

## INSTRUCTIONS FOR MOTION FOR CONTEMPT

### Disclaimer

**Please be aware that these forms do not include instructions or legal advice regarding your rights, responsibilities, and legal options.**

**To be fully informed and get answers to your questions, you should seek the advice of an attorney.**

*To file, the Plaintiff/Petitioner will need:*

1. Juvenile Form 3 – Motion for Contempt and Affidavit
2. Juvenile Form 4 – Show Cause Order, Notice and Instructions to the Clerk
3. Juvenile Form 8 – Explanation of Bills  
(File only if there is an allegation that the other party has not paid required bills)
4. Personal Identifier List
5. A deposit of \$150.00

1). On your filing, make sure you specify what you are requesting the Court to consider and support your request with your reasons for the request. Be specific as you complete your request. You may attach additional sheets if necessary.

2). Written request for Service—Whenever a Motion is filed, all parties to the case MUST be informed by the Clerk’s Office of the filing and the hearing date. YOU have the RESPONSIBILITY of conducting any search necessary to identify the parties and their complete addresses including zip codes. The Request for Service form (Form 10) should be used to make sure all parties are properly notified.

3). Please keep a copy of all documents filed for your own records and bring them to your hearing.

4). Preble County Job and Family Services—Child Support Enforcement Agency is a party to all support actions and must be served a copy of any filings related to child support.  
Address: 1500 Park Ave., Eaton, Ohio 45320