

INSTRUCTIONS FOR MOTION AND ORDER FOR HEARING ON CONTEMPT

- The Motion and Request on Hearing for Contempt form SC-507A and the Order for Hearing on Contempt, form SC-507B must be completed in order to obtain a hearing date. Form SC-507A and Form SC-507B are both available online and in the Law Library located in the Dane County Courthouse. No filing fee.
- **If you are filing by mail** : The Clerk of Court should be called for a motion date prior to filing the paperwork by calling (608) 266-4311 and requesting a date for a Motion of Contempt. Fill this date and time in on your original before making copies. You would then mail your paperwork to: Clerk of Courts Office, Room 1000, 215 South Hamilton Street, Madison, WI 53703. Mailing make sure you have copies and return self addressed stamped envelop.
- **If you are e-filing:** The Clerk of Court should be called for a motion date prior to filing the proper forms. Motion and Request on Hearing for Contempt, form SC-507A and the Order for Hearing on Contempt, form SC-507B. Add the date and time on your form before filing. The Clerk of Courts office can not add this to your filing.
- **If you file in person:** Bring the original Motion and Request for Hearing on Contempt Form SC-507A and Order for Hearing on Contempt Form SC-507B with the Clerk of Courts Office , Room 1000. Once a date is added you will be required to make copies (\$.25 a page in Law Library in lower level) or Call first for your date, make your copies before arriving.
- The hearing will be scheduled before the next available Judge on the Friday Small Claims schedule.
- The copies are returned to the creditor for service. The creditor should take the service copies to a private process server or the Sheriff's Department in the county where the debtor resides to have the document personally served on the debtor (there will be a service fee).
- File proof of service with the court upon receipt from private process server or the Sheriff's Department. Clerk of Courts must have before hearing.