

INSTRUCTIONS FOR FILLING OUT THE ORDER
TO SHOW CAUSE IN A SPECIAL PROCEEDING

PRINT AND USE BLACK INK ONLY.

- 1 Enter the county, street address and city of the court before which the matter will be heard. Leave the date information blank.
- 2 Leave blank.
- 3 Write the name of the Petitioner(s).
- 4 Write the name of the Respondent(s).
- 5 Write the case Index Number.
- 6 Enter your name.
- 7 Enter the date the accompanying Petition 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 Describe what you are asking the Court to do.
- 13 Circle the status of the opposing party.
- 14 Leave blank.
- 15 Leave blank.
- 16 Leave blank.