

If you have received a hearing date from the Circuit Court assignment clerk for a motion that you wish a Circuit Court Judge to hear, please follow these instructions:

What to do next:

- 1) After you have received a hearing date, you must file your motion with the Circuit Court Clerk's office. This must be done at least 7 days before the hearing.
- 2) After you have filed the motion, you must serve all other parties to the case with notice of the hearing date **and the motion** that you filed with the Circuit Court Clerk's office.
- 3) You **must** send these documents to the other parties at least 9 days before the hearing, if you choose to mail the documents. Otherwise, the documents must be served at least 7 days before the hearing if you deliver them to a party or their attorney personally.
- 4) You **must** file documentation (also known as the Proof of Service) with the Circuit Court Clerk's office, showing that you have served the other parties and how you completed service.

Note: If you do not file your documents, or if you fail to serve the other parties, your motion will not be heard on the date you have been assigned. If you are unable to follow through with the hearing date/time, filing, or service, please contact the Circuit Court assignment clerk as soon as possible to reschedule or cancel your hearing date, so that we can accommodate other cases.