

CONTEMPT OF GWINNETT COUNTY ORDER

IMPORTANT NOTE ABOUT THIS PACKET

HELPFUL HINTS:

“Petitioner”: The first and last name of the person who is filing this action

“Respondent”: The other party’s first and last name

“Case Number”: Leave this field blank if you are preparing to file a new case

OPTIONAL FORM:

If you are unable to afford the filing fees, you may ask the Court to waive the fees by completing the [Affidavit of Indigence and Eligibility to Proceed in Forma Pauperis \(Pauper’s Packet\)](#) and submit along with your other completed forms to the Clerk of Superior Court.

General Civil and Domestic Relations Case Filing Information Form

Superior or State Court of _____ County

For Clerk Use Only	
Date Filed _____ MM-DD-YYYY	Case Number _____

Plaintiff(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Defendant(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Plaintiff's Attorney _____ Bar Number _____ Self-Represented

Check One Case Type in One Box

General Civil Cases
<input type="checkbox"/> Automobile Tort
<input type="checkbox"/> Civil Appeal
<input type="checkbox"/> Contract
<input type="checkbox"/> Garnishment
<input type="checkbox"/> General Tort
<input type="checkbox"/> Habeas Corpus
<input type="checkbox"/> Injunction/Mandamus/Other Writ
<input type="checkbox"/> Landlord/Tenant
<input type="checkbox"/> Medical Malpractice Tort
<input type="checkbox"/> Product Liability Tort
<input type="checkbox"/> Real Property
<input type="checkbox"/> Restraining Petition
<input type="checkbox"/> Other General Civil

Domestic Relations Cases
<input type="checkbox"/> Adoption
<input type="checkbox"/> Dissolution/Divorce/Separate Maintenance
<input type="checkbox"/> Family Violence Petition
<input type="checkbox"/> Paternity/Legitimation
<input type="checkbox"/> Support – IV-D
<input type="checkbox"/> Support – Private (non-IV-D)
<input type="checkbox"/> Other Domestic Relations

Post-Judgment – Check One Case Type
<input type="checkbox"/> Contempt
<input type="checkbox"/> Non-payment of child support, medical support, or alimony
<input type="checkbox"/> Modification
<input type="checkbox"/> Other/Administrative

Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

_____ Case Number _____ Case Number

I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

Is an interpreter needed in this case? If so, provide the language(s) required. _____
Language(s) Required

Do you or your client need any disability accommodations? If so, please describe the accommodation request.

IN THE SUPERIOR COURT OF GWINNETT COUNTY

STATE OF GEORGIA

CIVIL ACTION
NUMBER: _____

PLAINTIFF

VS.

DEFENDANT

SUMMONS

TO THE ABOVE NAMED DEFENDANT:

You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address is:

an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

This _____ day of _____, 20_____.

**Richard T. Alexander, Jr.,
Clerk of Superior Court**

**By _____
Deputy Clerk**

INSTRUCTIONS: Attach addendum sheet for additional parties if needed, make notation on this sheet if addendum sheet is used.

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____, Petitioner,	Civil Action
vs.	Case Number _____
_____, Respondent.	

PETITION FOR CITATION FOR CONTEMPT

My name is _____, and I am representing myself in this action. In support of my case, I state the following:

1. Jurisdiction and Venue:

[Check only one of the following, either (a), (b) or (c)]

(a) Respondent is a resident of Gwinnett County, Georgia and is subject to the jurisdiction of this Court as a result of the prior Order entered by this Court.

(b) Respondent is a resident of _____ County, Georgia and is subject to the jurisdiction of this Court as a result of the prior Order entered by this Court.

(c) Respondent is not a resident of Georgia, but is subject to the jurisdiction of this Court as a result of the prior Order entered by this Court.

2. Service of Process: Respondent shall be served as provided under OCGA § 9-11-4, in the following manner:

[Check only one of the following, either (a) or (b)]

(a) Respondent has acknowledged service of process. I am filing the Acknowledgment of Service (which has been signed by the Respondent) with this Petition.

(b) Respondent may be served by the Sheriff's Department at the Respondent's home work address, which is:

(b-1) [Check only if Defendant/Respondent resides outside of Gwinnett County.] Respondent resides outside of Gwinnett County, and shall therefore be served by second original, as provided under OCGA § 9-10-72. Service shall be made by the Sheriff's Department in the county where Respondent resides.

3. An Order was entered in the Superior Court of Gwinnett County, Civil Action File No. _____ on _____.
A copy of that Order is attached.

4. In the prior Order, Defendant/Respondent was ordered [check all that apply]:

(a) to pay Petitioner \$_____ per _____ in child support/alimony and, as of the date of the filing of this Petition, owes to the Petitioner the following amount:

\$_____.

