

Date: _____, _____

Caption: _____ vs. _____

Docket No: _____ Presented by: _____
(Name of attorney)

MOTION COVER SHEET AND NOTICE
TRIAL DIVISION

The attached motion/petition will be presented by me in Motion Court at _____
o'clock a.m. on _____, _____

1. CERTIFICATION OF NOTICE AND SERVICE

The undersigned represents that a copy of this motion and proposed order have been served upon all parties or their counsel of record in accordance with Local Rule No. 440 on _____, _____ thereby providing:

- ☐ Two full business days' prior notice by " hand delivery, or " fax
☐ Five full business days' prior notice by mail.

2. UNCONTESTED MOTION CERTIFICATE

The undersigned represents that:

- ☐ All parties or counsel have consented and consents are attached.
☐ The Order seeks only a return hearing or argument date and no other relief.

3. INFORMATION FOR COURT ADMINISTRATOR

A. Is this case assigned to a Judge? ☐yes ☐no

If yes, who _____

B. Is a hearing required? ☐yes ☐no

If yes, how much time is needed? _____

C. Is this motion/petition opposed? ☐yes ☐no ☐unknown

Signature _____

(OVER)

CRIMINAL MATTERS

Defendant's Name _____

Please check the appropriate motion category:

- | | |
|---|---|
| ☐ Motion re Bail/Bond Hearing | ☐ Omnibus Pre-Trial Motion |
| ☐ Motion to Compel Discovery | ____ Continuance |
| ☐ Motion for Continuance | ____ Severance |
| ☐ Motion for Reconsideration of Sentence | ____ Fourth Amendment Issue |
| ☐ Motion Related to Rule 1100 (speedy trial) | ____ Fifth Amendment Issue |
| ☐ Post Trial Motion | ____ Psychiatric Exam |
| ☐ Other _____ | ____ Quash Information |
| _____ | ____ Change Venue |
| | ____ Investigator/Expert |
| | ____ Other |

CIVIL MATTERS

Plaintiff/Defendant _____

Please check the appropriate motion category:

- | | |
|---|--|
| ☐ Motion to Allow Appeal | ☐ Motion to Join Additional Defendant |
| ☐ Motion to Amend Pleadings | ☐ Motion for Preliminary Injunction |
| ☐ Motion to Approve Settlement | ☐ Motion to Withdraw as Counsel |
| ☐ Motion to Compel Discovery | ☐ Petition to Open/Strike Judgment |
| ☐ Motion for Continuance | ☐ Other _____ |
| ☐ Motion for Summary Judgment | |
| ☐ Motion for Judgment on the Pleadings | |