

CHECKLIST FOR MOTIONS

For the Court to consider your Motion, each step below must be completed. Detailed instructions are available for each step in the Motion's Instruction Packet.

- ☐ Step 1: Complete, sign, and electronically file your Motion. Pay the filing fee, if applicable.
- ☐ Step 2: Serve the documents to the opposing party.
- ☐ Step 3: Complete, sign, and electronically file the Proof of Service.
- ☐ Step 4: Allow the other party time to file an Opposition to your Motion (14 days beginning after the day of service by eFlex or personal service, or 17 days after mailing, if you served them by mail).

If the other party does not file an Opposition to your Motion within this time, you may skip Step 5.

- ☐ Step 5: Complete, sign, and electronically file the Reply to Opposition to Motion within 7 days of the other party serving you their Opposition to your Motion (10 days if they served you by mail). Filing a Reply to Opposition is optional.
- ☐ Step 6: Complete, sign, and electronically file the Request for Submission.

Whether or not the other party files an Opposition, you must file a Request for Submission to have your Motion reviewed by the judge. You must allow the other party the full amount of time to oppose your Motion before filing the Request for Submission.

* If you do not file a Request for Submission, the Court will not make a decision on your Motion.*

- ☐ Step 7: Complete, sign, and electronically file the Proof of Service for the Reply and/or Request for Submission.

Now that you have completed all the steps, your Motion has been sent to the court for a decision. The court has approximately 60 days to grant, deny, or set your Motion for a hearing.