

NO. (A) \_\_\_\_\_

JEFFERSON CIRCUIT COURT

FAMILY DIVISION

(B) \_\_\_\_\_

PETITIONER

v.

**NOTICE-MOTION-ORDER  
FOR CONTEMPT**

(C) \_\_\_\_\_

RESPONDENT

**NOTICE**

This Motion will be called on \_\_\_\_\_, \_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_m. in the above courtroom. (The Clerk will complete this section.)

**MOTION**

I request the Court hold \_\_\_\_\_ in contempt for his/her failure to obey

the Court's Order entered \_\_\_\_\_<sup>(the other party)</sup> (insert date), which required

to \_\_\_\_\_ do \_\_\_\_\_ the \_\_\_\_\_<sup>(the other party)</sup> following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

The reason I believe \_\_\_\_\_ has violated the Order is:

\_\_\_\_\_<sup>(the other party)</sup>  
\_\_\_\_\_  
\_\_\_\_\_.

To fix \_\_\_\_\_'s failure to obey that Order, I am asking the Court to:

\_\_\_\_\_<sup>(the other party)</sup>  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_

**(D)** Person filing motion

\_\_\_\_\_

(E) Address

\_\_\_\_\_

(F) Telephone number

**CERTIFICATION**

I hereby certify that, to the best of my knowledge and belief, the name, complete address and telephone number of the other person(s) involved in this action as listed below is:

(G) \_\_\_\_\_

\_\_\_\_\_  
Name of other party

\_\_\_\_\_  
Name of other party

\_\_\_\_\_  
Street number and name

\_\_\_\_\_  
Street number and name

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Telephone number

I have filed this Notice-Motion-Order for Contempt with the Clerk of the Jefferson Family Court and have mailed a copy to the other party(ies) involved in this action. I understand that my attendance on the date listed is mandatory and failure to appear will result in the Motion being denied by the Judge.

\_\_\_\_\_

(H)

Signature

\_\_\_\_\_

Date

COMMONWEALTH OF KENTUCKY )  
 ) SS  
COUNTY OF JEFFERSON )

Subscribed, sworn to and acknowledged before me by  
\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

Clerk, check here if Clerk mailed

copy

**OR**

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_  
D.C.

David L. Nicholson, Clerk  
By: \_\_\_\_\_,

NO. \_\_\_\_\_

JEFFERSON FAMILY COURT

DIVISION \_\_\_\_\_

\_\_\_\_\_

PETITIONER

v.

**ORDER**

\_\_\_\_\_

RESPONDENT

(The Court will complete this page.)

IT IS HEREBY ORDERED that a hearing on the Motion for Contempt for violation of this Court's Order as set out herein be held on \_\_\_\_\_, 200\_\_\_\_, at \_\_\_\_\_m. The Court has allotted \_\_\_\_\_ minutes. The \_\_\_\_\_ shall appear and show cause why

(the other party)

he/she should not be held in contempt of court.

\_\_\_\_\_

JUDGE, Jefferson Family Court

Date:

\_\_\_\_\_

**INSTRUCTIONS FOR USE OF THE  
NOTICE-MOTION-ORDER  
FOR CONTEMPT**

This form is to be used to request that the Court require the other party to obey a previous order or punish the other party for not complying with a previous order. If you have any questions regarding your legal rights, have difficulty filling out this form, or have trouble following any of the specific instructions that accompany this form, **YOU MAY WANT TO CONSULT AN ATTORNEY.**

**STEP ONE:** If you do not have one already, you need to obtain a copy of the court order which you want the Judge to enforce. You may obtain a copy from the Jefferson Family Court Clerk's Office located at the Jefferson County Judicial Center, 700 W. Jefferson Street, Louisville, Kentucky 40202, at a cost of \$0.25 per page.

**STEP TWO:** Fill in the information on the Notice-Motion-Order for Contempt as follows:

- A. Fill in the civil action number listed on the initial action.
- B. Fill in the name of the person listed as Petitioner in the initial action.
- C. Fill in the name of the person listed as Respondent in the initial action.

**STEP THREE:** Insert the name of the other person involved in the action (the person you would like the Court to find in contempt). Fill in the date of the Court's Order that was violated and fill in the name of the person who violated that Order. On the lines provided, write a brief explanation of what the Court ordered him/her to do.

**STEP FOUR:** In the section that says, "The reason I believe..." write in the name of the person to be held in contempt and on the lines provided write a brief explanation of why you believe that he/she has violated the Court's Order.

**STEP FIVE:** In the section that says, "To fix \_\_\_\_\_'s failure to obey..." again write in the name of the person to be held in contempt, and write a brief statement explaining what you are asking the Court to do to fix his/her failure to obey the Order.

**STEP SIX:** Fill in the information on the Notice-Motion-Order for Contempt as follows:

- D. Sign your name.
- E. Print your full address, including street number, street name, city state and ZIP code.
- F. Print your telephone number.

**STEP SEVEN:** Go to the section entitled "Certification" on page 2 and fill in the following information:

G. Print the name of the other party in the action as listed in B. or C. on the first page. Then, on the lines provided, fill in that person's complete address, including the street number, street address, city, state and ZIP code. Also, fill in the area code and telephone number.

H. Sign your name and fill in the date.

IT IS MANDATORY THAT YOU PROVIDE THE FULL NAME AND CORRECT ADDRESS OF THE OTHER PERSON INVOLVED IN THIS ACTION. By signed the “Certification” section of this document, you are “promising” to the Court that the information you have provided regarding the name, address and telephone number of the other party is correct.

**STEP EIGHT:** Take the original to the Office of the Clerk of Jefferson County Family Court located at 700 W. Jefferson Street, Louisville, Kentucky. Present the original to the Clerk. The Clerk will assign a date when your Motion will be called by the Judge. The Clerk will fill in the information on the original Motion. You will be required to pay for copies for you and to be sent to the other party(ies). The Clerk will give you back one of the photocopies for your records and to remind you of the date

**IT IS MANDATORY THAT YOU ATTEND THE HEARING AT THE DATE AND TIME GIVEN TO YOU BY THE CLERK.** Failure to do so may result in the Judge dismissing your request for contempt.