

☞ NOTICE: How to use these forms ☞

You have selected generic forms for motions, notices, affidavits and orders which can be adapted for use in civil cases. Each form will open a pop-up window and you will be asked to select one of the following options:

Open: Selecting this option allows you to view the form and print a copy without saving the form on your computer.

Save: Selecting this option allows you to save a copy of the form on your computer for later use.

Cancel: Selecting this option will close the form without saving it to your computer and allow you to proceed to the next form in the packet.

Select the forms you need by choosing “Open” or “Save”. If there are forms you do not need, select “Cancel” for those forms.

Each of the forms has a different purpose. Below is a list of the forms you will see and a brief description of the purpose of the form. If the form you select has instructions, please read the instructions carefully before completing the forms. Instructions may not be available for every individual form. You may be able to obtain additional information about the use of the form from your local court assistance office or the court clerk’s office at your county courthouse.

CAO CvPi 4-1x Generic Motion: In a civil case, any request for a court order other than during a hearing or trial, must be made by a written motion. The motion must state the legal grounds for the order and the exact relief being requested. If the motion is filed under a specific court rule, that rule must be described. This form can be used to file a motion with the court. You must insert the information into the form which is appropriate to your particular request. No instructions are provided for the use of this form. You are responsible for finding out the particular information needed for the request you are making.

CAO CvPi 4-2x Generic Notice of Hearing: In most circumstances, a motion must be set for hearing before the judge. The clerk of the court will be able to tell you if the type of motion you are filing requires a hearing. If so, the clerk of the court will provide you with a time and date for that hearing. Use this generic form to notify the other party of the hearing date.

CAO CvPi 4-16x Affidavit Short: An affidavit is a statement made under oath and under penalty of perjury. Some types of motions must be supported with verified facts contained in an affidavit. This generic form can be used to provide verified facts in an affidavit if the statement is short.

CAO CvPi 4-17x Affidavit Long: Use this form for an affidavit if more space for the statement is needed.

CAO Cv 4-13 Notice of Intent to Produce Testimony and Cross Examine Witnesses:
This form can be used to notify the opposing party and the court of your intent to present testimony and cross-examine witnesses at a hearing.

CAO CvPi Inst 9-3 Instructions for Filing a Motion to Correct Clerical Error

CAO Cv 9-3 Motion to Correct Clerical Error: These forms can be used to request the correction of a clerical or typographical error in a judgment, order or other part of the court record. The instruction explains when and how to use the Motion to Correct Clerical Error.