

General Motion

When to Use:	<ul style="list-style-type: none"> You have a case; and You want to ask the court to do something.
Required Forms:	MC 326 – Notice of Hearing and Motion MC 327 - Order
Optional Forms:	MC 20 – Fee Waiver Request
Forms Website:	www.courts.mi.gov
Filing Website:	https://mifile.courts.michigan.gov
Filing Type:	Motion
Filing Fees:	\$20
Method of Payment:	Credit Card
Copies:	Original, plus 1 copy if the other party has not added themselves as a case contact in MiFILE.
Instructions:	<ol style="list-style-type: none"> Complete your motion paperwork. Make sure to explain what you are asking the court to do and why. Get a hearing date. There are two ways to get a hearing date: <ul style="list-style-type: none"> Go to the Clerk’s office. Bring your completed motion to the Clerk’s office and request a hearing date. The clerk can only schedule a hearing if your motion is complete. You cannot get a hearing date over the phone. Once you have a hearing date, file your motion electronically and serve a copy on the other party. Check your MiFILE account. The clerk will add the hearing date to your motion when you file it electronically without a hearing date. You will be able to view the hearing date by reviewing your “Filed Stamped Copy” in MiFILE. Once you have a hearing date, serve a copy of your motion on the other party.
Court Information:	20 th Judicial Circuit Ottawa County 414 Washington, Room 320, Grand Haven, MI, 49417 616-846-8315
Case Information	Your case number is: _____ You are the <input type="checkbox"/> plaintiff <input type="checkbox"/> defendant. You are the moving party.

STATE OF MICHIGAN 20TH JUDICIAL CIRCUIT JUDICIAL DISTRICT Ottawa COUNTY	NOTICE OF HEARING AND MOTION	CASE NO
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Court address Court telephone no.
 414 Washington, Room 320, Grand Haven, MI 49417 616-846-8315

Plaintiff name(s)
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant name(s)
Defendant's attorney, bar no., address, and telephone no.

NOTICE OF HEARING

1. Motion title: _____
2. Moving party: _____
3. This matter has been placed on the motion calendar for:

Judge	Bar no.	Date	Time
Hearing location			
<input type="checkbox"/> Court address above <input type="checkbox"/>			

4. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

MOTION

Date

/s/
Signature

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this notice of hearing and motion on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

Date

/s/
Signature

**STATE OF MICHIGAN
20TH JUDICIAL CIRCUIT
JUDICIAL DISTRICT
Ottawa COUNTY**

ORDER

CASE NO.

Court address

414 Washington, Room 320, Grand Haven, MI 49417

Court telephone no.

616-846-8315

Plaintiff name(s), address(es), and telephone no(s).

Defendant name(s), address(es), and telephone no(s).

v

Plaintiff's attorney, bar no., address, and telephone no.

Defendant's attorney, bar no., address, and telephone no.

1. Motion title: _____

2. Moving party: _____

3. This motion was heard by the Honorable _____ on _____ .
Date

4. For the reasons stated on the record,

THE COURT ORDERS that the above-named motion is

- granted.
- granted in part, denied in part.
- denied.

The court further orders

_____ Date

_____ Judge

_____ Bar no.