

**PETITION FOR CONTEMPT
(FAILURE TO PAY CHILD SUPPORT)
INSTRUCTIONS FOR COMPLETING CC-DR-002**

If a parent of your child(ren) or a parent of a child(ren) in your care has been ordered by a court to pay child support and is not paying, you may ask the court to enforce its order, filing either through an attorney, through your local child support enforcement office, or by yourself. CC-DR forms were developed to assist persons deciding to proceed alone, but you are urged to consider carefully the importance of getting help.

There are 4 steps you must follow in order to proceed with the case yourself:

>STEP 1 - Completion of Form CC-DR-002.

Use this form only if you already have a court order for child support. To complete this form, *you will need a copy of that order*. If you do not have a copy, ask the Clerk of Court how to get one.

Court: Fill in the name of the County (or Baltimore City) where you intend to file your case. See **General Instructions**.

Case No., Plaintiff and Defendant: Fill in the case number, Plaintiff's name and Defendant's name **exactly** as they appear on the order. Fill in the **current** address and telephone number for both.

Item 1: Print your name in the space provided and state your relationship to the child(ren) by circling "mother" or "father" or naming your relationship in the blank.

List the child(ren)'s full name(s) and date(s) of birth.

Item 2: Looking at the order, fill in the date, the city or county where the order was granted, the case number, the name of the person ordered to pay, and the amount he/she was ordered to pay. Circle whether the payments were made weekly, bimonthly, or monthly.

Item 3: Fill in the name of the person ordered to pay.

Item 4: Fill in the amount of money you think you are owed.

Item 5: Circle whether you do or do not want the court to order jail time to enforce its order.

Remember that the court need not give you what you asked for.

Date and sign form CC-DR-002.

>STEP 2 - Filing Forms and Paying Filing Fee.

Take your completed forms to the Clerk of Court. Payment of a filing fee generally is required at this time. See *General Instructions*.

>STEP 3 - Service.

You will need to serve the other side with the following papers which you have filed or which have been provided by the Court. See *General Instructions*.

1. Petition for Contempt
2. Order to Show Cause completed and signed by a judge. (This will be mailed to you if it is signed).
3. Writ of Summons (if required by the Court).

>STEP 4 - Hearing.

If the court signs the show cause order, a copy of it will be mailed back to you. The court will have filled in the court date. Make sure you attend that day. See page 5 of *General Instructions - What Happens in Court?*