

Motions Court - Civil

PLEASE READ ALL OF THE INFORMATION CONTAINED IN THIS PACKET BEFORE YOU START FILLING OUT THE FORMS.

THIS PACKET DOES NOT CONSTITUTE LEGAL ADVICE. IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, YOU SHOULD SEEK THE ADVICE OF AN ATTORNEY. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS.

We encourage you to contact an attorney to advise you on this matter. If you cannot afford an attorney, the Court will not appoint an attorney for you. You may contact Northwestern Legal Services at (800) 665-6957 or (814) 724-1040 to see if they will provide free legal services to you. They are not obligated to do so.

You will be required to follow the State and Crawford County Rules of Civil Procedure and all applicable laws even if you do not have an attorney.

This general motion form is for making requests to the Court regarding your civil case.

To fill out this motion, you will need:

- The original Complaint's caption;
- The reasons you are filing the motion; and
- What, exactly, you are requesting from the Court.

Instructions:

1. When filling out these forms, please write as clearly and neatly as possible.
2. Fill out these forms to the best of your ability, completing every line that applies. DO NOT LEAVE ANY LINES BLANK. Use “None” or “0” if necessary. Do NOT use “N/A” anywhere on the forms.
3. Check the original complaint to find out who the “Plaintiff” and “Defendant” would be. Be sure the caption is filled out EXACTLY the same on each form in your case; you should always have the same names in the same place. The “No.” line is for the case number, which was assigned when the original complaint was filed.
4. When filling out the Motion [page 3], be specific. First explain what you are requesting from the Court, and then explain why you want your request. Leave the second block of lines blank; that section is for the Judge’s ruling.
5. When filling out the Notice [page 4]:
 - a. The first part of the Notice is to set the date you will present your motion in Motions Court. Motions Court occurs at 8:45 a.m. every Monday, Wednesday and Friday, excluding holidays; you must request a date for your presentation that is at least three (3) business days after the day you file the Motion.
 - b. The second part is the “Certificate of Notice and Service”. You have to serve the Motion and Notice on the other party at least three (3) business days before you present your motion. You can choose to mail, hand deliver or fax the Motion and Notice. You should mark your choice and write the date that you will mail, hand deliver or fax the forms.
 - c. The third part is the “Information for Court Administrator”. Please read and answer these questions carefully.
 - d. The fourth part is the “Uncontested Motion Certification”. You should fill this section out ONLY if both parties agree to the relief requested in the motion. If that is the case, at the top of the “Certificate of Notice and Service” check the line labeled “to the Prothonotary as an uncontested matter” and fill in the date you will take your forms to the Prothonotary’s Office.
6. If your motion is contested, make two (2) photocopies of the Motion, Notice, and Notice of Language Rights. Keep one copy for yourself, serve the other copy on the other party as directed in instruction 5(b) and bring the original to Motions Court with you on the day you present your motion.
7. If the motion is uncontested, make three (3) photocopies of the Motion, Notice, and Notice of Language Rights. Keep one copy for yourself, serve one copy on the other party as directed in instruction 5(b), take one copy clearly marked “COPY” to Court Reception on the fourth floor of the Crawford County Judicial Center and take the original copy to the Prothonotary’s Office on the second floor of the Crawford County Judicial Center.

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

Plaintiff
VS. _____ No. _____

Defendant

MOTION FOR _____

And now, _____ 20____, the Plaintiff / Defendant by his/her attorney
_____ moves the court _____

I verify that the statements made in this motion are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Date

Movant Signature

ORDER OF COURT

And now, _____ 20____, _____

BY THE COURT,

J.

NOTICE

You are hereby notified that the attached motion will be presented by me on _____,
20_____.

- () to the Prothonotary as an uncontested matter;
- () in Motions Court at 8:45 a.m.

CERTIFICATION OF NOTICE AND SERVICE

The undersigned represents that three (3) business days' prior notice and a copy of this motion and proposed order have been served by () first class mail, () fax, or () hand delivery on the _____ day of _____, 20_____ upon all parties or their counsel of record in accordance with Pa.R.C.P. No. 440.

INFORMATION FOR COURT ADMINISTRATOR

- A. Is this an original filing in this case? ____ Yes ____ No
- B. Has any judge heard this matter previously? ____ Yes ____ No
- C. If yes, name of judge who presided over previous matter:
____ Vardaro ____ Spataro ____ Stevens ____ Other/Name
- D. Estimated court time required if this matter is granted:
_____ Minutes _____ Hours _____ Days
- E. Is this motion opposed by another party?
____ Yes ____ No ____ Unknown

UNCONTESTED MOTION CERTIFICATION

The undersigned represents that (*check all that apply*):

- ____ 1. All parties or counsel have consented.
- ____ 2. Consents of all parties or counsel are attached.
- ____ 3. The Order seeks only a return hearing or argument date and no other relief.
- ____ 4. The Order seeks only the appointment of a master or hearing officer and no other relief.

