



King County Law Library

MAKING A MOTION IN SUPERIOR COURT

(CIVIL CASE WITH ASSIGNED JUDGE)

In King County

These instructions are for informational purposes only and do not constitute legal advice. If you do not understand this information, please contact an attorney.

If your specific situation is beyond the scope of this packet, please contact an attorney.

About this packet:

Making a *Motion* is how you ask the court to do something. For the court to do something it needs a party in the case to: make a request; give evidence to support the request; and show the court that it has the legal authority to do the thing that is being asked.

The *Motion* is the document you use to ask the court to do something. The *Declaration* is the document you use to give the court the evidence it needs to base its decision on. The *Proposed Order* is the document that you write for the judge to sign and grant your request.

A person who wants to file a *Motion* to with the court needs to:

- Complete a *Motion*
- Complete a *Declaration*
- Complete a *Proposed Order*
- Complete a *Notice of Court Date*
- File the *Motion, Declaration, Proposed Order, and Notice of Court Date* with the Superior Court Clerk
- Serve the *Motion, Declaration, Proposed Order, and Notice of Court Date* on the other party

- Have the person who served the documents complete a *Certificate of Service*
- File the *Certificate of Service* with the Superior Court Clerk

Once these steps are complete, the other party may respond to your *Motion* with a document called a *Response to Motion*, you will then have the option to write a *Reply to Response to Motion* to argue against the *Response*. Writing a *Reply* is not mandatory, you have the choice to simply wait for your hearing or the judge's decision.

The legal requirements for filing a *Motion* and serving documents on the other party are located in the Washington Civil Rules and the King County Local Civil Rules.

The King County Law Library has helpful videos summarizing and explaining the process on the Law Library's website, located here: <https://kcll.org>.

The Law Library also has helpful classes that cover the basics of civil lawsuits and things that may be helpful to consider. For more information, check the Law Library's Self-Represented Litigant (SRL) Workshop page, located here: <https://kcll.org>.

Forms included in this packet:

- A - Motion
- B - Declaration
- C - Proposed Order
- D - Certificate of Service

WARNING

- **THIS PACKET IS FOR MAKING A MOTION IN A CIVIL CASE WITH AN ASSIGNED JUDGE.** This packet is not for making a motion in Ex Parte, family law cases, or summary judgment motions.
- **YOU WILL NEED TO REVIEW THE WASHINGTON STATE COURT RULES.** The Civil Rules (CR) that apply to all Superior Courts in Washington are available in hardcopy at the Law Library and online, located at: http://www.courts.wa.gov/court_rules/?fa=court_rules.list&group=sup&set=CR
- **YOU WILL NEED TO REVIEW THE KING COUNTY LOCAL COURT RULES.** The King County Local Civil Rules (LCR) that apply to King County Superior Court are available in hardcopy at the Law Library and online, located at: <https://www.kingcounty.gov/courts/clerk/rules.aspx>