

INSTRUCTIONS
FILING A MOTION

TYPE OR PRINT ONLY

A. FILLING OUT THE FORMS

You should fill out these forms before you go to the Courthouse to file them. Other than telling you the time and date of the hearing, the Court staff cannot and will not help you complete these forms.

NOTE: Follow the information on your COURT documents as to the Plaintiff/Defendant, and case number. IT MUST BE THE SAME AS THE INFORMATION ON THE INITIAL CASE.

B. CERTIFICATE OF SERVICE - Fill in the name of the parties/attorneys who should receive this motion and how you are sending it to them. All parties to the case (or their attorneys) must be served with any motion you file.

C. FILING THE MOTION

After you have filled all the forms out, make 3 copies and go to the office of the Clerk of Courts in the county where the case was filed. This is the only place you can file your Motion.

You may have to pay a filing fee or file an Affidavit of Inability to pay if you cannot afford it.

At the time of the filing, give the original and all copies of your Motion to the Clerk. The clerk will file-stamp everything and keep the original and one or two copies of the forms. The Clerk should return to you the rest of the copies file-stamped. Always keep at least one file-stamped copy of anything you file with the Clerk's office.

The Court will notify you of the date and time of the hearing. If your mailing address changes before the hearing, you must let the clerk know immediately.

D. HEARING

You will need to appear at the hearing on the date and at the time the Court schedules it.

Since you have filed the Motion, you must show the reason or reasons for the Motion or request shown in the Motion, and generally convince the Judge why your Motion should be granted. You should take with you any evidence you have in support of your motion.

After the Judge has heard all of the testimony and listened to your comments, they may come to a decision right away, or they may “take the matter under advisement,” which means that they want to think about it for a while and will let you know the decision later by mail.

Division

IN THE MATTER OF:

Minor child

(Name)

(address)

Plaintiff/Petitioner

vs.

(Name)

(address)

Defendant/Respondent

CASE NO. _____

Judge _____

MOTION

I, _____, move this Honorable Court to

_____. I would like the Court to grant this request for the
following reason:

Respectfully submitted,

Pro se

CERTIFICATE OF SERVICE

The undersigned certifies that a copy of the foregoing Motion was served upon

by _____ at the following address(es):

Pro se