

**MOTION FOR AN ORDER
TO ENFORCE AND/OR AN
ORDER TO SHOW CAUSE
REGARDING CONTEMPT**

M-8

Self Help Center
1 South Sierra St., First Floor
Reno, NV 89501
775-325-6731
www.washoecourts.com

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MOTION FOR AN ORDER TO ENFORCE AND/OR AN ORDER TO SHOW CAUSE REGARDING CONTEMPT PACKET M-8

USE THIS MOTION PACKET ONLY IF ALL OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:

- You have a valid, enforceable court order from the Second Judicial District Court.
- The other party has the ability to obey the order, and is not.
- You want the Court to enforce the order.

INSTRUCTIONS FOR COMPLETING FORMS:

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT
ANY OF THE FORMS.

Use **black or blue ink only**. Neatly print or type the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Motion for an Order to Enforce and/or for an Order to Show Cause Regarding Contempt
2. Declaration in Support of Motion for an Order to Enforce and/or for an Order to Show Cause Regarding Contempt
3. Proof of Service
4. Reply to Response to Motion for an Order to Enforce and/or for an Order to Show Cause Regarding Contempt
5. Request for Submission
6. Proof of Service

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00. N.R.S. §199.145.

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INSTRUCTIONS: STEP 1

Complete the Motion for an Order to Enforce and/or for an Order to Show Cause Regarding Contempt as Shown:

(Attach a copy of the section of the Order that supports your Motion)

1) Print your name, address, telephone number, and email.

2) Print the names of the parties, the Case No. and Department No. just as they appear on all other documents in this case.

3) Complete pages 1-5, following the instructions on each page.

1	Code: 2145
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	_____ Plaintiff / Petitioner / Joint Petitioner, Case No. _____
11	vs. Dept. No. _____
12	_____ Defendant / Respondent / Joint Petitioner.
13	
14	<u>MOTION FOR AN ORDER TO ENFORCE AND/OR FOR AN ORDER TO SHOW CAUSE</u>
15	<u>REGARDING CONTEMPT</u>
16	I move this Court for an order to enforce current court orders and for an order to show cause
17	why the opposing party should not be held in contempt and punished accordingly for violating this
18	Court's order. (<input checked="" type="checkbox"/> check one)
19	<input type="checkbox"/> I tried to resolve this issue with the other party before filing this motion.
20	
21	- OR -
22	<input type="checkbox"/> I did not try to resolve this issue with the other party before filing this motion. Any
23	attempt to resolve the issue would have been useless or impractical because <i>(explain why you</i>
24	<i>did not try to resolve this issue directly with the other party before filing this motion)</i>
25	_____
26	_____
27	
28	If more room is needed, attach additional sheets.

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M-8 Motion for Order to Show Cause Regarding Contempt

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INSTRUCTIONS: STEP 2

Complete the Index of Exhibits and Exhibit Cover Page(s) as Shown:

1) Write the exhibit number, number of pages (not including the Exhibit Cover Page), and a description for each exhibit.

If more space is needed, attach additional sheets.

2) Attach the Index of Exhibits to the document after the last page of the document, before any exhibits.

3) For each exhibit, create an Exhibit Cover Page.

INDEX OF EXHIBITS

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Number _____ Number of Pages _____
Exhibit Description _____

Exhibit Cover Page

EXHIBIT NUMBER _____

4) Write the exhibit number on the Exhibit Cover Page.

5) Attach the correct Exhibit Cover Page to the front of each exhibit.

6) Attach your exhibits in the order listed on the Index of Exhibits.

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INSTRUCTIONS: STEP 3

Complete the Declaration in Support of the Motion for an Order to Enforce and/or for an Order to Show Cause Regarding Contempt as Shown:

If you are filing this motion because the other party has not been paying child support, spousal support, or alimony, you will also need to file an F-7 Declaration and Schedule of Arrearages. For more information, contact the Self Help Center.

1) Print your name, address, telephone number, and email.

2) Print the names of the parties, the Case No. and Department No. just as they appear on all other documents in this case.

3) Complete pages 1-3, following the instructions on each page.

1	Code: 1520
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	_____
11	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
12	vs. Dept. No. _____
13	_____
14	Defendant / Respondent / Joint Petitioner
15	_____
16	<u>DECLARATION IN SUPPORT OF MOTION FOR AN ORDER TO ENFORCE AND/OR FOR AN ORDER TO SHOW CAUSE REGARDING CONTEMPT</u>
17	I declare:
18	1. The Court entered a written order on (date of court order) _____. The order requires the
19	other party to do the following: (state exactly what the order requires the other party to do):
20	_____
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	If more room is needed, attach additional sheets.
28	This requirement can be found in the order on page(s) _____, lines _____.
	REV 5/2018 ER 1 M-8 Declaration in Support

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INSTRUCTIONS: STEP 4

Electronically Filing and Serving the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.washoecourts.com/>, and at the Second Judicial District Court.

Sign into your eFlex account using the username and password you created and electronically file the:

- Motion and any Exhibits; and
- Declaration in Support.

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Second Judicial District Court.

There may be a filing fee charged when documents are filed. Fee information is available at the Filing Office and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor
- Filing Office, 75 Court Street, Reno, NV, First Floor
- Protection Order Help Center, 1 South Sierra Street, Reno, NV, Third Floor
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right hand side of the home screen)

Once a document has been electronically filed, a Notice of Electronic Filing will be automatically generated and sent to any electronic filers in the case. All electronic filers have agreed to accept the notice as valid and effective service. This replaces the need for paper service.

