

Instructions for Order to Show Cause Forms

If you have any legal questions, it is highly recommended that you consult with an attorney. Court staff are unable to provide you with legal advice or assist you in completing this form. For specific questions related to the forms, you can contact the Legal Form Helpline at 1-855-784-0004 or email UJS staff at ujssrlhelp@uj.s.state.sd.us.

An Order to Show Cause is a directive issued by the Court at your request requiring the other party to appear and show cause or reason as to why they have not complied with an order of the Court. If the Judge finds that there is not sufficient cause presented in the Motion the Motion and Order could be denied, and no further action will be taken.

YOU MAY USE THESE FORMS IF:

- a) You have a divorce decree, temporary order, or other civil order from a Court in South Dakota, or a Court Order from another State is registered in a South Dakota Court; and
- b) The other party is aware of and has willfully disobeyed the divorce decree, temporary order, or other civil order issued by the Court.

IMPORTANT NOTICES

- a) You may not use these forms to modify or add to an existing order.
- b) You will need a copy of the final order that you are trying to enforce to attach to your Motion and Statement for Order to Show Cause (UJS-357).
- c) You should refer to the original order you are trying to enforce when completing the caption of each form should match the original order you are trying to enforce.
 - 1. If you were the Plaintiff in the original case, you will continue to be called the Plaintiff when filling out these forms. The same thing applies if you were the Defendant, you will still be listed as the Defendant.
 - 2. The County, Judicial Circuit Number and Case number should also match the information listed on the original order.
- d) The caption should match your original order you are trying to enforce. (The caption is the top portion of the form where you will put the name of the county, circuit number, the names of the parties, and the case number)

Completing and Filing the Motion and Statement for Order to Show Cause

- 1. Fill out the caption of the ***Motion and Statement for Order to Show cause (UJS-357)***.
- 2. The Motion and Statement for Order to Show Cause (UJS-357) will begin with "COMES NOW". Please put your name on the line provided. Please fill out the remainder of the form stating why you believe the other party has failed to comply with the ORIGINAL final order ON YOUR CASE.

3. Only fill out the top the caption of the **Order to Show Cause (UJS-358)** exactly as it appears on the original order you are trying to enforce. The Judge will complete and sign the **Order to Show Cause (UJS-358)** if they order a hearing.
4. Complete a **Case Filing Statement (UJS-232)**.
5. File the original **Motion and Statement for Order to Show Cause (UJS-357)** with a copy of your court order attached, the proposed **Order to Show Cause (UJS-358)**, and the **Case Filing Statement (UJS-323)** with the Clerk.
6. Based upon the information that you provide in the **Motion and Statement for Order to Show Cause (UJS-357)**, the Judge may set a hearing date and sign the proposed **Order to Show Cause (UJS-358)**. If you have not heard from the Clerk within 5 business days, you should call their office back and inquire as to the status of your case.
7. If a hearing date is set, the opposing party will need to be served all of the documents filed at least 10 days prior to the hearing. Service on the other party can be completed by way of Sheriff or process server (may be subject to fees).
8. If a hearing date is set, complete only the caption of **Order Granting or Denying Contempt of Court (UJS-353)** and bring it with you to the hearing.

Failure to file proof of service to the court could result in the dismissal of your Motion.

INFORMATION FOR YOUR HEARING

- You must attend Court on the date and time set by court staff. This is your time to present evidence to the court. If you plan on presenting any documents, it may be helpful to have multiple copies with you to provide to the judge or opposing party.
- If you intend to call any witnesses who you believe can verify your claims, and require a subpoena, the Clerk can issue one for you subject to fees. Subpoenas should be issued as soon as you have filed the completed proof of service to ensure adequate notice upon your witnesses.
- Court hearings are formal proceedings. Do not bring children to the hearing. You should be polite to everyone in the courtroom and address the Judge as "your honor." Speak to the Judge only when directed. Do not talk or argue with the other party during the hearing.

CASE FILING STATEMENT – Information Only; Not Retained in Case Records

Provide the Case File No. for the record you are filing into or the Case Type if initiating a new action: _____

*A list of case types and party roles can be found on [South Dakota Unified Judicial Attorney forms and Documents](#) webpage.

Social Security Numbers (not Driver's License Numbers) must be provided for divorce, child support, & paternity cases, 42 USC 666(a)(13)(B). All filers are **required** to provide the SSN **or** DL# for each of **their** participants regardless of the case type. Business entities must provide the EIN number in lieu of SSN or DL#.

