

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 a Request for Judicial Intervention (RJI) and complete both sides of the form. If an RJI has previously been filed by either side, you do not have to file another and you may proceed to Step 3.**
- 3. Bring your papers to the County Clerk's Office (Room 189). Be prepared to pay the filing fee(s) of \$45* for the Order and \$95* for the RJI, if needed.**
- 4. The County Clerk will stamp your papers PAID and you can then submit them in the Ex Parte Office (10th Floor) where they will be taken in, reviewed, and forwarded to a Judge for consideration. Keep copies of any papers you submit.**
- 5. If your Order is signed by the Judge, you must obtain a copy of it and have all the papers served on all parties in the manner directed by the Court. Ask the clerk in the Ex Parte office how that copy may be obtained. Be sure to come to court on the return date selected by the Judge promptly at 9:30 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 Ex Parte Office (10th Floor).**