

Motion form instructions

The numbers below are instructions for the corresponding numbered blanks on the Motion form.

- (1) Print your name as the responsible party.
- (2) Print your mailing address and phone number.
- (3) Print the name of the Plaintiff or Plaintiffs. (In criminal or traffic cases, the Plaintiff is the State of Montana)
- (4) Print the name of the Defendant or Defendants.
- (5) Fill in the case number that has been assigned by the Court.
- (6) Print your name.
- (7) State what action you are requesting the Court to take.
- (8) State the reason for your request. You must be specific. You must include adequate information for the Judge to consider your motion. Remember that you must have good cause for any request you make.
- (9) Fill in the date you are signing your motion.
- (10) Sign the motion.
- (11) If you are the Plaintiff, put the Defendant's name and address and **mail a copy of your motion to the Defendant**. If you are the Defendant, put the Plaintiff's name and address and **mail a copy of your motion to the Plaintiff**. You MUST provide a copy of your motion to the opposing party. **PLEASE MAKE SURE THAT THE COPY FOR THE DEFENDANT(S) IS TIME STAMPED BY JUSTICE COURT BEFORE MAILING.**
- (12) Sign the Certificate of Service.

File the original Motion with the Court.

(1) _____

(2) _____

(ZIP) _____

Phone: _____

IN THE JUSTICE COURT OF RECORD
CITY OF GREAT FALLS, COUNTY OF CASCADE, STATE OF MONTANA
BEFORE THE JUSTICE OF THE PEACE

_____)	
(3) _____,)	
Plaintiff(s),)	Cause No. (5) _____
)	
vs.)	MOTION
)	
(4) _____,)	
Defendant(s))	

7.18.2013

COMES NOW, (6) _____ and requests that the Court (7) _____

for the reason that (8) _____

DATED this (9) _____ day of (9) _____, 20____.

(10) _____

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the Motion was served upon the Defendant(s)/Plaintiff(s) or Defendant's/Plaintiff's attorney by placing the same in the U.S. mail, postage prepaid, addressed as follows:

Address:

(11) _____

(ZIP) _____

(12) _____