

## Please answer the questions below.

When you answer the questions, they will automatically fill in that information where it belongs on the following forms that you will be filing with the court. Do not leave any questions blank. Any changes you make must be made to these questions; you will not be able to modify your answers in the forms themselves. Please have all of your information handy when you are answering these questions.

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Look at the court papers for your case while answering the first five questions:

1. What is the name of the County? \_\_\_\_\_
2. What is the Case Number? \_\_\_\_\_  
(The Case Number is very important; please make sure to copy it **exactly** as it appears on the court papers)
3. What is the street address and city or town where the Court is located? *You may need to call the Court to make sure you have the correct information. The Courts and their telephone numbers and addresses can be found at <http://www.in.gov/judiciary/trialcourts/>.*

\_\_\_\_\_

4. What is the full name of the Petitioner? (This will either be your name or the other party's name)

\_\_\_\_\_

5. What is the full name of the Respondent? (This will either be your name or the other party's name)

\_\_\_\_\_

6. What is your full name?

\_\_\_\_\_

7. What is your street address?

\_\_\_\_\_

8. What are your town, state, and ZIP Code?

\_\_\_\_\_

9. What is your telephone number, with area code? \_\_\_\_\_

10. What is the full name of the other party?

\_\_\_\_\_

11. What are the names of all family members involved in this case?

\_\_\_\_\_

12. How many children are involved in this case? \_\_\_\_\_

13. Are there are other Court cases involving yourself and the other party? \_\_\_\_\_

14. If you selected “Yes,” for each case you and the other party are involved, what is the name of the Court and Case Number and *briefly describe* what type of case it is. If you selected “No,” skip to the next question.

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15. What is the date the Court issued the Order you believe the other party has violated? \_\_\_\_\_

16. If the other party was ordered **to do** something, select “do”; if the other party was ordered **not to do** something, select “not to”: \_\_\_\_\_

17. *Briefly explain* what the other side was ordered **to do** or **not to do** by typing what was set out in the Court Order:

18. *Briefly and specifically explain* how the other party has violated the Court Order. State dates, times, and locations of the violation:

19. If you want the other party to be given these papers at their house, select “lives”; if you want the other side to be given these papers at their place of employment, select “works”: \_\_\_\_\_

20. Type the address for the other party where you want them to be given these papers. If you selected “lives” above, type the address of their residence; if you selected “works” above, type the name and complete address of their place of employment:

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You have finished answering the questions. The following pages are the forms that you will be printing and then filing with the court. Please look over them to make sure the information is correct before you print them out. If you have changes, you must make them to the questions above. Once you have printed this packet, make sure you sign it on the Signature line. Your signature must be on these forms before you make copies and file it with the court.

PLEASE NOTE: There is a blank line in the paragraph named Certificate of Service. Before you make your copies, you **MUST** write the date you will be filing the forms on this blank line.

STATE OF INDIANA ) IN THE SUPERIOR/CIRCUIT COURT  
 ) SS:  
COUNTY OF ) CASE NO.

Petitioner,

V.

Respondent.

**APPEARANCE**

1. Party Name: \_\_\_\_\_

2. Attorney Information: Self-Represented

3. Case Type: DR

4. Will **NOT** accept FAX service.

5. Names of all family members:

\_\_\_\_\_

\_\_\_\_\_ child/ren are involved in this matter.

6. Are there related cases?

Case Number(s): \_\_\_\_\_

\_\_\_\_\_  
Signature

**CERTIFICATE OF SERVICE**

I hereby certify that I sent a copy of this Appearance by first class mail to the opposing attorney, or the opposing party if the opposing party is not represented by an attorney, on \_\_\_\_\_.

\_\_\_\_\_  
Signature

STATE OF INDIANA

) IN THE

SUPERIOR/CIRCUIT COURT

) SS:

COUNTY OF

) CASE NO.

Petitioner,

V.

Respondent.

**VERIFIED MOTION FOR CONTEMPT**

Comes now \_\_\_\_\_, and states that on \_\_\_\_\_,  
this Court entered an order whereby \_\_\_\_\_,  
was ordered to \_\_\_\_\_ the following:

Since the date of such order, such person has violated the above order in that

WHEREFORE, the undersigned asks that the Court order \_\_\_\_\_  
TO APPEAR in open Court and explain why such person should not be punished for contempt of Court.

I affirm under the penalties for perjury that the foregoing representations are true.

\_\_\_\_\_  
Signature

**CERTIFICATE OF SERVICE**

I hereby certify that I sent a copy of this Motion by first class mail to the opposing attorney, or  
the opposing party if the opposing party is not represented by an attorney, on \_\_\_\_\_.

\_\_\_\_\_  
Signature

STATE OF INDIANA  
COUNTY OF

) IN THE  
) SS:  
) CASE NO.

SUPERIOR/CIRCUIT COURT

Petitioner,

V.

Respondent.

TO:

**ORDER TO APPEAR AND NOTICE OF HEARING**

A Verified Motion for Contempt has been filed in this Court in this case. **IT IS THEREFORE**

**ORDERED** by the Court that \_\_\_\_\_, who \_\_\_\_\_ at

\_\_\_\_\_ ,

**IS ORDERED TO APPEAR** in the \_\_\_\_\_ Superior/Circuit Court, located at

\_\_\_\_\_ ,

Indiana, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_m., to explain why such person should not be punished for contempt of this Court's Order. Failure to appear if properly served may result in a warrant for your arrest.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judge

**CLERK’S CERTIFICATE OF MAILING**

I certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed a copy of this Motion for Contempt to the Defendant by certified mail requesting a return receipt.

DATED this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CLERK

**CLERK’S RETURN OF SERVICE ACCEPTED BY MAIL**

I hereby certify that service of this Motion for Contempt with return receipt requested was mailed and that a copy of the return receipt was received by defendant the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which copy is attached.

DATED this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CLERK

**CLERK’S CERTIFICATE OF SERVICE NOT ACCEPTED BY MAIL**

I hereby certify that I mailed a copy of this Motion for Contempt to the Defendant by certified mail, and the same was returned without acceptance this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

DATED this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CLERK

**SHERIFF’S RETURN OF SERVICE**

This Motion for Contempt came to hand on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I served the same on the \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_:

- 1.\_\_\_\_By delivering a copy of the Motion for Contempt personally to the Defendant.
- 2.\_\_\_\_By leaving a copy of the Motion for Contempt at the dwelling or usual place of abode of the Defendant; and mailing a copy of the Motion for Contempt to the Defendant at the Defendant’s last known address.
- 3.\_\_\_\_By serving Defendant’s agent as provided by rule statute or valid agreement, and mailing a copy of this Motion for Contempt to Defendant at Defendant’s last known address.
- 4.\_\_\_\_Defendant cannot be found in my bailiwick, and this Motion for Contempt was not served.

**AND I NOW RETURN THIS \_\_\_\_\_ THIS \_\_\_\_day\_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
SHERIFF