

*Forms for use with:*

# **Motion to/for**

## **INSTRUCTIONS FOR**

### **MOTION TO/FOR**

Before a Judge (or in certain instances, a General Master/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. You must schedule your Motion for a Hearing before the assigned Judge or a General Master/Hearing Officer. You must coordinate a mutually agreeable time and date for the Hearing, and give no less than 5 (five) working days advance Notice of Hearing to the opposing party or attorney, in writing. See the Instructions to the “Notice of Hearing” forms to learn more about how to schedule your case for a Hearing.

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

- (1) the Motion should be set for Hearing before a General Master.
  
- (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 6<sup>TH</sup> JUDICIAL CIRCUIT, IN**  
**AND FOR (county name, where case is filed) COUNTY, FLORIDA**

REF: (your pinellas/pasco county case number)

UCN: (your statewide uniform case number)

Division: (court division of your case)

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

and

**(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. \_\_\_\_\_  
\_\_\_\_\_

\* **The below section must be completed.** Here you are certifying that you have provided a copy of your pleadings to the other party, and how you did so.

**THIS SECTION MUST NOT BE LEFT BLANK OR INCOMPLETE.**

**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. \_\_\_\_\_  
Telefax No. \_\_\_\_\_

DATED: \_\_\_\_\_

Other  
Name \_\_\_\_\_  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Telefax No. \_\_\_\_\_

\* This section must be completed by you. All pleadings must be signed. A return address or p.o. box is required.

\_\_\_\_\_  
Signature of party signing certificate and pleading

Printed name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone (area code and number)

\_\_\_\_\_  
Telefax (area code and number)

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT, IN  
AND FOR \_\_\_\_\_ COUNTY, FLORIDA

REF: \_\_\_\_\_  
UCN: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
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. \_\_\_\_\_  
Telefax No. \_\_\_\_\_

Other  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip  
Telephone No. \_\_\_\_\_  
Telefax No. \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
Signature of party signing certificate and pleading

Printed name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone (area code and number)

\_\_\_\_\_  
Telefax (area code and number)

**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.