INFORMATION FOR PLAINTIFF/PETITIONER/APPLICANT:

_____ Last/Business Name	_____ First Name	_____ Middle	_____ Suffix
_____ Physical Address ☐ Check is Same as Mailing	_____ City	_____ State	_____ Zip
_____ Mailing Address	_____ City	_____ State	_____ Zip
_____ Home	_____ Work	_____ Cell	
_____ Social Security No.	_____ Date of Birth	_____ Driver's License No.	_____ State
		_____ Employed ID (Business)	

Attorney:

_____ Last Name	_____ First Name	_____ State Bar ID No.	
_____ Mailing Address	_____ City	_____ State	_____ Zip
_____ Phone			

INFORMATION FOR DEFENDANT/RESPONDENT/MINOR/DECEDENT/PERSON IN NEED OF PROTECTION

_____ Last/Business Name	_____ First Name	_____ Middle	_____ Suffix
_____ Physical Address ☐ Check is Same as Mailing	_____ City	_____ State	_____ Zip
_____ Mailing Address	_____ City	_____ State	_____ Zip
_____ Home	_____ Work	_____ Cell	
_____ Social Security No.	_____ Date of Birth	_____ Driver's License No.	_____ State
		_____ Employed ID (Business)	

Attorney:

_____ Last Name	_____ First Name	_____ State Bar ID No.	
_____ Mailing Address	_____ City	_____ State	_____ Zip
_____ Phone			

IN CIRCUIT COURT

_____ JUDICIAL CIRCUIT

Plaintiff v. Defendant	Case No.: _____ MOTION AND STATEMENT FOR ORDER TO SHOW CAUSE
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COMES NOW, _____, and moves this court to enter an Order to
(your name)

Show Cause in this matter and being duly sworn states and alleges as follows:

1. _____ has failed to comply with the following:
(name of opposing party)

[illegible]

2. A copy of the order which is the subject of this action is attached to this Motion and Statement for Order to Show Cause.

3. _____ had knowledge of the order in that (check all that apply);
(name of opposing party)

- ☐ a. they were present in court at the time the Order was made;
- ☐ b. they were served with a copy of the Order;
- ☐ c. they signed a Stipulation upon which the Order was based;
- ☐ d. Other:

THEREFORE, based on the foregoing statement and allegations, I _____
(your name)

respectfully request that the Court enter an Order to Show Cause requiring

_____ to attend a hearing and show cause as to why they have
(name of opposing party)
not complied with the Court's Order.

*I declare under penalty of perjury under the law of South Dakota that the foregoing
is true and correct. Signed on the _____ day of _____, _____ at
(Date) (Month) (Year)
_____.
(City or other location, and State)*

Signature

Printed Name

Address

City, State, Zip Code

Phone Number

STATE OF SOUTH DAKOTA

IN CIRCUIT COURT

COUNTY OF _____

_____ JUDICIAL CIRCUIT

Plaintiff v. Defendant	Case No.: _____ ORDER TO SHOW CAUSE
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Upon reviewing the Motion and Affidavit for Order to Show Cause filed by the Plaintiff/Defendant, attached hereto, and for good cause shown;

☐ **IT IS HEREBY ORDERED** that the Plaintiff/Defendant, appear at the following date and time: _____.

At the _____ County Courthouse, in _____ South Dakota, and show cause, if there by any, why they should not be held in contempt of Court for failure to comply with the Court Order dated _____. If the Plaintiff/Defendant has reason as to why they were unable to comply with the Courts Order(s) cited above, they should bring to the hearing said evidence and/or witnesses necessary to prove their claims. Failure of Plaintiff/Defendant to appear at this hearing may result in a warrant for their arrest being issued.

☐ **IT IS FURTHER ORDERED** that the Plaintiff/Defendant Motion and Affidavit for Order to Show Cause fails to provide sufficient cause and is hereby denied.

Dated this _____ day of _____, 20_____.

BY THE COURT

ATTEST:

Circuit Court Judge

Clerk of Courts

Deputy Clerk
(SEAL)

COUNTY OF _____

_____ JUDICIAL CIRCUIT

_____ Plaintiff v. _____ Defendant	Case No.: _____ ORDER ☐ GRANTING ☐ DENYING CONTEMPT OF COURT
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This matter having come before the court on _____ by way of Motion and Affidavit for Order to Show Cause filed by the Plaintiff/Defendant and the Court having heard and considered the evidence;

☐ **IT IS HEREBY ORDERED** that the Plaintiff/Defendant has shown the existence of a valid court order; knowledge of the court order; ability to comply with court order; willful and contumacious failure to comply with court order. The Court finds the Plaintiff/Defendant in contempt of court and orders the following: _____

☐ **IT IS HEREBY ORDERED** that the Plaintiff/Defendant failed to provide sufficient evidence to show that the Plaintiff/Defendant has violated the order that was previously entered by this court and the motion and affidavit to show cause are hereby denied.

Dated this _____ day of _____, 20_____.

BY THE COURT:

Circuit Court Judge

ATTEST:

Clerk of Courts

Deputy Clerk
(SEAL)