(b) to allow Petitioner to visit with the minor child(ren).

(c) to give Petitioner the following property/possessions:

(d) To pay for and have medical insurance for the minor child(ren).

(e) To pay Petitioner back for medical bills in the amount of

\$_____.

(f) Other: _____

5. Respondent was able to do what the Court ordered. Respondent's refusal to do so is willful.

6. Respondent should be held in contempt of this Court's Order and incarcerated until such time as he/she purges him/herself of this contempt.

7. Respondent should be ordered to reimburse the Petitioner for payment in filing this action and for cost of service.

WHEREFORE, Petitioner prays:

- (a) That process and summons issue as provided by law;
- (b) That Respondent be served with a copy of this Motion;
- (c) That Respondent be held in contempt and incarcerated for failure to comply with the Court's Order;
- (d) That a Rule Nisi be scheduled by the Court to decide on the relief I have requested;
- (e) That the Court order the parties to participate in mediation to try to resolve this matter;
- (f) That Respondent be required to pay all costs of this action; and
- (g) That the Court order any and all other relief that the Court finds appropriate.

Dated: _____

 Petitioner, *Pro se* (Signature)

Name: _____

Address: _____

 Phone: (_____) _____

Email: _____

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____, Petitioner, vs. _____, Respondent.	Civil Action Case Number _____
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VERIFICATION

PERSONALLY APPEARED BEFORE ME, the undersigned officer authorized to administer oaths, the above-named Petitioner, who after having been duly sworn, on oath depose and states that the facts contained in the foregoing PETITION FOR CITATION FOR CONTEMPT are true and correct.

Dated: _____

Petitioner, *Pro se (Signature)*

Subscribed and sworn before me on

_____, 20__.

Notary Public

General Civil and Domestic Relations Case Disposition Information Form

Superior or State Court of _____ County

For Clerk Use Only

Date Disposed _____
MM-DD-YYYY

Case Number _____

Case Style _____

Plaintiff(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Defendant(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Reporting Party _____

Plaintiff's Attorney _____

Bar Number _____

Self-Represented

Defendant's Attorney _____

Bar Number _____

Self-Represented

Manner of Disposition

Check Only One

- Jury Trial
- Bench/Non-Jury Trial
- Non-Trial Disposition
- Alternative Dispute Resolution

- Check if any party was self-represented at any point during the life of the case.
- Check if the court ordered an interpreter for any party, witness, or other involved individual.
- Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?

**INSTRUCTIONS FOR
SERVICE BY GWINNETT COUNTY SHERIFF**

- 1. Double check that you have signed all of your documents.
- 2. Make 2 copies of all of the forms.
- 3. The filing fee for a new case file is \$204. You may pay with check, cash, or money order.
- 4. Go to the Clerk of Superior Court. Give all of the copies to the clerk to have them stamped. The clerk will keep the original. One copy is yours to keep.
- 5. One copy goes to the Gwinnett County Sheriff. You must pay separately for their service of Summons, which is \$50 if you have not obtained a fee waiver.
- 6. The Sheriff will send you a copy of proof the opposing party has been served. You should contact the court, or visit the website to confirm the Sheriff's entry of service has been documented for your case.
- 7. Wait for notice of a court date or request for additional information from the court or from the other side.

Courthouse Information

Gwinnett Justice and Administration Center
ATTN: Clerk of Superior Court
75 Langley Drive
Lawrenceville, GA 30046
Tel: (770) 822-8100

**INSTRUCTIONS FOR
SERVICE BY SHERIFF OUTSIDE OF GWINNETT COUNTY OR
OUT OF STATE**

- 1. Double check that you have signed all of your documents.
- 2. Make 2 copies of all of the forms.
- 3. Confirm the filing fees by calling or visiting the website for the Clerk of Superior Court. You may pay with check, cash, or money order.
- 4. Go to the Clerk of Superior Court. Give all of the copies to the clerk to have them stamped. The clerk will keep the original. One copy is yours to keep.
- 5. Ask the clerk to stamp one copy “second original.” The clerk will know what you mean.
- 6. Contact the sheriff of the county in which the other party is to be served and determine that office’s requirements for payment to serve civil papers.
- 7. Send the copy stamped “second original” to the sheriff of that county together with whatever payment may be necessary, a stamped, self-addressed envelope and a cover letter stating the name of the other party and setting out the address at which the other party may be served.
- 8. Once the sheriff serves the papers on the other party, they will mail you the confirmation, or “entry of service.”
- 9. You must take the sheriff’s entry of service form and file it with the clerk of the Gwinnett County Superior Court.
- 10. Wait for notice of a court date or request for additional information from the court or from the other side.

Courthouse Information

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Lawrenceville, GA 30046
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