

**Instructions for Completion and Submission of:**  
**Motion and Order for Hearing on Contempt SC-507A & SC-507B**

(There is No Cost for Filing)

The clerk will view your document and check the computer to see if the defendant(s)/debtor(s) judgment paperwork was returned to this office by the Post Office. If it was, we will not be able to process this form for you today.

- You will need to obtain a current address for the defendant(s)/debtor(s) and submit it to this office, in writing,
- The clerk will mail the judgment paperwork to the defendant(s)/debtor(s) again.
  - The defendant(s)/debtor(s) will have 15 days to complete this form and mail/deliver it to you.

If after that time you still have not received a completed financial disclosure form from the defendant(s)/debtor(s), you may proceed with filing this form.

If you have received a completed financial disclosure form but are disputing the accuracy or completeness **do not proceed** with filing this form. You must contact a Supplemental Court Commissioner. See the Clerk of Courts website for further information at:

<http://www.co.eau-claire.wi.us/departments/departments-a-k/clerk-of-courts/quick-links>.

**Procedure Checklist**

- Complete** form # SC-507A Motion and Request for Hearing on Contempt
- Filling in the plaintiff's and defendant(s)/debtor(s) name and address
  - Insert case number
  - Answer #1, #2 and #3

If on #3, the second box is selected please see the above instructions regarding Supplemental Court Commissioner.

- Do not sign the document until you are sworn by a Notary Public which can be found at your local financial institution, Law office, government office, etc. This can be done at the Clerk of Courts, provided you bring a photo ID.

- Complete** form # SC-507B Order for Hearing on Contempt
- Filling in the plaintiff's and defendant(s)/debtor(s) name and address
  - Insert case number

- Make** copies of both documents for each defendant(s)/debtor(s) and yourself with attachments if any.
- Provide a self-addressed, stamped-envelope for service packet to be returned to you.

- Bring** Original and copies to Clerk of Court's office for filing during regular courthouse business hours. There is a drop box available for filings after hours.
- The Clerk will file stamp all copies, keep the one, and return the original and additional copies to you for personal service. Note: Please provide one copy for service on each defendant(s)/debtor(s), and one for your records. Please provide a self-addressed, stamped envelope, for these papers to be returned to you for service.

- Have papers served** on the defendant(s)/debtor(s)
- You are required to have the defendant(s)/debtor(s) **personally served** with these papers and to file a **Proof of Service** Document with the Clerk of Courts.

- File Proof of Service** document with Clerk of Courts

- Attend** hearing
- The hearing will be held in the Court Commissioner's hearing room located on the 2<sup>nd</sup> floor of the Eau Claire County Courthouse in the North end.
  - If you must travel some distance, are ill, or unable to leave work, you may petition to have your appearance waived by filing a written request and providing a self-addressed, stamped-envelope for the defendant(s)/debtor(s) completed financial disclosure form to be mailed to you, should they appear and complete it.

**Note:**

- Court will not find an individual in contempt if they have not been **personally served**.
- **Substituted Service is not allowed**
- A business can not be found in contempt.

All numbered forms referenced can be found at [www.wicourts.gov](http://www.wicourts.gov) under forms→circuit court→small claims →view all small claims forms

See the Clerk of Courts website for further information at: <http://www.co.eau-claire.wi.us/departments/departments-a-k/clerk-of-courts>