

Checklist for Motion to Enforce a Settlement Agreement

Keep a copy of all documents for your records.
Attend all court hearings.

(1) Complete the Motion to Enforce a Settlement Agreement

- Print your name and contact information at the top of the first page. Check whether you are the plaintiff or defendant or the attorney for the plaintiff or defendant.
- Complete the heading exactly as it appears in the Affidavit and Summons.
- Paragraph (1): Print the payor's name (sometimes called the debtor) and the total amount that the payor was supposed to pay. If there were going to be payments over time, print the due dates and the amounts due in the table. If there was going to be only one payment, print the total amount and the due date in the table. This information can be copied from the Settlement Agreement.
- Paragraph (2): Print the payor's name and how much the payor has actually paid.
- Paragraph (3): Print the payor's name and how much the payor still owes.
- Paragraph (4): Print the payor's name.
- Omit any private or protected information. When filed, this document is a public record. Code of Judicial Administration [Rule 4-202.09\(9\)](#) requires that you omit from a public record any information that is not itself public information. For a list of records, data and information classified as public, private, and protected, see [Rule 4-202.02](#).
- Date and sign the form.
- Attach the proposed Findings of Fact, Conclusions of Law, Order and Judgment
- Attach the Notice of Hearing
- Complete the Certificate of Service.
- File the forms with the judicial services representative.
- After the judicial services representative schedules a hearing, serve the forms on the other party.

(2) Notice of Hearing

- Complete the heading exactly as it appears in the Affidavit and Summons.
- Print the names of the plaintiff and defendant.
- Present the form to the judicial services representative who will schedule a date and time for the hearing and sign the form.

- After the judicial services representative schedules a hearing serve the forms on the other party.

(3) Proposed Findings of Fact, Conclusions of Law, Order and Judgment

- Complete the heading exactly as it appears in the Affidavit and Summons.
- Do not complete the rest of the form. The judge will do this.
- File and serve the proposed Order with the Motion.

(4) After the judge signs the Findings of Fact, Conclusions of Law, Order and Judgment

- Serve a copy on the other party.
- Complete the Certificate of Service.
- File the Certificate of Service with the judicial services representative.