

Status Quo Order; Request for Hearing Instructions for Packet 6C

STEP 1

Fill out the Request for Hearing form completely except for where it says “I certify this is a true copy.” You will sign this line on the copy you make for the other party. The case heading (names and case number) at the top of each form will be the same as it is on the petition that started your case.

STEP 2

Make two copies of the Request for Hearing (one to mail to the other party and one to keep for your records). Sign the copy for the other party where it says: “I certify this is a true copy.”

STEP 3

Mail a copy of the Request for Hearing to the other party using regular first class mail.

STEP 4

Fill out the Certificate of Mailing form completely.

STEP 5

File the original Request for Hearing and Certificate of Mailing with the court clerk.

STEP 6

Attend all court hearings and conferences. If you don't receive notice of a hearing, check with the court clerk or facilitator to find out the status of your request.