

## DOOR COUNTY CHILD SUPPORT

### Instructions for Pro Se Order to Show Cause (Contempt)

1. Call or visit Clerk of Court's Office (920-746-2205) to obtain the case number for your particular case and the correct names and addresses of the petitioner and respondent. Enter this information in the appropriate places on all forms.
2. Complete the **Order to Show Cause for Finding of Contempt FA-4172VB**, **Affidavit for Finding of Contempt FA-4172VA**, **Income and Expense Statement FA-4138V**, and **Admission of Service FA-4119V** forms following the instructions on the left-hand side of the forms.
3. Contact the Judge's office of the Branch your court case was originally held (Branch 1: 920-746-2204, Branch 2: 920-746-2280) and ask how to schedule a hearing before the Judge to whom your case is assigned. Select a date at least three weeks in the future because the other party must be served with these documents at least seven days prior to the hearing.

IF YOU ARE UNABLE TO PAY SHERIFF'S FEE FOR SERVICE OF PROCESS and meet certain guidelines, the court can waive all fees. To apply, complete a **Petition for Wavier of Fees and Costs - Affidavit of Indigency CV-410A** and **Order on Petition for Waiver of Fees and Costs CV-410B**. Bring with you to have Judge sign (Step 4).

4. Take papers to the Judge's office for the Judge's signature. If you choose to apply for the waiver of fees and costs, ask Judge to also sign those papers.
5. Make four (4) separate copies of all the forms. Take the original and the copies to the Clerk of Courts office to be filed and stamped. Clerk of Courts will stamp all of them and keep the original. Take one copy to Child Support Agency and have them admit service by signing the Affidavit of Service. Take the signed Affidavit of Service paper and return to the Clerk's Office.
6. Take two (2) copies to the sheriff's department and make arrangements to have the papers served on the other party. The Sheriff's Department charges a fee for this service. If you have been approved for Wavier of Fees and Costs, be sure to point that out. The last copy is yours to keep.
7. After the other party has been served the Sheriff's Department will provide you with the copy of Proof of Service (also called an Affidavit of Service). Make a copy of this document for yourself and file the original with the Clerk of Courts Office.
8. Attend the court hearing on the appropriate date and time. Be there on time! Bring all the information and exhibits with you that you think the court should see or needs to decide the case. Be prepared to tell the courts why you feel the other party is in contempt of court. You may also bring witnesses who can testify to the facts. Be prepared to ask your witness questions showing why the other party is in contempt.

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