

Motions Court - Criminal

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, you may be eligible for an attorney through the Public Defender's Office. You can call them at (814) 333-7367 or visit their office in the Crawford County Courthouse to apply for their services.

You will be required to follow the State and Crawford County Rules of Criminal 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 criminal case.

To fill out this motion, you will need:

- The original case'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. The Defendant's name should be written on the blank lines on the left side of the caption. Be sure the caption is filled out EXACTLY the same as on the other documents in your case; you should always have the same name in the same place on each form in your case. The "No." line is for the case number, which was assigned when the original case 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 prosecuting attorney 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 you and the prosecuting attorney 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 Clerk of Courts as an uncontested matter" and fill in the date you will take your forms to the Clerk of Courts' Office.
6. If the Motion is contested, make two (2) photocopies of the Motion, Notice, and Notice of Language Rights. Keep one copy for yourself, serve another copy on the prosecuting attorney as directed in instruction 5(b) and bring the original copy to Motions Court with you on the day you present your argument.
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 another copy on the prosecuting attorney 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 Clerk of Court's Office on the second floor of the Crawford County Judicial Center.

NOTICE

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

- to the Clerk of Courts 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 the other party or their counsel of record in accordance with Pa. R. Crim.P. 9023 and Craw.Co.R.Crim.P. C9023. [The date indicated for service shall be the date determined that actual service occurred pursuant to Local Rule C9023.]

INFORMATION FOR COURT ADMINISTRATOR

- A. Estimated court time required if this matter is granted:
_____ Minutes _____ Hours _____ Days
- B. Is this motion opposed by another party?
_____ Yes _____ No _____ Unknown
- C. Judge previously involved (Sentencing Judge if applicable):
_____ Vardaro _____ Spataro _____ Stevens _____ Other/Name

UNCONTESTED MOTION CERTIFICATION

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

- _____1. The other party or counsel has consented.
- _____2. Consents of the other party or counsel are attached.
- _____3. The Order seeks only a return hearing or argument date and no other relief.

Opposing Party's or Counsel's signature: _____

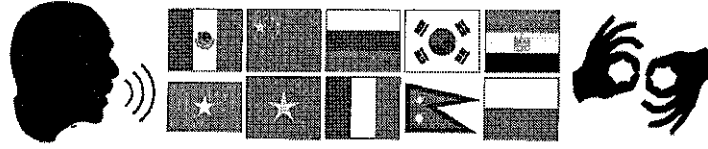
I HEREBY CERTIFY ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

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/粤语简体中文: 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/普通话/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. لطلب 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/Punjabی/پنجابی/Pakistan: 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 ਇਕ 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 ਉਤੇ 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: _____
