

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO WITH THE MOTION FOR EXEMPTION FROM PARENT INFORMATION PROGRAM WHEN YOU HAVE FILLED IT OUT

STEP1: COPIES AND ENVELOPES.

Make three (3) copies of the *two page* Motion that follows;
Make two (2) copies of the *one page* Order that follows the

Motion;

Prepare two (2) self-addressed stamped envelopes; one
addressed to you and one addressed to the other party.

FILE THE ORIGINAL 2 PAGE MOTION with the Clerk of Court
and ask to have all copies stamped as well. These are called
“conformed copies” and serve as proof that the original was
filed.

PROCESSING YOUR MOTION. Give the following to the Judge
assigned to your case:

- One (1) conformed copy of the Motion;
- Original plus two (2) copies of the Order;
- Two (2) self-addressed, stamped envelopes

MAIL OR DELIVER A COPY of the *two page* Motion to the other
party in your case and keep one (1) copy for your own records.

STEP 2: WAIT TO RECEIVE A NOTICE FROM THE COURT. Once you
have delivered your Motion and Order, the Judge will either
sign the original Order and send a copy to you in the envelope
you provided OR issue a MINUTE ENTRY telling you whether
or not your Motion has been granted.

NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD
RESULT IN A DELAY IN YOUR CASE.