

## **CHECKLIST FOR ORDER TO SHOW CAUSE**

**This checklist is for your convenience and is not a substitute for the detailed instructions. Please be sure to read the detailed instructions.**

### **STEP 1: Getting Started**

These forms are required if you believe the other party is willfully failing to obey a Court order. It is important to go through them and read the instructions carefully.

- **Motion and Affidavit for Order to Show Cause**
- **Order to Show Cause**

### **STEP 2: Filing Your Order to Show Cause**

File your Order to Show cause in the District Court where the prior Court order that you are trying to enforce was entered. Bring an original and two copies of all forms with you when you file your Order to Show Cause. The Clerk will keep the original, you keep one copy, and the other copy is for serving the other party as described in **Step 3**.

- ☐ **Motion and Affidavit for Order to Show Cause**
- ☐ **Attach a copy of your prior Court order**
- ☐ **Order to Show Cause**

### **STEP 3: Serving the Other Party**

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

### **STEP 4: Attend Hearing**

- ☐ Attend the hearing if the 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 both parties must sign the **Order of Dismissal**.

**Copies and Envelopes:**

- ☐ Take an original and two copies of each form to the Clerk for filing.
- ☐ Take an envelope addressed to you with postage for the Clerk to mail a copy of the **Order of Dismissal** to you.
- ☐ Take an envelope addressed to the Defendant with postage for the Clerk to mail a copy of the **Order of Dismissal** to the other party.