

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE MOTION WHEN YOU HAVE FILLED IT OUT (Criminal case type only)

DO NOT COPY
OR FILE
THIS PAGE

STEP 1: COPIES

- Make three (3) copies of your Motion.
- File the **ORIGINAL** Motion with the Clerk of the Court and ask to have the 3 copies stamped. These are called “conformed copies” and serve as proof the original was filed.

STEP 2: PROCESSING YOUR MOTION IN PERSON

- Deliver one (1) copy of the Motion to the Judge assigned to your case and one (1) copy of the Motion to the County Attorney.

OR

PROCESSING YOUR MOTION BY MAIL

- If you are filing your paperwork through the mail, you must include two envelopes with the proper amount of postage for processing.
 1. One (1) postage paid envelope self-addressed for your records.
 2. One (1) postage paid envelope addressed to the County Attorney.
- The third conformed copy will be forward to the Judge by the Clerk of Court’s office.

STEP 3: WAIT TO RECEIVE NOTICE FROM THE COURT

- After you have filed your Motion, the Judge may enter an Order or a Minute Entry advising you of his/her decision. You should receive notice from the court via the mail

<p>FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A DELAY IN YOUR CASE.</p>
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