

Getting Started

Notice of Court Date for Motion

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use a *Notice of Court Date for Motion* in your case. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *How to File & Send a Motion & Notice of Court Date for Motion* instruction sheet and the instructions on the forms.

Name of the form:	<i>Notice of Court Date for Motion</i>
Purpose of the form:	<p>This form is used with the <i>Motion</i> form. The <i>Notice of Court Date for Motion</i> is used to schedule a court date for your <i>Motion</i> with the judge. This is called a hearing date. This form is also used to let the other people in your case know about the hearing date so they can come to court too.</p> <p>Some courts may not require the <i>Notice of Court Date for Motion</i> form, but many do require that it be filed and delivered to the other parties ALONG WITH your <i>Motion</i> form.</p>
Types of cases the form CAN be used for:	All civil cases. For example, divorce cases, family cases, eviction cases, small claims cases, lawsuits for injury or property damage, and contract disputes.
Types of cases the form CANNOT be used for:	All criminal, traffic, and juvenile justice cases.
Special information or papers needed to complete the form:	<p>You will need:</p> <ul style="list-style-type: none">• The date and time of the court hearing when you will be seeing the judge.• The court address and court room number where the judge is located. You can get this information from a Circuit Clerk.• The names and addresses of the other people in the case, or their attorney's name and address.• A copy of your <i>Motion</i> form.
Rules and statutes covering the form:	IL Supreme Court Rules 11 , 12 , 104 , 105 , 106 , 137 , 182 , 184 , 191 , 192 , 274 , 287 735 ILCS 5/2-601 <i>et seq</i>
Where to find the forms and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How To File & Send a Motion & Notice of Court Date for Motion</i> instruction sheet that comes with this. You may also find more information, resources, and the location of your local county self help center at www.illinoislegalaid.org/Motions .

In 2, enter the date you send the *Motion* to the other parties. You must send this form by 5:00 p.m. on the same day it was filed with the Circuit Clerk.

NOTE: There may be local rules about how many days before the court date you have to give notice to the other party. Ask the Circuit Clerk where to find these rules. Look for rules about motions and notice of hearing.

In 3, enter the full name and address of the parties or lawyers you are sending a copy of the *Motion*, and check if you will send copies of this form by hand, by mail, or by email.

If a party has a lawyer, you must send a copy of the *Motion* to the lawyer.

CAUTION: You may only send this form by email if the other party has agreed to receive documents in the lawsuit by email.

Proof of Delivery

1. I sent the *Motion and Notice of Court Date for Motion*

2. At or before 5:00 p.m. on _____, 20____
Date

3. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____

- By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid
 Email

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____

- By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid
 Email

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____

- By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid
 Email

Enter the Case Number given by the Circuit Clerk: _____

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

After you finish this form, sign and print your name.

Enter your complete current address and telephone number.

I certify that everything in the Proof of Delivery is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone