

*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. It is your responsibility to be sure the other party to your case is properly served with a copy of the motion. For help with having the other party served by the sheriff, or by a private process server contact the Clerk of Circuit Court – Civil Section at: 1-800-368-2411 Ext. 4292.

Once the other party has been “served”, you must file with the Clerk of Court, a request/motion for hearing **and** two (2) stamped envelopes. After filing your request/motion for hearing you will be notified by mail of a court date.

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

- (1) the Motion should be set for Hearing before a General Magistrate.
- (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 SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO COUNTY, FLORIDA**

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

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

Case Number

and

Section:

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

**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.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT  
IN AND FOR PASCO COUNTY, FLORIDA**

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

Case No: \_\_\_\_\_

and

Section: \_\_\_\_\_

\_\_\_\_\_  
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)

Other:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City State Zip

City State Zip

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telefax 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.