOUR DOCUMENTS PROPERLY:
1. **STOP!! READ THE FOLLOWING PARAGRAPH CAREFULLY!**
The Pennsylvania Rules of Civil Procedure require that all documents (including Petitions, Complaints and Orders) that you file with the Court and Domestic Relations Section must be served by you upon 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 DRS may send a courtesy copy of a Scheduling Order to the parties, THIS IS NOT PROPER SERVICE. YOU ARE RESPONSIBLE FOR MAKING PROPER SERVICE OF YOUR DOCUMENTS TO THE OTHER PARTY AND ATTORNEY. 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/their attorney. **If the opposing party has an attorney, you must serve that attorney.**
- G. HOW DO I PREPARE FOR THE CONTEMPT HEARING?
- i. Review the link entitled "DRS Courtroom and Conference Decorum" located on the Domestic Relations Section page at
<https://adamscountypa.gov/courts/domesticrelationssection>.

- ii. Make copies of all exhibits you wish to submit at the hearing and pre-mark them (i.e. Petitioner's Exhibit 1, etc.). You must make a copy for the opposing party and the Court.

H. WHAT HAPPENS AT THE CONTEMPT HEARING?

- i. At the contempt hearing, the Court will review the evidence, and if necessary, take testimony from any witnesses. If a party violates an order for APL, there are a variety of remedies available, including but not limited to entering of a judgment, entering liens upon property and increasing of arrears payments.
- ii. At the hearing, you must present witnesses and exhibits in support of proving your contempt petition. The burden of proof is by a preponderance of the evidence. At the end of the trial, the Court will enter an Order resolving the contempt dispute.
- iii. You may do a great disservice to yourself if you do not consult with and hire a licensed attorney. If you do not have an attorney representing you, you will be considered to have all the knowledge and training of a lawyer during the trial. That means you must follow all rules of procedure like a lawyer does. The Judge cannot tell you how to present your case.

INSTRUCTIONS FOR FILLING OUT FORMS – READ CAREFULLY!

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 #3; and Form #4, #5, OR #6.

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 ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY – Form #1.

1. CAPTION

- i. This should appear exactly as the caption looks on the original APL Complaint. 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, including both the docket number and the PACSES number.

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 support case.

4. PARAGRAPH 3

- i. Check the box next to “a” to indicate that you are representing yourself in this support 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. The ENTRY OF APPEARANCE must be filed in the Domestic Relations Section and you must file a new form every time your address or telephone number changes.

B. **Instructions** for completing the NOTICE AND ORDER TO APPEAR– Form #2. 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 APL Complaint. Remember, if you were the Plaintiff or Defendant when you originally went to Court, you **still remain** the Plaintiff or Defendant. Because this is a Petition for Contempt, you are also referred to as the “Petitioner” and the Defendant is considered the “Respondent”.
- ii. Print the name of the Plaintiff, the Defendant, and the case number and PACSES number of the existing Order.

STOP. DO NOT FILL IN ANYTHING FURTHER.

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

AFTER THE COURT FILLS IN THE DATE, TIME AND PLACE FOR THE CONTEMPT HEARING, THE “NOTICE AND ORDER TO APPEAR” WILL BE AVAILABLE FOR PICKUP AT THE DOMESTIC RELATIONS SECTION.

YOU MUST PICK UP COPIES OF THE ORDER AND SERVE THE “NOTICE AND ORDER TO APPEAR,” YOUR “ENTRY OF APPEARANCE,” AND YOUR “PETITION FOR CIVIL CONTEMPT” ON THE OPPOSING PARTY, OR THEIR ATTORNEY IF THEY HAVE ONE. NEITHER THE COURT NOR THE DOMESTIC RELATIONS SECTION WILL SERVE THESE DOCUMENTS FOR YOU. ALTHOUGH THE DOMESTIC RELATIONS SECTION MAY MAIL A COPY OF THE ORDER TO THE PARTIES, THIS IS NOT PROPER SERVICE AS REQUIRED BY THE PENNSYLVANIA RULES OF CIVIL PROCEDURE.

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.

C. **Instructions** for completing the PETITION FOR CIVIL CONTEMPT – Form #3. 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, the Defendant, the case number and the PACSES case number. This should appear exactly as the caption looks for the current ORDER OF COURT for APL that you want to have enforced.

