

ORDER TO SHOW CAUSE FILING INSTRUCTIONS

- 1. Prepare the Order to Show Cause and Affidavit in Support. Have the Affidavit in Support notarized. Label and attach all relevant exhibits.**
- 2. Obtain an RJI request form from the County Clerk (RM 189), complete both sides of the forms and submit to the County Clerk with the fee (\$95). If an RJI has previously been filed by either side, you do not have to purchase an RJI and you may proceed to Step 3.**
- 3. Bring your papers to the ExParte Office (RM 267). Once your papers are approved, you must return to the County Clerk and pay the filing fee (\$45).***
- 4. The County Clerk will stamp your papers PAID and you can then submit them in the ExParte Office where they will be filed and forwarded to a judge for signature.**
- 5. Once your papers are signed by the judge, you must make copies of them and have them served on all parties in the manner directed by the court. Be sure to come to court on the return date selected by the judge promptly at 9:00 with your affidavit of service.**

*** If you are filing as a poor person, you must complete the poor person request forms, available at this office and submit them with your initial papers in the ExParte Office.**