

**INSTRUCTIONS FOR FILLING OUT THE ORDER
TO SHOW CAUSE IN A CIVIL ACTION**

PRINT AND USE BLACK INK ONLY.

- 1 Enter the county, street address, and city of the court before which the Order to Show Cause will be heard.
- 2 Leave blank.
- 3 Write the name of the Plaintiff(s).
- 4 Write the name of the Defendant(s).
- 5 Write the case Index Number.
- 6 Enter your name.
- 7 Enter the date the accompanying Affidavit was signed in the presence of a notary public.
- 8 List other supporting papers, e.g., additional affidavits, exhibits, etc.
- 9 Enter the street address of the courthouse.
- 10 Enter the city where the courthouse is located.
- 11 Enter the return date. Obtain the return date from the Court Clerk's Office.
- 12 Enter after (noon) if the Order to Show Cause will be heard after 12 o'clock.
- 13 Describe the relief being sought.
- 14 Enter your name.
- 15 Leave blank.
- 16 Leave blank.
- 17 Leave blank.

*****PLEASE NOTE: THE COURT IS UNDER NO OBLIGATION TO SIGN THE
ORDER TO SHOW CAUSE AND MAY INSTEAD TELL YOU TO MAKE YOUR
APPLICATION BY MEANS OF A NOTICE OF MOTION.**