

# How to start a Contempt of Court Action

How to get the other party to court for not complying with a court order

Forms may be downloaded for free at [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms) or you may purchase them at the Clerk's Office

## Step 1: Fill out the following forms and make copies

Completed	Form Name	Form #	Notes
	Motion For Contempt Hearing	FL All Family 165	Attach a copy of the Order that the other party disobeyed.
	Order to Go to Court for Contempt Hearing (Order to Show Cause)	FL All Family 166	
	Declaration	FL All Family 135	

## Step 2: Copies needed

Original set is to be filed with the Clerk

1 copy is to serve on the other party

1 copy for your record

1 copy for the Commissioner

## Step 3: You will need to attend the Ex-Parte Docket. Take your original forms to the Clerk's office BEFORE 11:00 a.m. on the day you want them signed.

Return to court that same day at 1:00 pm.

Check the elevator to find out where the Ex Parte docket is being held.

Go into the courtroom or wait in the hallway outside the courtroom. If the judge needs to speak with you your name will be called. Once the paperwork has been signed, you will be instructed to go back to the Clerk's office, have a seat and wait for your name to be called.

## Step 4: Purchase a certified copy of Order to go to Court for Contempt Hearing

Payment for a certified copy is \$5.00 for the first page and \$1.00 for each additional page

You will serve the other party this copy.

## Step 5: Service to the other party

YOU CANNOT SERVE THE OTHER PARTY. Someone over the age of 18 must serve. The person who serves the other party must complete, sign and give back to you. The other party must be served a copy of all the court documents you filed at least 14 days before the hearing.

Completed	Form Name	Form #	Notes
	Proof of Personal Service	FL All Family 101	Fill out heading and case number. The server fills out the rest of the form and gives it back to you.

Make a copy for yourself.

## Step 6: After the other party has been served

File the ORIGINAL Proof of Personal Service form with the Clerk. Make a copy for you and date stamp your copy.

## Step 7 Fill out this form and take to your hearing

Completed	Form Name	Form #	Notes
	Order After Contempt Hearing	FL All Family 167	Fill out the way you want the Judge to decided

Take this document to your court hearing

## Step 7: Go to your court hearing

Take **ALL** your paperwork with you. This includes the Original Order After Contempt Hearing, copies of the Motion for Contempt Hearing, Order to go to Court, and Proof of Personal Service

These instructions are legal information, not legal advice.

All of the above mentioned forms can be found on the Washington State Court website: [www.courts.wa.gov/forms](http://www.courts.wa.gov/forms).