

## CIVIL MOTIONS INSTRUCTIONS:

For Civil Cases THAT ARE NOT ASSIGNED to an IC Judge

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 Courtroom 405.

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 Judge's Judicial Assistant, 509-477-4795; by no later than noon the Tuesday 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.