



Standard Operating Procedures for the Processing of Motions

Motion Type	What Constitutes this kind of motion?	Processing Procedure
Emergency Motion	The movant seeks immediate court intervention for an unforeseen circumstance that poses risk or irreparable harm or severe legal prejudice.	The Clerk's Office receives the motion in person and walks it up to the assigned magistrate for approval.
Special Set Motion	The movant seeks to set the motion on a special time due to complex, time-sensitive or evidentiary issues. Motion that requires testimony, requiring more than 5-10 minutes.	The attorney will file the motion and a statement regarding the reasons for the request and an estimated time needed for a brief hearing with the clerk's office. The counter clerk will assign the motion to the Judicial Clerk for review and recommendation to the Magistrate. The Magistrate will approve or deny the motion
Administrative Motions Extended & Complex Telephonic Withdrawal Substitution of Counsel Fees	The Movant seeks any of these motions.	The attorney will file the motion with the clerk's office. The counter clerk will ensure that the courtroom clerk receives the motion and assign it to the magistrate in Quest. The courtroom clerk will ensure that the magistrate grants or denies the motion. If the JO has some question about the pleading, they will direct the clerk to schedule it rather

		than approve it administratively.
Ex-parte Motion for a JCCO	The movant seeks to obtain an order for their client to receive a mental health competency evaluation for the purpose of determining competency to stand trial.	The movant will file the request with the clerk's office. The courtroom clerk will ensure that the magistrate directly reviews the motion and grants or denies it.
Motion for Continuance- Hearing is scheduled within 10 days	The movant is requesting a continuance for a hearing scheduled to be held within 10 judicial days.	The attorney will file the motion and a statement regarding the reasons for the request with the clerk's office. The counter clerk will ensure that the courtroom clerk receives the motion. The courtroom clerk will ensure that the magistrate directly reviews the motion and grants or denies it.
Motion for Continuance- Hearing is scheduled more than 10 days out	The movant is requesting a continuance for a hearing scheduled to be held 10 judicial days or more out.	The attorney will file the motion and a statement regarding the reasons for the request with the clerk's office. The counter clerk will assign the motion to the Judicial Clerk for review and recommendation to the Magistrate. The Magistrate will approve or deny the motion for continuance.
Motion for Discovery	The movant seeks relevant documents or evidence for the effective representation of their client.	The attorney will file the motion with a proposed discovery order that will include the need for the information requested and its relevance to the case. The magistrate will approve or deny the motion administratively.
Motions for: Withdrawals of Orders of Denials Delinquency Expunctions	The movant seeks to take the administrative legal steps to get his/her license back or requests	The counter clerk will set it on the nearest delinquent settlement hearing docket.

	the expungement of their juvenile records	
Motion to Schedule Perm plans, Extension of Foster Care Services, Independent Living Plans, QRTP Reviews	The movant seeks to schedule one of these hearings for a DCS youth.	All of these will be scheduled directly to the perm plan docket.
Direct Referrals	Issues of safety, permanency, and well-being identified by the foster care review board.	FCRB facilitator will file and the magistrate will be assigned. The courtroom clerk will work with the Magistrate to ensure that all referrals are set timely. Emergency ones will be set on an emergency basis.
Direct Referrals for Non-compliance	Issues of non-compliance with the statutory requirements of the FCRB process.	FCRB facilitator will file the referral to the magistrate. They will approve or deny administratively.

Standard practices

If a movant seeks to file a motion, if the motion can be consolidated with the next hearing date, it should be set on the already scheduled court date. If it is not practical to set the motion with the scheduled hearing, it should be specially set prior to the hearing.

No testimony will be taken on a motion docket. Only arguments from pro se litigants or attorneys will be taken.