

# MOTION CHECKLIST

CLIENT \_\_\_\_\_

MOTION/RESPONSE \_\_\_\_\_

To be heard \_\_\_\_\_, 20\_\_.

Circuit Div \_\_\_\_ Chancery Part \_\_\_\_ # \_\_\_\_\_ - \_\_\_\_\_ RD/TD

Opposing Attorney(s) \_\_\_\_\_

**Draft Motion/Answer and enter date complete** \_\_\_\_\_

## BEFORE FILING

- Attorney: Call Opposing Counsel to select a convenient date

## WHEN FILING

- Call the Clerk and Place Motion on Motion Docket
- Enter on Attorney Calendar. Mark red for all attorneys. Time normally 9:00 A.M.
- Print confirmation, email, & put in folder.
- File at Court: (Give Original to Clerk to stamp; Stamp 6 other copies yourself)

## AFTER FILING

- Place copy of motion, case law, referenced statutes & related correspondence in Motion Folder for hearing.
- Fax & Mail copies of filed Motion/Response/Brief & EPF letter with hearing date to OC at least 5 days prior to hearing
- DEADLINE FOR ANSWER IS \_\_\_\_\_, Enter on Attorney Calendar
- Re-set hearing? If yes:
  - strike motion on docket & reset
  - Notice sent to opposing counsel

## AFTER COURT

- Call client with results
- Order transcript? Send transcript to client.
- Draft Order? If yes, who \_\_\_\_\_
  - If you, due date is \_\_\_\_\_, Enter on Attorney Calendar
- Send "Letter - Forwarding Order to Opposing Counsel for Signature" to OC with order and entry date.
- Place a copy of the signed Order in Client file.