

DAWSON COUNTY RESPONSE TO CONTEMPT

You may use this packet and forms
only if you are responding to a Dawson County Petition for
Citation of Contempt filed by an unrepresented person

No Authority to Give Legal Advice

State law, O.C.G.A. § 15-19-51, prohibits court personnel (including staff attorneys or law clerks, calendar clerks, clerk's office staff, and sheriff's department staff) from giving legal advice or answering legal questions.

Use These Forms at Your Own Risk

In no event will the Court Administrator, Clerk of Court, Family Law Information Center (FLIC) staff or anyone contributing to the development of these forms or instructions be liable for any damages resulting from the use of this packet. These forms may not be appropriate for your particular case. In addition, due to the changing nature of the law, the information in these instructions and forms may be or become outdated. You should review any statutes (laws) or rules mentioned in this packet to make sure the forms are current. **Obtain the services of an attorney to protect your legal rights.**

Instructions for filing a Response to a Petition for Citation of Contempt

If you have been served with a Petition for Citation of Contempt, you have 30 days from the date you receive the Petition to respond to the allegations contained in the Petition. Even if the allegations are not true, if you do not respond to the Petition within 30 days, you may be fined or serve time in jail. The judge could also order you to pay back the support or alimony you owe, give the other party more parenting time, or order anything else the judge thinks is proper under the situation. Because of the possible penalties involved, you should seek the advice of an attorney.

This packet is designed for responding to the Dawson County Petition for Citation of Contempt used by unrepresented parties. **If you were served with something other than the Dawson County Petition for Citation of Contempt designed for unrepresented parties, seek the advice of an attorney.**

Basic steps for responding:

- STEP 1: Have the Petition for Citation of Contempt (the one you received from the Petitioner) on hand when you are completing the forms. You are responding to each numbered paragraph in the Petition with each numbered paragraph in your Response.
- STEP 2: Fill out the following forms and place them in the following order:
 - Response to Petition for Citation of Contempt (you are the “Respondent” and the other party is the “Petitioner” – use full names for completing the headings on all of your forms; write the civil action file number in all headings, using the same number as the one that appears in the heading of the Petition)
 - Verification (**sign in the presence of a notary**)
 - Certificate of Service (this form explains how you will deliver a copy of your Response to the Petitioner)
- STEP 3: Make **TWO** complete sets of copies, stapling the copies only (leave the originals UNSTAPLED)
- STEP 4: Take the forms to the Clerk of Courts. Ask for the two copies of all your documents to be stamped.
- STEP 5: Mail or hand deliver to the Petitioner one stamped copy of the completed forms at the address you filled out in the Certificate of Service.
- STEP 6: Attend mediation if it was not waived in your case.
- STEP 7: Come to court prepared on the date of the hearing as indicated on the form (Rule Nisi) you received from the Petitioner.

There may be other steps that apply in your case (with significant consequences if they are not followed). Listed above are just the basic steps for filing and serving the Response included in this packet.

**IN THE SUPERIOR COURT OF DAWSON COUNTY
STATE OF GEORGIA**

Petitioner,	§	
	§	
	§	
v.	§	CIVIL ACTION
	§	FILE NO.: _____
	§	
Respondent.	§	

RESPONSE TO PETITION FOR CITATION OF CONTEMPT

My name is _____ [full name], Respondent in the above-styled action, and I am representing myself. In response to the Petition for Citation of Contempt (Petition), I state the following:

1. Check the box that applies:

- Respondent agrees with the information contained in paragraph 1 of the Petition.
- Respondent disagrees with paragraph 1 of the Petition as follows:

- Respondent agrees with all other allegations of paragraph 1 of the Petition.

2. Check the box that applies:

- Respondent agrees with the information contained in paragraph 2 of the Petition.
- Respondent does not agree with the information contained in paragraph 2 of the Petition and is not subject to the jurisdiction of this Court or venue is improper for the following reasons: _____

3. Check the box that applies:

- Respondent agrees he/she was ordered to do what was described in paragraph 3 of the Petition for Citation of Contempt.
- Respondent disagrees with paragraph 3 of the Petition for Citation of Contempt as follows: _____

4. Check the box that applies:

- Respondent did what the Court ordered.
- Respondent was able to do what the Court ordered but did not obey the Order because _____

Respondent was unable to do what the Court ordered because _____

_____.

WHEREFORE, Respondent demands:

- (a) Respondent not be held in contempt; and
- (b) Respondent be awarded any other relief this Court finds right and proper.

This the _____ day of _____, _____.

Respondent, Pro Se Signature
Name (print or type): _____
Address: _____

Phone: _____

**IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA**

	§	
Petitioner,	§	
	§	
v.	§	CIVIL ACTION
	§	FILE NO.: _____
	§	
Respondent.	§	

VERIFICATION

My name is _____. I hereby swear or affirm before the undersigned Notary Public I have read the Response to Petition for Citation of Contempt I am filing with this *Verification* and the facts stated in it are true and correct to the best of my knowledge and belief.

This the _____ day of _____, 20____.
 [date] [month] [year]

Respondent, Pro se
[print/type your name]: _____

Sworn to and subscribed before me this
_____ day of _____, 20____.

NOTARY PUBLIC
My Commission Expires:
(Notary Seal)

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,
Petitioner,
v.
_____,
Respondent.

§
§
§ CIVIL ACTION
§ FILE NO.: _____
§
§
§

CERTIFICATE OF SERVICE

I certify to the Court I will immediately serve a copy of the foregoing Response to Petition for Citation of Contempt and Verification on the Petitioner.

I will serve the copies [*choose the person to whom service will be made*]:

a) directly to the Petitioner who is representing him/herself, whose address is as follows: _____

b) to the attorney for the Petitioner, whose name and address are as follows:

I will serve the copies [*method of service – choose one*]:

- a) by mailing them via the United States Postal Service, with postage prepaid; or
 b) by hand delivering a copy.

This ____ day of _____, 20__.

Respondent, Pro se (*signature*)

Print name: _____

Address: _____

Phone: _____