

## INSTRUCTIONS FOR MOTION AND AFFIDAVIT FOR CONTEMPT (GENERAL CIVIL)

1. In heading on first page, insert name of county where this case is filed.
2. Insert case number on the line under "county".
3. Insert name of Plaintiff on the line opposite "Plaintiff".
4. Insert name of Defendant on the line opposite "Defendant".
5. In the first paragraph, after the words "Kentucky Civil rule 2.05", insert your name (you will be either the Plaintiff or the Defendant in the case).
6. In the second paragraph, insert the date of the Order that the other party has not complied with (obeyed). Circle whether the person who disobeyed the Order was the Plaintiff or the Defendant.
7. On the line below the second paragraph, state what that Order told the other party to do.
8. In the third paragraph, again circle whether you are the Plaintiff or Defendant who is filing this Motion, and whether it is being filed against the Plaintiff or the Defendant.
9. Sign the Motion on the signature line and print your name under this. Circle whether you are the Plaintiff or the Defendant in this case.
10. On the next page, the section titled "Notice" fill in the date, time and location of the hearing for this Motion (ask the court clerk for this information).
11. "Certificate of Service" – you will need to send a copy of this Motion and Affidavit to the other party; in this section, write the name of the person you are sending it to, his/her address, and the date that you sent it to him/her.
12. Sign your name on the line provided.
13. On the next page ("Affidavit"), insert your name in the space provided on the first line; circle whether you are the Plaintiff or Defendant in the case.
14. In the next blank space, insert the name of the person who has not complied with the Order; in the next space, state what the Order was that has been violated, and then the date of that Order.
15. In the lines provided, explain how and why you believe the Order has been violated.
16. Sign the Affidavit IN FRONT OF A NOTARY PUBLIC (the notary must watch you sign the document and he/she will then fill out the spaces under "Notarization").
17. Bring all three pages to the Circuit or District Court clerk and ask that they be filed in the case. Ask for a date-stamped copy.
18. Appear in Court on the date your hearing has been scheduled.

COMMONWEALTH OF KENTUCKY

\_\_\_\_\_ COUNTY CIRCUIT/FAMILY COURT (circle one)

CASE NO. \_\_\_\_\_

\_\_\_\_\_

PETITIONER

v.

\_\_\_\_\_

RESPONDENT

\_\_\_\_\_

MOTION AND AFFIDAVIT FOR CONTEMPT

\_\_\_\_\_

As provided by Kentucky Civil Rule 2.05, \_\_\_\_\_ (insert name), the  
Petitioner/Respondent (circle one) in the case cited above, asks the Court to consider this  
Motion for Contempt, as follows:

On \_\_\_\_\_ (insert date of Order), this Court ordered Petitioner/Respondent (circle  
one) to do the following (describe the Order on the line below):

\_\_\_\_\_

Petitioner/Respondent (circle one) has filed an Affidavit (attached) showing that the  
Petitioner/Respondent (circle one) has failed to perform the action described above.

Respectfully submitted,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Print Name  
PLAINTIFF/DEFENDANT (circle one)

NOTICE

The Motion above shall be heard before this Court on \_\_\_\_\_, \_\_\_\_\_ at  
\_\_\_\_\_ am/pm in \_\_\_\_\_ County Courthouse, \_\_\_\_\_,  
KY.

CERTIFICATE OF SERVICE

I certify that a true and accurate copy of this Motion and Affidavit for Contempt was  
mailed, postage prepaid, to \_\_\_\_\_ (insert name) at \_\_\_\_\_  
(insert address) on \_\_\_\_\_ Insert date).

\_\_\_\_\_  
(Signature)

AFFIDAVIT

I, \_\_\_\_\_ (name), the Petitioner/Respondent (circle one) in the case cited above, state that \_\_\_\_\_ (name), the Petitioner/Respondent (circle one) has failed to comply with the following Order issued by this Court:

\_\_\_\_\_

(describe the Order) issued on \_\_\_\_\_ (date).

Describe below the ways in which Petitioner/Respondent failed to comply with this Order:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)  
Petitioner/Respondent (circle one)

NOTARIZATION

COMMONWEALTH OF KENTUCKY  
\_\_\_\_\_ COUNTY

SWORN and SUBSCRIBED before me by \_\_\_\_\_ in  
\_\_\_\_\_, Kentucky on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)  
NOTARY PUBLIC, STATE-AT-LARGE

My Commission expires: \_\_\_\_\_