

APPLICATION FOR
ORDER TO SHOW
CAUSE-CONTEMPT

IMPORTANT

**THIS PACKET IS IN NO WAY INTENDED TO SUBSTITUTE FOR THE
ADVICE OF A PRIVATE ATTORNEY**

Private Counsel Is Always Recommended For Legal Matters

The law allows any person to represent themselves in a legal action. However, filing an action with the Court and representing yourself in the courtroom can be a complicated legal procedure and this packet does not attempt to address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, the Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the Court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

Before filling in any portion of the following documents, read all the materials included in this packet regarding custody, visitation, child support and definitions of terms.

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**GENERAL INFORMATION ABOUT FILING AN APPLICATION FOR ORDER TO
SHOW CAUSE REGARDING CONTEMPT**

The forms must be typewritten or legibly handwritten in black ink.

There is no fee to file this document, so long as you have paid your fee with the initial filing of your documents.

There are facilities for copying your documents at the Court Clerk's office at the charge of **\$.025 per page**. Therefore, it is recommended that you make any copies of the documents you may want, or need, prior to going to the Court Clerk's office. You will need **two** copies of each document to be filed unless told otherwise. If exhibits are attached to the original document, a copy of the exhibits must be attached to each copy.

Location of the Court Clerk's Office

The Court Clerk's Office for **Churchill County** is located at 73 N. Maine Street, Suite B, Fallon, NV, 89406, on the second floor. The phone number is (775) 423-6088.

If you are mailing the documents to the Court Clerk's office for filing, OR if you have submitted an Order of Decree for the Judge to sign, **it is strongly suggested that you provide a self-addressed, stamped envelope when you file your documents. A copy of the file-stamped documents will then be mailed to you.**

FILLING OUT THE DOCUMENTS

1. **For All Documents:** Fill in the spaces on lines 9 through 13, **exactly** as they appear in your other documents. This is the "heading" of the document and it is always the same. If you are the Plaintiff in the original document, you will remain the Plaintiff; if you are listed as the Defendant in the original document, you will remain the Defendant. The Case No. and Dept. No. are always the same.
2. The Application: Complete all pertinent parts and sign the form. **This document must be signed in the presence of a Notary Public.**
3. The Certificate of Service: The opposing party must be personally served with a copy of the documents. Service may be made by mail or by personal service. After the documents have been completed, place an "x" on the appropriate line indicating the method of service. The Certificate is to be filled out and signed by the person who actually mails or personally serves a copy of the documents on the other party or their attorney.
4. Once the documents are completed, make two copies of each. Serve **one copy** as noted in the Certificate of Service. If there are multiple parties, make enough copies for yourself and each party. Take the original **and one copy** to the Court Clerk to be filed. The copy will be returned to you for your file.

5. The Request for Submission: In order to submit a Motion, Request, Objection, Petition, or other original document to the court for consideration, a Request for Submission must be filed. The Court may not review the file unless this document is filed.
6. Important Note: The other party has thirteen (13) days in which to file a response to your document.
7. If the other party files an opposition, you have five (5) days within which to file a Reply. Your Reply is limited to strictly what the other party refers to in their response. No new issues can be made in your Reply. New issues must be done in another Motion.
8. The Request for Submission should be filed along with your Reply. In addition, a new Certificate of Service must be completed for both the Reply and Request for submission.
9. If the other party does NOT respond within thirteen (13) days, you may file the Request for Submission form, together with a new Certificate of Service. However, if you do not receive a copy of the opposition, it is your responsibility to contact the filing clerk to ensure one has not been filed.
10. Once the documents are completed, make two copies of each. Serve **one copy** as noted in the Certificate of Services. If there are multiple parties, make enough copies for yourself and each party. Take the original **and one copy** to the Court Clerk to be filed. The copy will be returned to you and your file.
11. The Order: Complete all information, but do not fill in the dates, times, or sign the document.
12. Submit the original Order and two copies to the Court Clerk, who will give them to the Judge. If the Order is signed, a file-stamped copy will be mailed to you if you have provided a self-addressed, stamped envelope.
13. The Judge may schedule a hearing for the matter rather than signing the Order at that time. If so, you will be notified by mail of the time and date of the hearing. The Order should be prepared to be submitted to the Judge at the hearing, if not previously provided.
14. Serving the Order: Once the Order has been filed, the following must be personally served on the other party:
 - a. A copy of the Order to Show Cause
 - b. A copy of the Application for Order to Show Cause Regarding Contempt
 - c. A Copy of the Request for Submission.

15. **Because you are a party to the action, you cannot serve the documents on the other party.** Service may be made:
 - a. By a Civil Division of the Sheriff's Office in the county in which the other party lives or works.
 - b. By a responsible adult over the age of 18 years, such as a friend or relative.
 - c. By a private process service.
16. The Sheriff's Office and private process service will charge a fee for service of the documents.
17. The Affidavit: Once the other party has been personally served with a copy of the documents, the Affidavit of Personal Service must be filled out and signed by the person who actually serves the documents on the other party or their attorney.
18. **This document must be signed in the presence of a Notary Public by the person who made the service.**
19. If you use the Sheriff's Office or a licensed professional form or person to serve the documents, they will have their own return of service filed with the Court and you do not have to be concerned about filing the Affidavit of Personal Service.
20. Once the Affidavit of Service has been notarized, make two copies. Take the original **and copies** to the Court Clerk to be filed. The copies will be returned to you, one copy is for your file, the second can be mailed to the other party.
21. **IMPORTANT: If other documents are not served on the other party in a timely manner and if the Affidavit of Personal Service is not filed with the Court prior to the hearing date, the hearing cannot be held.**

If you need guidance in filling out the forms or in the procedure of the case, seek the advice of a private attorney.

NOTE: YOU MAY NOT USE THESE FORMS IF YOU ARE PRESENTLY REPRESENTED BY AN ATTORNEY IN THIS MATTER.