

**INSTRUCTIONS FOR YOUR ENFORCEMENT HEARING  
(Child support, health care expenses, childcare expenses)**

Try to arrive at your hearing at least 15 minutes before your hearing is scheduled. Once you arrive at the courtroom for your hearing, you should ask the clerk of the district court how to let the judge know that you are there for your contempt hearing.

When the court calls your case, you will be asked if you are ready to proceed. You must tell the court that you are ready and would like to testify. You will be asked to take the stand and the court will give you an oath to tell the truth. You are then ready to go forward with your case.

You must testify to the following:

1. My name is \_\_\_\_\_ . I live at \_\_\_\_\_ ,  
(your full name) (your current street address)  
in \_\_\_\_\_ , and I am the \_\_\_\_\_ in this case.  
(city and state where currently living) (plaintiff or defendant)

2. I request that the court take judicial notice of the file, including all previous support orders and the Order to Show Cause and the sheriff's return showing \_\_\_\_\_ has been served with a copy of the  
(name of person you are filing against)  
Order to Show Cause.

3. \_\_\_\_\_ and I are the parents of \_\_\_\_\_ child(ren).  
(name of person ordered to pay support) (number of children)  
\_\_\_\_\_ of these child(ren) are/is not yet 19 years old.  
(number of children under 19)

4. The child support order currently in effect was entered on \_\_\_\_\_ ,  
(date of most recent order for child support)  
and has not been modified. In that order, \_\_\_\_\_ was ordered  
(name of person ordered to pay support)  
to pay the following: (Check/read the statements that apply:)

(a) Child support of \$ \_\_\_\_\_ per month for \_\_\_\_\_ children  
(amount of support) (number of children)

\$ \_\_\_\_\_ per month for \_\_\_\_\_ children  
(amount of support) (number of children)

\$ \_\_\_\_\_ per month for \_\_\_\_\_ children  
(amount of support) (number of children)

\$ \_\_\_\_\_ per month for one child.  
(amount of support)

(b) \_\_\_\_\_ percent of all non-reimbursed reasonable  
(percent of health care costs currently ordered to be paid)  
and necessary child(ren)'s health care costs in excess of \$480 per  
child per year.

(c) \_\_\_\_\_ percent of any childcare costs which  
(percent of childcare expenses currently ordered to be paid)  
are due to my employment or to allow me to obtain training or  
education necessary to obtain a job or enhance earning potential.

5. (Choose one or more of the following, depending on whether you are asking the court to enforce the order for child support, health care costs, or childcare costs:)

a. \_\_\_\_\_ has not paid the child  
(name of person ordered to pay child support)  
support the court ordered.

b. \_\_\_\_\_ has not paid the  
(name of person ordered to pay health care expenses)  
health care expenses the court ordered.

c. \_\_\_\_\_ has not paid the  
(name of person ordered to pay childcare expenses)  
childcare expenses the court ordered.

6. (If you are seeking enforcement of child support, continue with these statements:)

a. May I approach the court reporter and have the certified copy of the payment history and the child support arrearages marked as an exhibit? (If permission is granted, have the certified copy marked as an exhibit, and then ask permission to show it to the other side.)

b. I offer Exhibit \_\_\_\_\_ into evidence. (If the judge  
(number assigned by court reporter)  
receives it, hand it to the judge.)

c. \_\_\_\_\_ now owes  
(name of person ordered to pay child support)  
\$ \_\_\_\_\_ in back child support and  
(amount owed — amount is shown on the payment history)  
has refused to pay it. \_\_\_\_\_  
(name of person ordered to pay child support)  
is able to earn sufficient income to pay the support.

7. (If you are seeking enforcement of health care costs, continue with these statements:)

a. During the time of \_\_\_\_\_,  
(state period of time covered by bills you are trying to collect)  
I have incurred \$ \_\_\_\_\_ in health care expenses for  
(total amount of expenses incurred )

\_\_\_\_\_. I have been reimbursed  
(name of child incurring expense)

\$ \_\_\_\_\_ by the insurance company for these expenses.  
(amount reimbursed by an insurance company)

I gave \_\_\_\_\_ notice of these  
(name of person ordered to pay health care expenses)  
expenses, but I have not yet received any reimbursement for  
them, nor has the medical provider been paid directly by

\_\_\_\_\_.

