

## CIVIL MOTIONS INSTRUCTIONS:

Needed:

1. Written Motion states what you are asking for and why.
2. Note For Hearing Issue of Law (form)
  - a. Set motion date for a Friday at 9:00 a.m., allowing enough notice to the opposing side.
  - b. These motions are heard by the Presiding Judge, Courtroom 301.

Make 3 copies of all materials:

1. Serve a copy of everything to the opposing side.
2. Provide a copy of everything to the Judge. (Drop this off at the Court Administrator's Office, 3<sup>rd</sup> floor Courthouse Annex)
3. Retain a copy for yourself.
4. File the original documents with the Clerk's Office, Room 300.

Call the motion in ready to the Presiding Judge's Judicial Assistant, 509-477-4795; by no later than noon the Wednesday prior to the hearing date to indicate you are ready for the hearing. If you do not call in, the hearing will not be held.

Appear in Court at the scheduled time.