

**INSTRUCTIONS FOR COMPLETING
THE PRAECIPE FOR PERSONAL
SERVICE (Enforcement of Support
Order)**

HEADING

- Choose the county in the drop down box below the first blank. This is where the original action for divorce, legal separation, paternity, or child support was filed.
- Enter the first, middle, and last names of the person named as the plaintiff in the original action.
- Enter the first, middle, and last names of the person named as the defendant in the original action.
- The clerk of the district court assigned a case number when the original action was filed. You must include that case number on any papers you file, including this action for contempt.

BODY OF THE PRAECIPE

In the first blank, enter the county where the person you are filing against can be served.

In the second blank, enter the state where the person you are filing against can be served.

In the next blanks, print the full name of the person to be served (the person you are filing this action against), the street address where the person can be served by the sheriff (home or work), and the city and state where the person lives or works.

FINAL SIGNATURE

- In the first blank, sign your first, middle, and last names and enter the date.
- In the second blank, enter your first, middle, and last names.
- In the third blank, enter your full street address.
- In the fourth blank, enter your city, state, and ZIP code.
- In the fifth blank, enter your telephone number, including the area code, and your e-mail address, if any.