

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE “*MOTION TO SET TRIAL DATE*” AFTER YOU HAVE FILLED IT OUT

FOLLOW THESE PROCEDURES if you have filled out the Family Court “*Motion to Set Trial Date*” (commonly called “*Motion to Set*”) and you want a trial to be scheduled in your case.

STEP 1: REVIEW THE “*MOTION TO SET TRIAL DATE*” form. Make sure that the “*Motion to Set*” has been completely filled out in **black ink**. **Sign and date** the form **before** you make copies, though you may want to wait until the day you file the form before filling in the dates you are planning to mail or deliver the copies as stated on page 2.

STEP 2: COPIES. Make **3*** copies of the completed “*Motion to Set*”:

- *1 copy for the Judge assigned to your case*
- *1 copy for your records*
- *1 copy for the other party.*

**If there is more than one other party, you will need a copy for each.*

STEP 3: GO TO THE CLERK OF THE COURT’S FILING COUNTER:

Hand the original and all copies of the “*Motion to Set*” to the Clerk of the Court where you filed your case. The Clerk will stamp and file the original and return all copies to you. These are now called “conformed” copies to indicate that the copies conform to (appear to be the same as) the original document filed with the court.

COPY 1 of the “*MOTION TO SET*” for the Other Party. Mail one copy to the other party, **or if the party is represented by an attorney, to his or her attorney instead.** If there is more than one other party to the case, you will need to mail a copy to each.

COPY 2 of the “*MOTION TO SET*” for the Judicial Officer.

Provide a copy to the Judicial Officer (Judge or Commissioner) assigned to your case by:

1. Delivering a copy to Court Administration,
2. By mailing it directly to the assigned judicial officer.

COPY 3 of the “*MOTION TO SET*”: **Keep this copy for your records.**

STEP 4: WAIT TO RECEIVE A NOTICE FROM THE COURT. After you have filed the “*Motion to Set*,” you should be contacted by the office of the judge or commissioner assigned to your case to inform you of the dates of your Pretrial Conference and Trial. The document you will receive in the mail is called a “*Minute Entry*,” and it will give you instructions about what to file before the Trial.