

MOTION PACKET

FOR CIVIL CASES

This packet has the forms you need to request a court order about an issue that arises during a case. A motion can be made by any party in the case.

<i>Form Number</i>	<i>Form Name</i>
WHERE CAN I FIND INSTRUCTIONS?	
<u>CIV-801</u>	<p>Instructions are available online at: https://public.courts.alaska.gov/web/forms/docs/civ-801.pdf Printed copies are available for customers with limited or no internet access.</p>
WHAT IS INCLUDED IN THIS PACKET?	
<u>CIV-805</u>	Motion
<u>CIV-815</u>	Reply to Response
<u>CIV-820</u>	Proposed Order on Motion
OTHER INFORMATION	
<u>Court Rules</u>	<p>The procedure for motions is governed by the Alaska Rules of Court. The main rule about motions is Civil Rule 77. Other important rules are Civil Rule 5 about serving copies on other parties; Civil Rule 6 about how time limits are calculated; and Civil Rule 7(b) about the form of motions. The Alaska Rules of Court are available for review at all state courts, court law libraries, city libraries, and on the Alaska Court System’s website at: http://www.courts.alaska.gov/rules/index.htm.</p>
If you need help with your case, you should talk to a lawyer.	<p>Court staff may inform you in general terms about court procedures, court rules, court records, and forms. However, court staff must remain neutral and impartial, and are not allowed to give legal advice. Court staff <u>cannot</u>:</p> <ul style="list-style-type: none"> • Advise you how statutes and rules apply to your case; • Tell you whether the documents you prepare properly present your case; • Tell you what the best procedures are to accomplish your objective; or • Interpret laws for you.

**November 2015
Alaska Court System**

The statutes, court rules and forms in this packet are available on the court’s website: www.courts.alaska.gov/forms.

Person Filing Motion:

Name: _____ Daytime Telephone No. _____

Mailing Address: _____

IN THE DISTRICT/SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

_____)	
_____)	
_____ Plaintiff(s),)	
vs.)	
_____)	
_____)	CASE NO. _____ CI
_____ Defendant(s).)	
_____)	MOTION FOR _____

I, _____, request that:

This request should be granted because *(Include any statutes, court rules, court decisions and any facts that support granting the request):*

[Attach extra pages if necessary.]

I certify that all statements in this motion and any attachments are true to the best of my knowledge and belief.

Date Signature

Notice to Opposing Parties: You have the right to file a response to this motion. Forms and instructions ([CIV-808](#) Packet) are available at courts and at courts.alaska.gov/forms/index.htm
File your response at (court address): _____

You must also mail a copy to the person who filed the motion. Civil Rules 77(c)(2) and 6 set the deadline within which you must respond. For most motions, you must respond within 10 days if the motion was personally served on you or within 13 days (from the date of mailing) if the motion was mailed to you.

CERTIFICATE OF SERVICE

[If the opposing party is represented by an attorney, you must serve the motion on the attorney rather than on the opposing party.]

I certify that I mailed (by first class mail) or hand-delivered a copy of this motion to:

Name of Other Party or Attorney: _____

Address: _____

Date: _____ mailed hand-delivered

Name of Other Party or Attorney: _____

Address: _____

Date: _____ mailed hand-delivered

Name of Other Party or Attorney: _____

Address: _____

Date: _____ mailed hand-delivered

Signature of Person Filing Motion

Case No. _____

CERTIFICATE OF SERVICE

[If the opposing party is represented by an attorney, you must serve your reply on the attorney rather than on the opposing party.]

I certify that I mailed (by first class mail) or hand-delivered a copy of this reply to:

Name of Other Party or Attorney: _____
Address: _____
Date: _____ mailed hand-delivered

Name of Other Party or Attorney: _____
Address: _____
Date: _____ mailed hand-delivered

Name of Other Party or Attorney: _____
Address: _____
Date: _____ mailed hand-delivered

Signature of Person Filing Reply

Person Filing Proposed Order:

Name: _____ Daytime Telephone No. _____

Mailing Address: _____

IN THE DISTRICT/SUPERIOR COURT FOR THE STATE OF ALASKA

AT _____

_____))
 _____))
 _____ Plaintiff(s),)
 _____))
 vs.)
 _____))
 _____))
 _____ Defendant(s).)
 _____))

CASE NO. _____ CI

ORDER ON MOTION FOR

It is ordered that:

- The motion is granted.
- The motion is denied.
- A hearing on the motion will be held at _____ Courtroom _____
 (Time and Date)

Further Orders:

Date

Judge's Signature

Type or Print Judge's Name

I certify that on _____
a copy of this order was mailed to (list names):

Clerk: _____