

**Instructions for Completion and Submission of:**  
**Motion and Order for Hearing on Contempt SC-507A & SC-507B**

(There is No Cost for Filing)

The clerk will view your document and check the computer to see if the defendant(s)/debtor(s) judgment paperwork was returned to this office by the Post Office. If it was, we will not be able to process this form for you today.

- You** will need to obtain a current address for the defendant(s)/debtor(s) and submit it to this office, in writing,
- The clerk will mail the judgment paperwork to the defendant(s)/debtor(s) again.
  - The defendant(s)/debtor(s) will have 15 days to complete this form and mail/deliver it to you.

If after that time you still have not received a completed financial disclosure form from the defendant(s)/debtor(s), you may proceed with filing this form.

If you have received a completed financial disclosure form but are disputing the accuracy or completeness **do not proceed** with filing this form. You must contact a Supplemental Court Commissioner to schedule a Supplemental Examination. See the Clerk of Courts website for further information at: <https://www.co.eau-claire.wi.us/home/showpublisheddocument?id=7566>.

**Procedure Checklist**

- Complete** form # SC-507A Motion and Request for Hearing on Contempt
- Filling in the plaintiff's and defendant(s)/debtor(s) name and address
  - Insert case number
  - Answer #1, #2 and #3

If on #3, the second box is selected please see the above instructions regarding Supplemental Court Commissioner.

- Do not sign the document until you are sworn by a Notary Public which can be found at your local financial institution, Law office, government office, etc. This can be done at the Clerk of Courts, provided you bring a photo ID.

- Complete** form # SC-507B Order for Hearing on Contempt
- Filling in the plaintiff's and defendant(s)/debtor(s) name and address
  - Insert case number

- Make** copies of both documents for each defendant(s)/debtor(s) and yourself with attachments if any.

- Bring** Original and copies to Clerk of Court's office for filing during regular courthouse business hours.
- Please provide a self-addressed, stamped-envelope for service papers to be returned to you.
  - The Clerk will file stamp all copies, keep one, and return the original and additional copies to you by mail in the provided envelope.

- Have papers served** on the defendant(s)/debtor(s)
- You are required to have the defendant(s)/debtor(s) **personally served** with these papers and to file a **Proof of Service** Document with the Clerk of Courts.

- File Proof of Service** document with Clerk of Courts

- Attend** hearing
- The hearing will be held in the Court Commissioner's hearing room located on the 2<sup>nd</sup> floor of the Eau Claire County Courthouse in the North end.
  - If you must travel some distance, are ill, or unable to leave work, you may petition to have your appearance waived by filing a written request and providing a self-addressed, stamped-envelope for the defendant(s)/debtor(s) completed financial disclosure form to be mailed to you, should they appear and complete it.

**Note:**

- Court will not find an individual in contempt if they have not been **personally served**.
- Substituted **Service is not allowed**

All numbered forms referenced can be found at [www.wicourts.gov](http://www.wicourts.gov) under forms→circuit court→small claims →view all small claims forms

See the Clerk of Courts website for further information at <http://www.co.eau-claire.wi.us/departments/departments-a-k/clerk-of-courts>



**STATE OF WISCONSIN, CIRCUIT COURT, EAU CLAIRE COUNTY**

Creditor(s): [Names and Addresses]

\_\_\_\_\_

\_\_\_\_\_

-VS-

Debtor(s): [Names and Addresses]

\_\_\_\_\_

\_\_\_\_\_

**Motion and Request for  
Hearing on Contempt  
(Small Claims)**

Case No. \_\_\_\_\_

**I DECLARE THAT:**

1. The creditor was awarded a judgment for money damages under Ch. 799, Wis. Stats., against [Name] \_\_\_\_\_ as judgment debtor(s).
2. A copy of the order for Financial Disclosure Statement was mailed or delivered to the judgment debtor(s).
3. More than 15 days have elapsed from the date of entry of judgment and the judgment debtor(s) has failed to  
 comply with the order of the court and has given no reason for the failure to comply.  
 accurately or completely fill out the Financial Disclosure Statement.

I ask that the court schedule a hearing to determine why the judgment debtor(s) has failed to comply with the Order for Financial Disclosure Statement.

**I declare under the criminal penalty of false swearing that the information I have provided is true and accurate.**



\_\_\_\_\_  
Judgment Creditor/Attorney

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address Telephone Number

\_\_\_\_\_  
Date State Bar No. (if any)

**TO HAVE THE HEARING SCHEDULED, CREDITOR(S) MUST ALSO SUBMIT THE ORDER FOR HEARING ON CONTEMPT ([SC-507B](#)) form.**



STATE OF WISCONSIN, CIRCUIT COURT, EAU CLAIRE COUNTY

Creditor(s): [Names and Addresses]

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

-vs-

Debtor(s): [Names and Addresses]

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

**Order for Hearing on Contempt  
(Small Claims)**

Case No. \_\_\_\_\_

A motion for contempt was filed with the court on [Date] \_\_\_\_\_.

**THE COURT ORDERS:**

1. The judgment debtor(s) shall appear in person as stated below to answer why the judgment debtor(s) has failed to comply with the Order for Financial Disclosure Statement.

Date	Time	Location (include Room No.)
Presiding Judge		Eau Claire County Government Center 721 Oxford Avenue Eau Claire, WI 54703

2. The judgment creditor(s) must serve
  - A. the motion and request for hearing on contempt, and
  - B. this Order for hearing on contempt on the judgment debtor(s) by personal service, unless otherwise authorized by law.
3. If the judgment creditor(s) does not appear at this hearing, the Motion may be dismissed.
4. **The judgment debtor(s) may avoid appearing at this hearing only by, prior to the hearing date,** either
  - A. paying the judgment in full, including costs and accrued interest, or
  - B. delivering an accurate and complete Financial Disclosure Statement to the judgment creditor(s).

- **A finding of contempt for nonappearance or failure to comply with the court's order may result in any or all of the following penalties:**
- Imprisonment for up to **6 months**.
  - Forfeiture of not more than **\$2000 per day**.
  - Any other order necessary to ensure your compliance.

If you require reasonable accommodations due to a disability to participate in the court process, please call 715-839-4816 prior to the scheduled court date. Please note that the court does not provide transportation.

