

**UNION COUNTY JUVENILE COURT
RICK RODGER, JUDGE**

FILING CHECKLIST

www.unioncountyohio.gov/juvenile-court-forms

Motion for Contempt and Order Show Cause

Use this checklist if this Court previously issued temporary or final orders as to custody, parenting time or visitation regarding the child(ren) or a prior non-Ohio Court issued orders and that order has been validity registered with this Court (R.C. 3127.35) and you want this Court to find that another party has not complied with those orders and are in contempt of Court.

1. Prepare and file the following:

- Motion for Contempt, Affidavit, and Instructions for Service** ([SCO Uniform DR Form 24/Juvenile Form 3](#))

NOTE: Depending upon the nature of the alleged contempt, you may need to file additional information, including certified copies of prior court orders, in support of your motion. Please read the form carefully.

Instructions for service are found upon the fourth page of the form. Provide the current address the alleged contemnor. Although the form allows the filer to choose multiple types of service, this Court requires ACTUAL service upon the alleged contemnor. The methods most likely to ensure service are certified mail, personal service completed by Sheriff or personal service by a private process server (the filer is responsible to identify and contract with an independent process server).

The Court will inform the filer in writing if service fails (e.g., refusal, unclaimed, no longer at address, etc.). The filer should respond *immediately* to avoid dismissal by filing a [Request for Service](#) with new instructions to request an alternate method of service and/or provide an updated address. *Additional deposit for service costs shall be prepaid if service must be reissued.*

- Parenting Proceeding Affidavit** (R.C. 3127.23(A)) ([SCO Uniform Domestic Relations Affidavit 3](#))
- Application for Child Support Services** (IV-D)* – Application for Child Support Services Non-Public Assistance Applicant/Recipient ([JFS 07076](#)). **Do not file this application unless the contempt action is related to non-payment or modification of an existing child support order.*

2. Pay the Deposit for Court Costs. Final costs will be apportioned at the conclusion of the case, though the additional deposits may be required or ordered.

Contested Matter..... \$100.00 Initial Deposit

Payment is accepted by personal check, cashier's check, cash or
by credit/debit card (convenience fees will apply).

NOTICE

This information is provided as a public service of the Union County Juvenile Court and is not legal advice. The Union County Juvenile Clerks' Office, available by phone at (937) 645-3029 Ext. 3411 during normal business hours, will assist you as permitted but cannot provide legal advice. If you have any questions about the legal significance or effect of these proceedings, consult with a licensed attorney.