

INSTRUCTIONS FOR 14TH JUDICIAL CIRCUIT APPROVED MOTION TO/FOR _____ (01/14)

Before a Judge (or in certain instances, a General Magistrate/Hearing Officer) can hear your case, you must first put in writing what you are asking the Court to do and why. Usually, this is done in the form of a *Motion*. Some examples of Motions you might file are:

Motion to Compel Discovery
Motion to Continue
Motion to Clarify
Motion for Contempt*

Once you have filled out the Motion (see attached example), you must file the original with the Clerk of Court and mail a copy to the other party in your case. If the other party has an attorney, you should mail a copy of the attorney instead. Your Case Manager will review the Motion and assist you with scheduling a hearing on the Motion.

***If this Motion is filed after a Final Judgment has been entered:**

- (1) The opposing party will need to be served with a copy of the Motion.
- (2) The Motion should not be used to modify any provisions of a Final Judgment. Instead, a Supplemental Petition must be filed.