

Checklist for Requesting a Temporary Order

Keep a copy of all documents for your records.
Attend all court hearings.

(1) Motion for Temporary Order

- Write your name and contact information at the top of the first page. Check whether you are the petitioner or respondent or the attorney for the petitioner or respondent.
- Complete the heading exactly as it appears in the Petition.
- The Motion for Temporary Order may contain parts that do not apply to you. For example, if you and the other party do not have minor children, the paragraphs on parent time and child custody and support do not apply. Or if you and the other party are not married, the paragraph on alimony does not apply.
- Check the box next to the paragraph number or letter if you want a court order on that topic. If a paragraph number or letter does not have a box next to it, then the provisions of that paragraph are required by law and automatic. Note that some paragraphs require special documents to be attached.
- In the paragraphs that apply, write and/or check the boxes describing what you want the court order to say.
- Attach the required documents and forms. Some of those forms are described here, and some are not.
- Date and sign the form.
- Complete the Certificate of Service. You can complete just one Certificate of Service for all of the documents and forms mentioned in the Motion, but you must serve all of the documents and forms on the other party, not just the Motion for Temporary Order.
- Serve the Motion and all of the required documents and forms on the other party.
- File the Motion and all of the required documents and forms with the court clerk.

(2) Statement Supporting the Motion for Temporary Order

- A temporary order is not automatic. You must give the court good reasons for granting your request.
- Write your name and contact information at the top of the first page. Check whether you are the petitioner or respondent or the attorney for the petitioner or respondent.
- Complete the heading exactly as it appears in the Petition.

- The paragraph numbers in the Statement Supporting the Motion for Temporary Order correspond to the paragraph numbers in the Motion. If you checked a paragraph number in the Motion, you must check that paragraph number in the Supporting Statement and explain why the court should grant your request.
- Date and sign the form.
- File and serve the form with the Motion.

(3) Financial Declaration

- Write your name and contact information at the top of the first page. Check whether you are the petitioner or respondent or the attorney for the petitioner or respondent.
- Complete the heading exactly as it appears in the Petition.
- Complete the entire form, describing your assets, obligations, income and expenses in detail. Describe the assets, obligations, income and expenses of the other party to the best of your ability.
- Date and sign the form.
- File and serve the Financial Declaration with the Motion.

(4) Reply to the Statement Opposing the Motion for Temporary Order

- You are permitted to file a Reply to the Statement Opposing the Motion for Temporary Order only if the other party's Statement Opposing the Motion for Temporary Order raised matters that you did not raise in your Motion.
- If you are permitted to file a Reply, in Judicial Districts 1, 2, 3, and 4, you must file and serve it no later than 3 days before the hearing with the court commissioner. In Judicial Districts 5, 6, 7, and 8, you must file and serve it no later than 5 days after the Opposing Statement was served on you.
- Write your name and contact information at the top of the first page. Check whether you are the petitioner or respondent or the attorney for the petitioner or respondent.
- Complete the heading exactly as it appears in the Petition.
- Write the paragraph number from the Opposing Statement that you disagree with. Copy exactly the statement that you disagree with. Explain why you disagree with the statement.
- Repeat for each statement that you disagree with.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the Reply on the other party.
- File the Reply with the court clerk.

(5) Request to Submit for Decision

- In Judicial Districts 1, 2, 3, and 4, the Motion for Temporary Order is set for a hearing before a court commissioner when the motion is filed. There is no need to file a Request to Submit for Decision.
- In Judicial Districts 5, 6, 7, and 8, the judge will not decide the Motion until you tell the court that the Opposing Statement and Reply Statement have been filed (or the time for filing has passed). Either party may file a Request to Submit for Decision.
- Do not file the Request to Submit until after the Opposing Statement and Reply Statement have been filed (or the time for filing has passed).
- Write your name and contact information at the top of the first page. Check whether you are the petitioner or respondent or the attorney for the petitioner or respondent.
- Complete the heading exactly as it appears in the Petition.
- Complete the entire form.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the Request to Submit for Decision on the other party.
- File the Request to Submit for Decision with the court clerk.

(6) Notice of Hearing

- In Judicial Districts 1, 2, 3, and 4, the party filing the Motion for Temporary Order should complete the Notice of Hearing.
- In Judicial Districts 5, 6, 7, and 8, complete the Notice of Hearing only if you request a hearing, and the other party has not already scheduled a hearing.
- Complete the heading exactly as it appears in the Motion.
- Call the judicial assistant to the judge or commissioner assigned to your case. Schedule the hearing with the assistant and print the date and time of the hearing on the form. Print also the judge's or commissioner's name and courtroom number for the hearing.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the other party.
- File the original form with the judicial services representative.

(7) Order on Motion for Temporary Order

- Complete the heading exactly as it appears in the Petition.
- Do not complete the rest of the form. Do not date or sign the form. The judge or commissioner will do this.

- File and serve the proposed Order with the Motion.
- You must serve the completed Order after it is signed.