

INSTRUCTIONS FOR COMPLETING, FILING AND SERVING A MOTION / RESPONSE

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines

Step 4. Enter your case number on the line after "CASE NO."

Step 5. Enter your name in the space after "COMES NOW," and circle whether you are the plaintiff or the defendant.

Step 6. **For Motion:** State what it is that you are asking the court to issue an order for and your reason(s) for asking. **For Response to Motion:** State your specific objection(s) and reason(s) for opposing motioning party's request.

Step 7. Enter today's date.

Step 8. Put your signature on the line above "Plaintiff(s)/Defendant(s)." Circle whether you are the plaintiff or the defendant.

Step 9. Complete the "Certificate of Service" portion at the bottom of the form on the same date that you will mail your motion to the defendant (or their attorney, if represented). Provide the address that you are mailing your motion to on the line provided.

Step 10. Make *at least* two copies. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. You need:

- Original for the court file
- One copy for your records
- One copy for *each* opposing party

Step 11. Take the original and copies of your motion to the Justice Court Civil Clerk. The clerk will file-stamp the original and the copies. The original will be placed in the court file and the copies will be returned to you.

Step 12. After filing your motion, you must serve the opposing party or their attorney (if represented) with a copy of your motion by mail. You must mail a copy to the opposing party (or their attorney) on the same date that you complete the Certificate of Service portion of your motion.

If the other party has an objection to your motion, they must file with the court, a written opposition to your motion within ten (10) days of service. Three (3) extra days are allowed if your motion is served by mail.

ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT.

This document has been prepared as a courtesy to assist you with completing your motion / response. It is not to be construed as providing legal advice or representation on how to prepare your case.