

MOTION CONTENTS

Requests for a postponement must be made in the form of a written motion. The motion should include the following:

- Specific reasons for the postponement.
- Position of the other party.
- Any documents (as an attachment) that you wish the court to consider in ruling on the motion.
- Proposed order.

Please note that if the motion is filed within 18 days of the event it may be necessary to walk a motion to shorten time to the Duty Judge.



MOTION PROCESSING

All motions should be filed with the Clerk's Family Department, located in the South Tower in Room 1460.

Do not send original motions for postponement directly to the Case Managers or Administrative Judge, as this will only delay processing. The Case Managers process motions for postponement only **after** they are filed with the Clerk's Office.

NOTE: Any motion for postponement filed *the day before a court proceeding* must be filed with the Clerk's Office and then received by the Family Division Case Manager by 2:00 p.m.

When an oral motion to postpone is made on *the day of a hearing or trial*, it will be referred directly to the Administrative Judge by the presiding Magistrate or Judge.

MOTION PROCESSING (continued)

If the Motion for postponement is for a trial, merits hearing or motions hearing scheduled *within three (3) weeks*, it is advisable to walk it through to the Case Managers, which requires the following steps:

- Request the court file. If you are self-represented a court employee will assist with moving the file to the Family Department in Room 1460.
- After your materials are filed and docketed, bring the file to the Case Managers, located in Room 3520. Again, if you are self-represented, a court employee will assist with moving the file from the Family Department to the Case Managers.