(name of person ordered to pay health care expenses)  
(\*Repeat this statement for each child who has expenses for which  
you are seeking reimbursement.)

b. (If you have copies of the medical bills, you should have them  
marked as an exhibit.) *May I approach the court reporter and have  
the medical bills marked as an exhibit?* (If permission is granted have  
the bills marked, and then ask permission to show the exhibit to the  
other side.)

c. I received these medical bills, which have been marked as  
Exhibit(s) \_\_\_\_\_, from the doctors, hospitals, clinics  
(number assigned by court reporter)

(others) shown on the bills.

d. I offer Exhibit(s) \_\_\_\_\_ into evidence. (If the judge  
(number assigned by court reporter)  
receives it, hand it to the judge.)

e. The balance owing on \_\_\_\_\_'s share of  
(name of person ordered to pay health-related expenses)

the medical expenses is \$ \_\_\_\_\_. I have asked for  
(amount owed on health care expenses)

payment, and \_\_\_\_\_ has refused to pay.  
(name of person ordered to pay health care expenses)

\_\_\_\_\_ is able to earn  
(name of person ordered to pay health care expenses)

sufficient income to pay the health care expenses.

8. (If you are seeking enforcement of childcare expenses, continue with these statements:)

a. During the time \_\_\_\_\_  
(state period of time covered by expenses you are trying to collect)  
I have incurred \$ \_\_\_\_\_ in child-care expenses for  
(amount of childcare expenses you are seeking to collect)  
my children, \_\_\_\_\_.  
(names of child(ren))

I gave \_\_\_\_\_ notice of these expenses, but  
(name of person ordered to pay childcare expenses)  
have not yet received any reimbursement for them nor has the child-  
care  
provider been paid directly by \_\_\_\_\_.  
(name of person ordered to pay childcare expenses)

b. This child care was necessary because (choose statements that apply):

(1) I was working;

(2) I was in training for a job;

(3) I was in school so that I could get a job or have a better chance to increase my earning ability.

c. I received childcare bills from the provider.

d. (If you have copies of the childcare bills, you should have them marked as an exhibit.) May I approach the court reporter and have the childcare bills marked as an exhibit? (If permission is granted have the bills marked and then ask permission to show the exhibit to the other side.)

e. I offer Exhibit(s) \_\_\_\_\_ into evidence.  
(number assigned by court reporter)

(If the judge receives it, hand it to the judge.)

f. The balance owing on \_\_\_\_\_'s share of the  
(name of person ordered to pay childcare expenses)  
childcare expenses is \$ \_\_\_\_\_. I have asked for payment and  
(amount for which you are asking reimbursement)  
\_\_\_\_\_ has refused to pay.  
(name of person ordered to pay childcare expenses)  
\_\_\_\_\_ is able to earn  
(name of person ordered to pay childcare expenses)  
sufficient income to pay the childcare expenses.

9. (Use this statement if the person required to pay support is employed:)

\_\_\_\_\_ is employed.

(name of person ordered to pay support)

(Give further information about the employment, such as the name of the employer, wages and length of time on the job, if you know it.)

\_\_\_\_\_ is able to pay the support, but has

(name of person ordered to pay support)

intentionally not made the payments the court ordered.

10. (Use this statement if the person required to pay support is not employed:)

\_\_\_\_\_ is not currently working.

(name of person ordered to pay support)

I believe \_\_\_\_\_ is healthy and

(name of person ordered to pay support)

capable of earning wages.

The last employment I am aware that \_\_\_\_\_

(name of person ordered to pay support)

had was: \_\_\_\_\_.

(name of last known employer)

(Give any information you have about that employment:)

11. \_\_\_\_\_ *has intentionally*  
*(name of person ordered to pay support)*  
*refused to pay (choose the orders you are seeking to enforce:) child support, health*  
*care expenses, and/or childcare expenses.*

12. *I request that you find* \_\_\_\_\_  
*(name of person ordered to pay support)*  
*in contempt of court for failing to pay (choose the orders you are seeking to*  
*enforce:) child support, health care expenses, and/or childcare expenses.*

13. *I have nothing further, your Honor.*