2. **PARAGRAPH 1: YOUR NAME and ADDRESS**

- i. You are the Petitioner. Print your name and your current address. If you have a separate mailing address, include that information as well, so the DRS can reach you if necessary.

3. **PARAGRAPH 2: THE RESPONDENT’S NAME AND ADDRESS**

- i. The Defendant is the “Respondent” in this type of situation. Print the name of the respondent and his/her current address. If the respondent has a separate mailing address, include that information as well.

4. **PARAGRAPH 3: CURRENT COURT ORDER**

- i. Write the date of the current APL Court Order. It is helpful if you attach a copy of that Order to your Petition.
- ii. Indicate the amount of APL in your order and include the amount that is to be paid toward arrears each month.

5. **PARAGRAPH 4: DESCRIPTION OF VIOLATION**

- i. Check the applicable box(es) regarding the alleged violation of the Order.

6. **VERIFICATION**

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

Instructions for making copies, creating envelopes and filing with the Domestic Relations Section.

1. **After completing the ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY, NOTICE AND ORDER TO APPEAR, and the PETITION FOR CIVIL CONTEMPT, you must make copies:**

- i. **ENTRY OF APPEARANCE:** in addition to the original signed document, make two copies of the ENTRY OF APPEARANCE. The original will stay in the Court’s file. One copy is for you and one copy is for the opposing party.
- ii. **NOTICE AND ORDER TO APPEAR:** in addition to the original, make two copies of the NOTICE AND ORDER TO APPEAR for each party. One copy is for you and the other is for the opposing party.

- iii. **PETITION:** in addition to the original document, make two copies of the PETITION. One copy is for you and the other is for the opposing party.
2. **You must also make a SELF ADDRESSED STAMPED ENVELOPE for yourself and one for the opposing party (or their attorney if they have one) at their respective addresses in order for the DRS to mail to you and the other party the NOTICE AND ORDER TO APPEAR after the Judge signs it.**
 - i. Make one envelope for yourself (with your address on it) and another envelope for the opposing party. Put a first class stamp on each envelope and the mailing address of the party. **DO NOT** seal the envelopes. The DRS will use these envelopes to mail the NOTICE AND ORDER TO APPEAR to you and the other party. Remember, however, that you are responsible for properly serving the other party with notice of the proceedings.
3. **File the ENTRY OF APPEARANCE, the NOTICE AND ORDER TO APPEAR, the PETITION FOR CIVIL CONTEMPT, and the ENVELOPES with the Domestic Relations Section. There is no filing fee.**
 - i. File the Original and ALL copies of the ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY FORM. The Domestic Relations Section will keep the Original and return all the Copies at this time.
 - ii. File the Original and ALL copies of the NOTICE AND ORDER TO APPEAR.
 - iii. File the Original and ALL copies of the PETITION. The Domestic Relations Section will keep the Original and return all the copies at this time.
 - iv. File the ENVELOPES that you made.
4. **After you have filed your documents with the Domestic Relations Section, you must wait until the Domestic Relations Section receives the signed ORDER OF COURT back from the Judge after s/he schedules the hearing. This may not occur until several days after filing.**
 - i. Pick up the signed copies of the NOTICE AND ORDER TO APPEAR at the Domestic Relations Section after the Judge signs the Order and it is sent back to the Domestic Relations Section.
 - ii. You may call the Domestic Relations Section at 717-337-9804 to find out if they have received the Order back from the Judge.
5. **A copy of the ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY, the PETITION FOR CIVIL CONTEMPT, and a copy of the NOTICE AND ORDER TO APPEAR with the Judge's signature must then be served on the 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:

- a. How do you SERVE documents (i.e. give the other party notice of the accusations against them and when they must appear before the court?)**
 - i. You must have all parties served with a copy of ALL papers that you filed with the DRS, including the ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, and PETITION FOR CIVIL CONTEMPT. You must prove to the Court 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. Neither the Court nor the Domestic Relations Section will serve any documents for you. Although the Domestic Relations Section may mail a copy of the Order to the parties, this is not service!
 - ii. 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 resolve the matter. This is because the other party in this case has a right to know that you have filed for enforcement of the Order and that you are asking the Court to find the other party in contempt and to enforce the Order.
- b. What Methods of Service are available?**
 - i. Certified Mail, restricted delivery, return receipt requested (Use Form #4)
 - 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 #5)
 - iii. Personal Service, by you handing the party a copy of ALL papers: HOWEVER, this is only considered proper and valid service if the other party cooperates by signing an ACCEPTANCE OF SERVICE (Form #6) 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.
- c. What type of Documentation should be completed to demonstrate proper service?**
 - i. If you serve the other party by Certified Mail, restricted delivery, return receipt requested, then complete the AFFIDAVIT OF SERVICE (CERTIFIED MAIL) (Form #4) for that party and attach the Certified Mail Receipt (which is green in color) and file this form with the Domestic Relations Section. The green form MUST have the other party's signature on it, otherwise this is not proper service.
 - ii. If a Sheriff, Constable or other person over the age of 18 (OTHER THAN YOU) hands the papers to the other party, then complete the AFFIDAVIT OF SERVICE (BY THIRD PARTY) (Form #5) for that party and file this form with the Domestic Relations Section. This form requires the signature of the third party.

- iii. If you hand the papers to the other party, then complete the top part of the ACCEPTANCE OF SERVICE (Form #6) and have the other party sign and date the form. File this form with the Domestic Relations Section. This form requires the signature of the other party. If the other party refuses to sign, then you must use another method of service such as Certified Mail Restricted Delivery or Service by a third party.

CHECKLIST FOR ENFORCING AN APL ORDER

This 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.

- _____ Read through the packet. Read instructions several times before starting.
- _____ NOTICE AND ORDER TO APPEAR completed as per instructions.
- _____ PETITION FOR CONTEMPT completed in its entirety.
- _____ Copies of ENTRY OF SELF-REPRESENTED PARTY, NOTICE AND ORDER TO APPEAR, and PETITION made.
- _____ Self-Addressed Stamped Envelopes made.
- _____ File ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION (and all copies of the documents) with Domestic Relations Section
- _____ File Envelopes with Domestic Relations Section.
- _____ Receive ENTRY OF APPEARANCE, and PETITION copies back from Domestic Relations Section.
- _____ Receive signed NOTICE OF ORDER TO APPEAR copies from Domestic Relations Section.
- _____ PROPERLY SERVE copies of the ENTRY OF APPEARANCE, NOTICE AND ORDER TO APPEAR, PETITION on the other party/their attorney.
- _____ File service documentation with Domestic Relations Section (Form #4, 5, OR 6 depending upon the method of service you used).

**IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION**

Name		Plaintiff	:	
	v.		:	Case # _____ - DR- _____
			:	
			:	PACSES# _____
			:	
Name		Defendant	:	

**ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
PURSUANT TO Pa. R.C.P. No. 1930.8**

To the Domestic Relations Section:

Please enter my appearance as a self-represented party.

1. I am the Plaintiff, Defendant, or Other in the above captioned action. (select one)
2. This is a custody, divorce, support, protection from abuse, or paternity case. (select one)
3. Select from one of the following three options, a, b, or c:
 - a. I do not currently have an attorney representing me, I have decided not to hire an attorney to represent me, and I am representing myself in this case.
 - b. _____ is my attorney of record and I want to terminate the services of my attorney and proceed as a self-represented party. I will provide notice to my attorney.
 - c. I am entering my appearance as a self-represented party (sign) _____, and my attorney acknowledges his/her withdrawal as my attorney of record in this case. (Attorney signature)
_____.
4. NOTE: You must provide the Court with an address where you agree that pleadings and other legal papers may be served, and a telephone number through which you may be contacted. The address and phone number that you provide need not be your home address and phone number. If this is a protection from abuse (PFA) case or other case where the confidentiality of your home address and phone number is essential, please use an alternate address and phone number where you may be served by mail and contacted by telephone.

Papers may be served at the address set forth below:

Name of Party
Street Address
City State Zip Code

Home Phone Number – include area code
Cell Phone Number – include area code
Fax Number (optional) – include area code

5. I understand that I must file this form in the DRS Office and that I must file a new form every time my address or telephone number changes. Please see Pennsylvania Rule of Civil Procedure 1930.8 for more information.

