

How to File Your *Contempt of Custody or Visitation*



Make sure you have all your court forms.

- ✓ It is very important that you read the instructions on this sheet.
- ✓ Take all your court forms with you to court.

Follow these steps.

1st

Review your forms. Read each form carefully to make sure they are complete and correct. If you need to make a correction, log in to I-CAN! to change your answer and reprint your forms.

2nd

Print the form called Civil Summons. Go to www.nccourts.org and click on the word "Forms" at the top center of the page and then type in the form number "CV-750".

3rd

Sign your forms in front of a Notary Public. The forms MUST be signed in the presence of a Notary Public. Once you have your forms notarized, make 2 copies. Arrange your forms into three complete sets.

Notary Publics:

- You can find them in the Sheriff's office at the court, banks, law firms, insurance companies or the Yellow Pages
- They often charge a small fee and require you to show a picture ID

4th

File your forms. Take all three sets of your forms and your original *Order* to the Civil Filings Department (See below). There is no fee to file your *Contempt* forms.

5th

Set a hearing date. After filing your forms, go to the Family Court Office (Room 3520) to get a hearing date. Then take your forms back to the Civil Filings Department (Room 3725).

6th

Serve the other party. Complete service before the hearing. (See page 2 *How to Serve your Contempt of Custody or Visitation Forms*).

7th

Attend the hearing. Bring all of your court forms to the hearing. Arrive on time and dress appropriately (as if you were going to a job interview).

Where do you file your forms?

**Civil Filings Department – Clerk of the Court – Room 3725 (3rd floor)
832 E. Fourth Street, Charlotte, NC 28202**

How to Serve Your *Contempt of Custody or Visitation Forms*



What is service?

- Service is when someone – **not you** – gives copies of your court forms to the other party.
- You can serve either by using the Sheriff or by Mail.

How do you serve?

By Mail.

You may mail a copy of your forms to the other party (or his/her attorney) using United States First Class Mail. After you have mailed the forms you will need to fill out and file the form *Certificate of Service* with the Civil Filings Department (832 E. Fourth St., Room 3725).

Please note

If the forms are not correctly served on the other party, the court will not hear your case.