

How to Complete and File Your Answer or Motion

After you have printed out the Motion you prepared using the software program, you will need to complete it, make the appropriate number of copies, file your Motion with the court, mail copies to the other parties, and certify to the court that you gave the other parties a copy. You will also need to make the appropriate number of copies of the Entry granting your request that you want the judge to sign.

First, look on the last page of your Motion. There is a line for your signature above where your name and address is printed. Sign your name.

Second, below your signature and address there is a paragraph titled “Certificate of Service.” This paragraph has blanks for the date and another signature line. The law requires you to serve a copy of every pleading you file on the other parties to your lawsuit, and certify to the court that you did so. Fill in the date that you will mail the copies to the plaintiff and the other parties, and sign your name on the line labeled “Defendant.”

Third, make enough copies of your Motion so that you can give one to the court, keep one for yourself, and to mail one to each party listed in the Certificate of Service. Also make a copy of the Entry for yourself and each party.

Fourth, take the original and all copies of the Motion and the Entry to the Clerk of Court for the court where your lawsuit was filed. The clerk will time stamp all the copies of the Motion, keep the original and maybe one copy for the court records, and give you back the remaining copies. The clerk will keep the original and all copies of the Entry.

Fifth, mail a copy of your Motion to the Plaintiff and each of the other parties. You do not need to mail them by certified mail.

Keep your copy of the Motion for your records. The clerk will mail a copy of the Entry to you and the other parties after the judge signs it. Keep your copy of the signed Entry for your records.

KEEP IN MIND: If for any reason you change your address at any time during the case, you must tell the court and the Plaintiff. The court and the Plaintiff will use the address you stated in your Motion to send notices, other pleadings and decisions.