

**INSTRUCTIONS FOR FILLING OUT  
BENCH WARRANT  
(Visitation Contempt)**

**HEADING**

The heading on this pleading should be the same as the heading in the original action for divorce, legal separation, paternity, or child support. The case number will also be the same.

- Enter the name of the county where the original divorce, legal separation, paternity, or other child support action was filed.
- Enter the first, middle, and last names of the person who was listed as the plaintiff in the original action.
- Enter the first, middle, and last names of the person who was listed 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 BENCH WARRANT**

First Paragraph (Beginning with "WHEREAS"):

In the first blank, enter the first, middle, and last names of the person who was ordered to allow visitation. This paragraph does not have a number.

In the second blank, enter the name of the county where the original divorce, legal separation, paternity, or other child support action was filed.

In the third blank, enter the date the judge signed the order finding the party in contempt.

Second Paragraph (Beginning with "THEREFORE"):

In the first blank, enter the first, middle, and last names of the person who was ordered to allow visitation.

In the second blank, enter the name of the county where the original divorce, legal separation, paternity, or other child support action was filed.

## **DATE LINE**

Leave this line blank. The judge will fill in the date when he or she signs the document.

## **FINAL SIGNATURE**

Leave this line blank for the judge to sign the document.

## **ADDRESS AND DESCRIPTION OF SUBJECT OF BENCH WARRANT (Page 2)**

In the first blank, print the first, middle, and last names of the person who was ordered to pay child support.

On the second line, print the last known address of the person who was ordered to allow visitation.

On the third line, print the city and state of the last known address of the person who was ordered to allow visitation.

In the box on the second page, fill in the description of the person who was ordered to allow visitation, as follows:

- Box entitled Sex: Enter “Male” or “Female.”
- Box entitled Race: Enter the race of the person ordered to allow visitation (such as White, Hispanic, Black, etc.).
- Box entitled Height: Enter an estimate of the height of the person ordered to allow visitation.
- Box entitled Weight: Enter an estimate of the weight of the person ordered to allow visitation.
- Box entitled Hair: Enter a description of the hair color of the person ordered to allow visitation.
- Box entitled Eyes: Enter a description of the eye color of the person ordered to allow visitation.
- Box entitled Date of Birth: Enter the month, day, and year of birth of the person ordered to allow visitation.
- Box entitled Other Distinguishing Marks: Enter any other distinguishing marks or characteristics.

You should fill in as many of the description areas as you can, because this will help the sheriff serving the Bench Warrant. If the person has any other distinguishing marks or characteristics, please include that information in the last box.