

## GUIDELINES FOR FILING A SHOW CAUSE

You will need:

- A. Notice of Hearing and Motion
- B. Proof of Service
- C. Praecipe for Motion
- D. Fee

### A. 1. Prepare the Notice of Hearing and Motion

**Case Number** – Insert case number indicated on your court order.

**Plaintiff and Defendant** – Insert names in appropriate boxes.

**Addresses** – Insert current addresses and phone numbers under the names you provided.

If you don't have the address for the other party, you can probably obtain it at the FOC.

**Motion Title** – Give the motion a name – for example, Motion to Show Cause.

**Moving party** – Identify who is filing the motion.

**Provide the Judge's name** – You can obtain this from Friend of the Court.

**Date and time** – All motions in Circuit Court are heard on Wednesday morning at 8:30 A.M.

You choose the date for the hearing.

**Motion** – In detail, provide the information that you want the court to consider.

### 2. File the Notice of Hearing and Motion

Use of the MiFile electronic filing system is required.

You can access the MiFile system here: <https://mifile.courts.michigan.gov/login>

Information about efilings is available here: <https://www.oakgov.com/clerkrod/court-records/Pages/efiling.aspx>

- 3. You must serve** a copy of this Notice of Hearing and Motion on the other party at least 7 days before the motion is scheduled to be heard. You **cannot serve** by mail unless the judge approves request.

### B. 1. Prepare the Praecipe for Motion and Miscellaneous Docket

**Plaintiff and Defendant** – Insert names.

**Attach bar code** with case number.

**Motion Date** – You choose any Wednesday for the hearing.

**Motion Title** – Insert name of the motion

**Complete either #1 or #2**

**Moving Party** – Insert name and phone number of person filing motion.

**Date** – Fill out the date that you are filing the motion.

- 2. The Praecipe** is a document that must be filed so that your case can appear on the court docket.  
An electronic praecipe may be found here: <https://epraecipe.oakgov.com/OaklandCounty>.

### C. Proof of Service

**Before the hearing date**, complete a Proof of Service (which verifies that you properly served a copy of the Notice of Hearing and Motion on the other party) and file it. Bring a copy of your packet, including the Proof of Service, with you to the hearing.

### D. During and after the hearing

Come to court on your designated date and time. Check in with the clerk (usually located in the courtroom) assigned to the Judge.

You are responsible for preparation of an Order. You must prepare an original Order and copies for the Court to sign. You should have copies for yourself, the other party, and the Friend of the Court.

You are responsible for sending a copy of the order to the other party and for filing a Proof of Service indicating that you mailed a copy to the other party.