If the other party has not yet signed up for electronic filing, or you do not know whether the other party is an electronic filer, please contact the Self Help Center. **Additional steps are required to complete service if the other party is not an electronic filer.**

The Notice of Electronic Filing does not replace the Proof of Service (*see* INSTRUCTIONS: STEP 5).

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INSTRUCTIONS: STEP 5

Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.

1) Print your name, address, telephone number, and email.

2) Print the names of the parties, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

1	Code: 3720
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	_____ Case No. _____
11	vs. Plaintiff / Petitioner / Joint Petitioner, Dept. No. _____
12	_____
13	Defendant / Respondent / Joint Petitioner.
14	<u>PROOF OF SERVICE</u>
15	I served a true and correct copy of MOTION FOR AN ORDER TO ENFORCE AND/OR FOR
16	AN ORDER TO SHOW CAUSE REGARDING CONTEMPT and DECLARATION IN SUPPORT
17	OF MOTION upon the following people:
18	1. Name: _____ Date: _____
19	By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service
20	<input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid
21	<input type="checkbox"/> Other: _____
22	Address where service occurred, if applicable: _____
23	If more room is needed, attach additional sheets.
24	A copy of this Proof of Service has been electronically served, mailed, or personally delivered
25	to all parties or their lawyer.
26	This document does not contain the personal information of any person as defined by
27	NRS 603A.040.
28	Date: _____ Your Signature: _____
	Print Your Name: _____
	REV 9/2018 JCB 1 PROOF OF SERVICE

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INSTRUCTIONS: STEP 6

Filing the Proof of Service

After service is completed, you must file the Proof of Service with the Court (*See INSTRUCTIONS: STEP 4*). There will not be a filing fee for the Proof of Service.

Without proof of service on the other party, the court cannot consider your request.

Time to Respond

If you served the other party through eFlex or personal service, the other party has ten (10) days, beginning the day after service, to file an opposition/response to the request.

If you served the other party by U.S. Mail, the other party has thirteen (13) days, beginning the day after mailing, to file an opposition/response to the request.

If the other party does not oppose/respond within that time, you will file the Request for Submission to send your request to the judge for review. Please skip INSTRUCTIONS: STEP 7 and continue to INSTRUCTIONS: STEP 8.

If the other party does file an opposition/response, you have five (5) days, beginning the day after service, to file a Reply to the opposition/response. If the other party serves you by U.S. Mail, you have eight (8) days, starting the day after mailing, to file a Reply to the opposition/response. Please continue to INSTRUCTIONS: STEP 7.

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INSTRUCTIONS: STEP 7

Complete the Reply as Shown:

When the other party files their response to the Motion, complete the Reply as shown. If the other party does not file a response, skip this step and proceed to the Request for Submission.

1) Print your name, address, telephone number, and email.

2) Print the names of the parties, the Case No. and Department No. just as they appear on all other documents in this case.

3) Complete pages 1-2, following the instructions on each page.

1	Code: 3795
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	_____,
12	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
13	vs. Dept. No. _____
14	
15	_____,
16	Defendant / Respondent / Joint Petitioner.
17	<u>REPLY TO OPPOSITION TO MOTION FOR AN ORDER TO ENFORCE AND/OR</u>
18	<u>FOR AN ORDER TO SHOW CAUSE</u>
19	<u>Reply</u>
20	Below, write your reply to the opposition.
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____

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INSTRUCTIONS: STEP 8

Complete the Request for Submission as Shown:

1) Print your name, address, telephone number, and email address.

2) Print the names of the parties, the Case No. and Department No. just as they appear on all other documents in this case.

3) Print the date you filed the Motion.

4) Print your name, sign, and date the document.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	_____ Case No. _____
11	Plaintiff / Petitioner / Joint Petitioner,
12	vs. _____ Dept. No. _____
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	_____
16	<u>REQUEST FOR SUBMISSION</u>
17	
18	I request that the Motion for an Order to Enforce and/or for an Order To Show Cause
19	Regarding Contempt that was filed on _____ be submitted to the Court
20	for decision. (Date the document was filed)
21	This document does not contain the personal information of any person as defined by NRS
22	603A.040.
23	
24	Date: _____ Signature: _____
25	Print Your Name: _____
26	
27	
28	
	REV 5/2018 ER 1 REQUEST FOR SUBMISSION

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INSTRUCTIONS: STEP 9

Filing and Serving the Reply and Request for Submission

File and serve the Reply and Request for Submission as you did the Motion for Reimbursement of Health Care Expenses (*see* INSTRUCTIONS: STEP 4).

INSTRUCTIONS: STEP 10

Complete and File the Proof of Service for the Reply and Request for Submission

Complete the second Proof of Service for both the Reply and Request for Submission (*see* INSTRUCTIONS: STEP 5 and INSTRUCTIONS: STEP 6). Once filed, served, and submitted the Court has up to 60 days to grant, deny, or set the Motion for hearing. There is no fee to file these documents.

Legal Assistance

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or visit the Family Division Self Help Center which is located at One South Sierra Street, Reno, NV. **The Self Help Center cannot give legal advice** but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library's "Lawyer in the Library" program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

LAWYER IN THE LIBRARY

First Floor (to the left of the filing office) of the courthouse located at:

75 Court Street, Reno, NV.

(775) 328-3250

www.washoecourts.com/lawlib

Tuesday Evenings - Arrive by 4:25 p.m.

Please Note The program is limited to 10 participants each evening.

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509

(775) 284-3491 – leave message if necessary

<http://nslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave message if
necessary

<http://www.washoellegalservices.org>