



FOURTH JUDICIAL DISTRICT

Instructions for Filing a Special Term Motion

Notice of Motion and Motion and Affidavit

1. List all parties on Notice of Motion and Motion and Affidavit as shown on the original claim (the party listed as plaintiff on the claim remains the plaintiff on the Motion etc).
2. List addresses for each party. **If any party address has changed, write the current address.**
3. Put the Conciliation Court case/file number in the upper righthand corner.
4. When noted (Plaintiff/Defendant), mark the box that applies. Fill in correct party name on the blank line.
5. Check the reason for your Motion, and if vacating, fill in your reasons on the blank lines.
6. Make a copy of all documents (except the Affidavit of Service) for each party in the case so that they can be served upon them as described below.

Service of Motion

1. Copies of the Notice of Motion and Motion must be served upon each party named in the case.
2. All named parties must be notified of the motion by mail or personal service.
3. The person serving the paperwork must fill out the Affidavit of Service.

Filing with the Court and Other Information

1. The completed original Notice of Motion and Motion and Affidavit of Service must be filed with the Court. You must also include the conciliation court filing fee, if you have not previously paid the filing fee.
2. A hearing date will be assigned and information about that date will be provided to you when your paperwork is processed by court staff.
3. Additional costs and fees may be assessed if the motion is granted.