Opposing Party or Counsel: _____

(if opposing party is unrepresented, list his/her current address and telephone):

Address: _____

Telephone: (____) _____

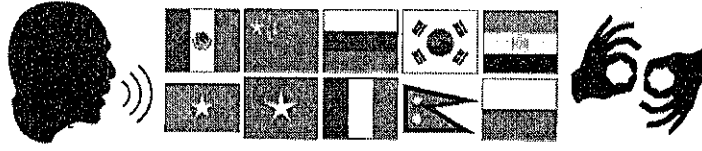
I HEREBY CERTIFY ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

By: _____

Telephone: (____) _____

Attorney For: _____

Notice of Language Rights



Language Access Coordinator, Crawford County Court of Common Pleas
Crawford County Judicial Center, 359 E. Center St., Ste. 4050
Meadville, PA 16335 ph. (814) 333-7498 fax (814) 333-7489
CourtAdministration@co.crawford.pa.us

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

Mandarin/Cantonese Simplified Chinese/普通话/粵語簡體中文: 您有权获得免费的口译员服务。若需要口译员，请使用本通知上方提供的联系信息通知法院工作人员。

Mandarin/Cantonese Traditional Chinese/普通話/廣東話繁體中文: 您有權要求免費傳譯服務。如欲要求傳譯服務，請參閱本通知頂部的聯絡資料，通知法庭職員。

Arabic/العربية: يحق لك الحصول على مترجم دون دفع أي تكلفة من جانبك. لطالب مترجم، يرجى إعلام موظفي المحكمة باستخدام معلومات الاتصال المقدمة في الجزء العلوي من هذا الإشعار.

Russian/Русский: У вас есть право на бесплатные услуги переводчика. Заявка на переводчика подается в суд по адресу, телефону или эл. почте, указанным выше в заголовке этого уведомления.

Vietnamese/Tiếng Việt: Quý vị có quyền được một thông dịch viên giúp mà không tốn chi phí nào cả, xin hãy báo cho nhân viên tòa án dùng thông tin liên lạc có ở trên đầu thông báo này.

Nepali/नेपाली: तपाईंको निःशुल्क रूपमा भाषा अनुवादक राख्न पाउने अधिकार छ। अनुवादकको लागि अनुरोध गर्न, यस सूचनाको माथि दिइएको सम्पर्क जानकारी भरेर अदालतका कर्मचारीहरूलाई जानकारी दिनुहोस्।

Korean/한국어: 귀하는 비용에 대한 부담 없이 통역 서비스를 받을 권리가 있습니다. 통역 서비스를 요청하려면 본 통지서의 상단에 기재된 연락처를 통해 법원 직원에게 알리십시오.

Polish/Polski: Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrócić się o wsparcie ze strony tłumacza ustnego, proszę skontaktować się z pracownikami sądu, korzystając z danych znajdujących się w górnej części niniejszego dokumentu.

Punjab/ਪੰਜਾਬੀ/Pakistan/پنجابی: تہاڈے کول بغیر ادائیگی کیتیاں اک مترجم حاصل کرن دا حق اے۔ مترجم دی درخواست کرن لئی، میربانی کر کے ایس نوٹس دے اوتے فراہم کیتیاں رابطے دیاں معلومات نوں ورتدیاں عدالت دے عملے نوں اطلاع دوو۔

Punjabi/ਪੰਜਾਬੀ/India: ਤੁਹਾਨੂੰ ਇੱਕ ਦੁਭਾਸ਼ੀਆ ਹਾਸਲ ਕਰਨ ਦਾ ਹੱਕ ਹੈ, ਜਿਸ ਦੀ ਤੁਹਾਨੂੰ ਕੋਈ ਲਾਗਤ ਨਹੀਂ ਲੱਗੇਗੀ। ਦੁਭਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰਨ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰ ਕੇ ਅਦਾਲਤ ਦੇ ਅਮਲੇ ਨੂੰ ਜਾਣੂ ਕਰਵਾਓ ਤੇ ਇਸ ਲਈ ਇਸ ਨੋਟਿਸ ਦੇ ਸਿਖਰ ਉੱਤੇ ਦਿੱਤੀ ਸੰਪਰਕ ਜਾਣਕਾਰੀ ਦਾ ਇਸਤੇਮਾਲ ਕਰੋ।

Portuguese/Português: Você tem direito a um intérprete gratuitamente. Para solicitar um intérprete, informe à nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

Somali/Somaali: Waxaad xaq u leedahay in lagu turjumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

Haitian Creole/Kreyòl Ayisyen: Ou gen dwa resevwa sèvis yon entèprèt gratis. Pou mande pou yon entèprèt, tanpri fè manm pèsònèl tribinal la konnen lè ou sèvi avèk enfòmasyon an yo te bay ou nan tèt avi sa a.

French/Français: Vous avez le droit de bénéficier gratuitement de l'assistance d'un interprète. Pour en faire la demande, veuillez en informer le personnel du tribunal à l'aide des coordonnées indiquées en haut de page.

IN THE COURT OF COMMON PLEAS OF CRAWFORD COUNTY, PENNSYLVANIA

v. _____

No. _____

CERTIFICATE OF COMPLIANCE

This form is associated with the pleading titled _____, dated _____, 20__.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature

Date

Name: _____

Attorney No. (if applicable): _____

Address: _____

Telephone: _____

Email: _____