

Forms for use with:

Motion to/for

INSTRUCTIONS FOR MOTION TO/FOR _____

Before a Judge (or in certain instances, a General Magistrate/Hearing Officer) can hear your case, you must first put in writing what you are asking the Court to do and why. Usually this is done in the form of a *Motion*. Some examples of Motions you might file are:

Motion to Compel Discovery

Motion to Continue

Motion to Clarify

Motion for Contempt*

Once you have filled out the Motion, (see attached example) you must file the original with the Clerk of Court and **mail** a copy to the other party in your case. If the other party has an attorney, you should mail a copy to the attorney instead.

Once the other party has been “served” with your motion, you must file a “request/motion for hearing” with the Clerk of Court. After filing your request/motion for hearing, you will be notified by mail of a court date.

***If this Motion is filed after a Final Judgment has been entered:**

- (1) the Motion should be set for Hearing before a General Magistrate.
- (2) the Motion should **not** be used to modify any provisions of a Final Judgment. Instead, a Supplemental Petition must be filed.

MOTION EXAMPLE

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO COUNTY, FLORIDA**

(The name of the person who filed the case originally) ,

Petitioner,

Case Number

and

Section:

(The name of the other party in this case) ,

Respondent.

_____ /

MOTION TO/FOR: (What you are asking for)

(Your name), respectfully moves this Honorable Court to grant this Motion to/for **(What you are asking for)**, and as grounds therefore would show:

1. **(Why you think you should get what you are asking for)**

2. _____

3. _____

4. _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy hereof has been furnished by mail/hand delivery/personal service to the persons listed below this ____ day of _____, 20 ____.

Party or their attorney(if represented)

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____

Fax No. _____

E-mail Address(es): _____

Other

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____

Fax No. _____

E-mail Address(es): _____

DATED: _____

Signature of party signing certificate and pleading

Printed name _____

Address _____

City State Zip

Telephone (area code and number)

Fax (area code and number)

E-mail Address(es)

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM THEY MUST FILL IN THE BLANKS BELOW:

I, (name of nonlawyer) _____, a nonlawyer, located at (street) _____ (city) _____ (state) _____ (phone) _____, helped (name) _____, who is the [check one only] _____ petitioner or _____ respondent, fill out this form.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO COUNTY, FLORIDA**

Petitioner,

Case No: _____

and

Section: _____

Respondent.
_____ /

MOTION TO/FOR: _____

_____, respectfully moves this Honorable Court to grant this Motion to/for _____, and as grounds therefore would show:

1. _____

2. _____

3. _____

4. _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy hereof has been furnished by mail/hand delivery/personal service to the persons listed below this _____ day of _____, 20____.

Party or their attorney(if represented)

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____

Fax No. _____

E-mail Address(es): _____

Other

Name _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____

Fax No. _____

E-mail Address(es): _____

DATED: _____

Signature of party signing certificate and pleading

Printed name _____

Address _____

City _____ State _____ Zip _____

Telephone (area code and number) _____

Fax (area code and number) _____

E-mail Address(es)

IF A NONLAWYER HELPED YOU FILL OUT THIS FORM THEY MUST FILL IN THE BLANKS BELOW:

I, (name of nonlawyer) _____, a nonlawyer, located at
(street) _____ (city) _____ (state) _____
(phone) _____, helped (name) _____, who is the
[check one only] _____ petitioner or _____ respondent, fill out this form.