



General Court Forms Instructions

Before You Begin

- **Read each form carefully** before filling it out.
- **Use black or blue ink** and print clearly or type your responses.
- **Do not leave required fields blank.**
- **Attach supporting documents** if required (e.g., affidavits, prior orders).
- **Sign and date** where indicated.
- **Make copies:** One for the court, one for each party, and one for your records.

Definitions

- **Calendar Days:** All days on the calendar, including weekends and holidays.
- **Court Days/Business Days:** Days when the court or office is open for business, typically Monday through Friday, excluding weekends, official holidays, and other office closures.

Form-Specific Instructions

FW-100 – Request for Fee Waiver/Order Regarding Waiver of Fees

- Check the appropriate box for eligibility: ex. public benefits, low income, or financial hardship.
- Complete income and expense sections thoroughly.
- Attach proof of income if required.
- This document is **confidential** and does not need to be served on the other party.
- Fill out the case number and case name on the Order. Leave the remainder of the order blank for the judge to complete.

MT-100 – Motion for Clarification

- Used to request the court to clarify an ambiguous order or a section of the order/judgement.
- Must clearly identify the specific part of the order that is unclear and why clarification is needed.
- The motion must be filed within **15 court days** after the order has been issued.

- Attach a copy of the original order that you are asking for clarification on.
- You must serve this document on the other party before filing it with the court and submit a copy of the Proof of Service along with the motion.

MT-102 – Order re: Motion for Clarification

- Submit MT-100 as a proposed order.
- Complete the case caption and case number fields
- Leave the remainder of the order blank for the judge to complete.

MT-107 – Motion for Continuance

- A request to postpone a hearing or deadline.
- This must be filed at least **7 calendar days** prior to the hearing or deadline.
- You must show good cause (e.g., illness, scheduling conflict).
- Include any new proposed date(s) that may work.
- You must serve this document on the other party before filing it with the court and submit a copy of the Proof of Service along with the motion.

MT-108 – Order Regarding Continuance Request

- Submit with MT-107 as a proposed order.
- Fill out the case number and case name on the Order. Leave the remainder of the order blank for the judge to complete.

MT-110 – Request for Recusal of Judge

- Must state facts showing bias or conflict of interest of why the judge should recuse themselves.
- You **must serve this document** on the other party before filing it with the court and submit a copy of the Proof of Service along with the motion.

MT-115 – Motion for Rehearing and Reconsideration

- Used to ask the court to review a decision due to legal error but cannot include new evidence.
- Must be filed **15 court days** after the original order.

- Include detailed explanation and supporting documents.

MT-116 – Response to Motion for Rehearing and Reconsideration

- Respond within **20 days** of receiving the motion.
- Address each point raised and include any counter evidence or legal arguments.

MT-117 – Order re Motion for Rehearing and Reconsideration

- Submit with MT-115 as a proposed order.
- Leave signature and date lines blank.

MT-120 – Motion for Order to Show Cause (Contempt)

- Used to enforce a court order that has not been followed.
- Specify the order violated and how.
- Attach a copy of the original order and any evidence of noncompliance.

MT-121 – Order to Show Cause (Contempt)

- Submit with MT-120 as a proposed order.
- Leave signature and date lines blank.

YTC-1000 – Proof of Service

- Complete after serving documents on parties.
- Include method of service, date, and server's information.
- Must be signed under penalty of perjury.
- Must be served by someone who is 18 or older and is not a party to the case

YTC-300 – Request to Access Case File

- Used by a party and/or non-party to review public court case records.
- Specify the case number and documents requested.
- May require court approval for confidential files.

YTC-310 – Confidential Records Request

- Used by a non-privity person accessing a confidential case.
- Explain why access is needed and how confidentiality will be maintained.
- This needs to be served on all parties prior to filing.

YTC-320 – Motion to Revoke Access to Case File

- Used by a party to revoke someone who previously had access to a confidential case.
- State reasons for revoking access (e.g., misuse, privacy concerns).
- Attach any supporting documentation.

YTC-350 – Judgment - Motion to Unseal

- Submitted with a YTC-320 for the judge
- This is a request to unseal a confidential case or sealed document.
- Must show good cause and public interest.

YTTA-100 – Request to Appear Telephonically

- Provide reason for remote appearance (e.g., distance, health).
- Include contact number and availability.
- This does not need to be served on the other party.

YTTA-200 – Request to Appear by Video Conference

- Similar to YTTA-100 but for video.
- Include platform preference (e.g., Zoom) and technical readiness.
- This does not need to be served on the other party.