

# MOTIONS, DECLARATIONS & ORDERS

How do these documents work together?

WHAT



## MOTIONS

are your request to the court to make a change in your case.

WHY



## DECLARATIONS

give the judge more information about your case, allowing you to tell your side of the story and why the motion is necessary. Be careful—they are sworn statements signed under penalty of perjury.

HOW



## ORDERS

are the proclamations that you want a judge to issue. They will either sign your proposed order as-is, make changes, or reject completely. Signed orders are called Final Orders.

### WHAT DO YOU DO WITH THESE FORMS?

File original documents with the court clerk.



Serve the other party a copy.

Make (3) copies.



Deliver a copy to your judge/commissioner as a working copy.



Keep a copy for yourself.



You may find copies of motions, declarations, and orders online or at the library **but** depending on your case, you might have to write your own.

**The court will not tell you when to use these documents.**

Be sure to follow the court rules.