

INSTRUCTIONS ON FILING A RULE TO SHOW CAUSE

- Use this form once a judgment has been ordered against the defendant and defendant has failed to appear for a Motion for Proceeding Supplemental hearing or the defendant has failed to pay as the Court previously ordered.
- There are two (2) options for method of service to perfect upon the defendant.
 1. Certified Mail option: you must provide the certified mailer envelope along with all postage from your local Post Office. The envelope and green card must be completely filled out with the defendant's address.
 2. Sheriff service option: you will need to provide a stamped envelope addressed to the defendant and pay a \$28.00 post judgment sheriff fee if you have not already paid this fee when you filed the Motion for Proceedings Supplemental. The Bartholomew County Clerk accepts cash, personal check, money orders, and credit/debit card (there is a 3% charge for paying with a card) as forms of payment for the post judgment sheriff fee.
- Once the forms are complete, bring the forms and payment for the sheriff fee (if you have not previously paid this) to the Bartholomew County Clerk's Office where they will give you a receipt for payment. You will then bring the form; stamped, addressed envelope; and receipt to the Small Claims Office. If you opt to have service perfected by Certified Mail, bring the form and envelope directly to the Small Claims office.
- You will receive an e-notice with a link to your order and hearing date and time once the Court has processed your filing.
- In order to request a Body Attachment in the event that the defendant fails to appear for the Rule to Show Cause hearing, the sheriff **must** have personally served the defendant OR the defendant **must** have personally signed the Certified Mail receipt.
- If you have any further questions, feel free to contact our office at (812)379-1620. Most questions can be answered by referring to the Small Claims manual and the Frequently Asked Questions.

STATE OF INDIANA)
)
COUNTY OF BARTHOLOMEW)

IN THE BARTHOLOMEW SUPERIOR COURT 2
CASE NO. 03D02-

Plaintiff(s)

VS

Defendant(s)

MOTION FOR RULE TO SHOW CAUSE

Comes now the Plaintiff and states that to the best of his/her knowledge:

1. That he/she is the Plaintiff in the above entitled cause.
2. That on _____(date), judgment was entered against the Defendant in the sum of \$_____ plus costs together with post-judgment interest.
3. That the Defendant was ordered to appear before Court on _____.
4. That the Defendant failed to appear or comply with the Court Order.
5. I affirm, under the penalties for perjury, that the foregoing representations are true.

DATED: _____

Plaintiff(s)

The following manner of service is hereby designated:

_____ Certified mail to judgment defendant.

_____ Service on defendant by sheriff at residence or place of employment to-wit:
