

Instructions for Motion to _____:

The form is a generic motion for that can be used whenever a party is requesting the court or a party to perform a certain action.

1. Fill in the blanks in the caption with the case information. The case information may be obtained by searching with the case number or the property address on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.
2. Fill in your name wherever "Name of Defendant" appears.
3. Provide a short description of the action for which you are seeking the court or another party to perform.
4. Provide your specific reasons and justification for your request. Add pages if necessary.
5. Sign the Motion and include your contact information.
6. Complete and sign a Certificate of Service for the Motion. See the form titled "Certificate of Service" for more information. The addresses of the parties and/or their attorneys may be found by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Motion.
7. Mail a copy of your Motion to the parties listed in the Certificate of Service.
8. File your motion with the Cuyahoga County Clerk of Court.
9. **If you fail to do any of the above, your Motion will likely be denied.**
10. Under Civ.R. 6(C), the other parties in the case have at least 14 days to respond to your Motion. Do not expect a ruling until after these 14 days have passed. Check the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us> for a ruling on your Motion.

**COURT OF COMMON PLEAS
GENERAL DIVISION
CUYAHOGA COUNTY, OHIO**

Plaintiff

vs.

Defendant

CASE NO. _____

JUDGE _____

MOTION TO:

[Action requested of court or party]

Now comes defendant _____ and moves this Court to
[Name of Defendant]

[Describe action for which extension is sought]

This is necessary because [state specific reasons and justification for your request]:

Respectfully submitted,

[Signature of Defendant]

[Printed name of Defendant]

[Address, phone number and email address
of Defendant]

Certificate of Service

A copy of the foregoing Motion to _____ has been sent by regular
U.S. Mail to the following parties or their counsel of record:

[Please list all parties in the case or their attorneys and their addresses]

[Signature of Defendant]

[Printed name of Defendant]

[Date]