

SELF-SERVICE CENTER

**PROCEDURES: WHAT TO DO
AFTER COMPLETING ALL FORMS**

(TO REQUEST POST-DECREE TEMPORARY ORDERS WITHOUT NOTICE FOR
MODIFICATION OF CHILD CUSTODY AND/OR PARENTING TIME)

STEP 1: Complete the *“Motion for Temporary Order Without Notice”*.

STEP 2: **Make copies of all the paperwork.** Make 3 copies of *“Motion”* and *“Order”* forms. Assemble the copies so that you have four (4) SETS of papers: One (1) set of originals and three (3) sets of the copies.

STEP 3: **File the papers at the court.** Take the original and three (3) sets of copies to the Clerk of the Court filing counter.

WHAT THE CLERK WILL DO: The Clerk will file the original of the *“Motion for Temporary Order Without Notice”*. The Clerk will give you back clerk-stamped copies of the documents to show the documents were filed. The Clerk will then direct you to Family Court Administration or to the Judge who will hear your case.

STEP 4: **What the Judge will do:** The Judge will look over the *“Motion for Temporary Order Without Notice”*. The Judge may sign the *“Temporary Order without Notice”*, deny your motion, OR schedule a court hearing.

STEP 5: **Serve the court papers.** If the Judge issues the Temporary Modification Order without notice and/or schedules a hearing, you must provide the other party with a copy of the Motion and Order.

STEP 6: **The court hearing:** If the Judge schedules a hearing, be sure to write down the date, time and place of the court hearing, and come to the hearing. Be prepared to present your evidence about why the Judge should sign your Order.

DO NOT BRING CHILDREN TO COURT.