

**CHECKLIST FOR PACKET 9
ORDER TO SHOW CAUSE**

STEP 1. These forms are required if you believe the other party is willfully failing to obey a Court order:

- Motion for Order to Show Cause (attach a copy of your prior court order)
- Affidavit in Support of Order to Show Cause
- Order to Show Cause

STEP 2. File the contempt action in the District Court where the prior Court order was entered. Take an original and two copies of each document with you. The Clerk will keep the originals. Keep one copy for yourself. The other copy is for service upon the other party as described in **Step 3**.

- Motion for Order to Show Cause*
 - attach a copy of your prior Court order
- Affidavit in Support of Order to Show Cause*
- Order to Show Cause*

STEP 3. Serve the other party

- Contact Sheriff's Department about serving the documents and pay service fee.
- Defendant was personally served by the Sheriff
 - File original *Order to Show Cause* (with completed *Return*) or an *Affidavit of Service* completed by Sheriff with the Court.

STEP 4. Attend hearing if other party was served and proof is on file with the Court.

OR

STEP 5. Dismiss Action

- Order of Dismissal*
 - If the other party was not served, the *Order of Dismissal* only needs to be signed by you.
 - If the other party was served, then he or she must also sign the *Order of Dismissal*.
 - Take an original and two (2) copies of the *Order of Dismissal* for filing with the Clerk and two (2) addressed, stamped envelopes (one addressed to you and one to the other party with enough postage to cover the cost of mailing the *Order of Dismissal* to you and the other party). The Clerk will mail the order to you once it has been signed by the Judge.