DATE

SIGNATURE

Any other documentation relevant to your case and the issue of contempt as stated in the petition, including the completed Income Statement and Expense Statement forms. For example, other documentation that may be relevant to includes documents related to claims for unemployment compensation, workers' compensation and Social Security benefits.

If a physician has determined that a medical condition affects your ability to earn income you must obtain a Physician Verification Form from the Domestic Relations Section, sign it, have it completed by your doctor, and bring it with you to the hearing.

If you intend to offer the Physician Verification Form as evidence at the hearing, you must comply with the timeframes established by Pennsylvania Rule of Civil Procedure 1910.29(b)(2).

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.

Adams County Court Administrator
Adams County Courthouse
117 Baltimore Street, 4th Floor
Gettysburg, PA 17325
717-337-9846

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Adams 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 Adams County Court Administrator's Office at 717-337-9846. All arrangements must be made at least 72 hours prior to any hearing or business before the court. You must attend the scheduled hearing.

BY THE COURT:

Date: _____

CHRISTINA M. SIMPSON, JUDGE

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION**

Name	PLAINTIFF	:	
		:	CASE# _____-DR-_____
	vs.	:	PACSES# _____
		:	
		:	
		:	
Name	DEFENDANT	:	

**PETITION FOR CIVIL CONTEMPT FOR DISOBEDIENCE
OF ALIMONY PENDENTE LITE (APL) ORDER**

TO THE HONORABLE, THE JUDGES OF SAID COURT:

1. I, _____, Petitioner, currently reside at

Name of Petitioner

_____.

Address, including City, State, Zip and County

2. The Respondent is _____ and resides at

Name of Respondent

_____.

Address, including City, State, Zip and County

3. An Order of Court was entered on _____ in the Court of Common Pleas

Date of Order

of Adams County, Commonwealth of Pennsylvania, directing the respondent to pay the sum of

\$ _____ per month plus \$ _____ per month toward arrears for Alimony Pendente

Lite (APL).

4. The Respondent has willfully failed to comply with the order as entered by the Court by

failing to:

- Pay as ordered.
- Provide information which was ordered.
- Appear as ordered.
- Other:

5. The Respondent is now in contempt for failing to obey the aforementioned Order.

FOR THESE REASONS, I request the Court to issue an Order directing the attendance of the Respondent at a hearing regarding my Petition and thereafter to make an adjudication of contempt. I verify that the statements made in this Petition are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

Date: _____

Signature

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION**

Name	PLAINTIFF	:	
		:	CASE # _____ -DR- _____
	vs.	:	
		:	PACSES# _____
		:	
		:	
Name	DEFENDANT	:	

AFFIDAVIT OF SERVICE (Form #4)
(CERTIFIED MAIL)

I certify that I served a copy of the Entry of Appearance, Notice and Order to Appear, Petition for Civil Contempt, upon

_____ on _____ by certified mail,
Name of person served Date served (date return receipt signed)

restricted delivery, return receipt requested. The **original** return receipt signed by

_____ is attached.
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. § 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

City State Zip Code

Area Code Telephone Number of person certifying service

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION**

Name	PLAINTIFF	:	
		:	CASE# _____ -DR _____
	vs.	:	
		:	PACSES# _____
		:	
		:	
Name	DEFENDANT	:	

AFFIDAVIT OF SERVICE (Form #5)
(BY THIRD PARTY)

I certify that I served a copy of the Entry of Appearance, Notice and Order to Appear,
and Petition for Civil Contempt 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

City State Zip Code

Area Code Telephone Number of person certifying service

**IN THE COURT OF COMMON PLEAS FOR ADAMS COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION**

Name	PLAINTIFF	:	
		:	CASE# _____ -DR- _____
	vs.	:	
		:	PACSES# _____
		:	
		:	
Name	DEFENDANT	:	

ACCEPTANCE OF SERVICE (Form #6)

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

the Entry of Appearance, Notice and Order to Appear, Petition for Civil Contempt, which were
previously filed with the Court on _____.
Date documents filed with the Court.

Date: _____
Date Service Was Accepted

Signature of Respondent