**IMPORTANT INFORMATION REGARDING**

**THE FILING OF A MOTION**

**Presenting a motion before the Court requires the completion and filing of three separate documents.**

**The Generic Motion document (Form 191) must be filed along with the Notice of Motion (Form 192) and Form of Order (Form 193) documents.**

**The Family Court of the State of Delaware**

In and For [ ]  New Castle County [ ]  Kent County [ ]  Sussex County

|  |  |
| --- | --- |
| **MOTION FOR** |       |

## Petitioner Respondent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Name |  |  Name |  | File Number |
|       |  |       |  |       |
|  Street Address (including Apt)  |  |  Street Address (including Apt)  |  |  |
|       |  |       |  |  |
|  P.O. Box Number |  |  P.O. Box Number |  | Petition Number |
|       |  |       |  |       |
|  City/State/Zip Code  |  |  City/State/Zip Code  |  |  |
|       |  |       |  |  |
|  Date of Birth |  |  Date of Birth |  |  |
|       |  |       |  |  |
|  Attorne Attorney Name  |  |  A Attorney Name  |  |  |
|       |  |       |  |  |
|  Interpreter needed? [ ]  Yes [ ]  No |  |  Interpreter needed? [ ]  Yes [ ]  No |  |  |
|  Language       |  |  Language       |  |  |

|  |  |  |
| --- | --- | --- |
| A PROCEEDING involving |       | having been filed heretofore in this Court, |
| Movant hereby moves the Court for |       | and, in |
| support thereof, alleges the following facts: |  |  |

|  |
| --- |
|       |
| SWORN TO AND SUBSCRIBED before me this date, |  |  |
|  |  |  |
|       |  |       |
|  |  | Movant/Attorney |
|  |  |  |
|  |  |       |
| Clerk of Court/Notary Public |  | Print Name |
|  |  |  |

I, the Movant, affirm that a true and correct copy of this Motion was placed in the U.S. Mail on this date

|  |  |
| --- | --- |
|       | , and sent to the other party or attorney at the address listed on the petition, being |
|       | , first class postage pre-paid. |

|  |  |  |
| --- | --- | --- |
| SWORN TO AND SUBSCRIBED before me this date, |  |  |
|  |  |  |
|       |  |       |
|  |  | Movant/Attorney |
|  |  |  |
| Clerk of Court/Notary Public |  |  |

**The Family Court of the State of Delaware**

In and For [ ]  New Castle County [ ]  Kent County [ ]  Sussex County

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| --- | --- | --- | --- |
|  |  | ) |  |
|       | , | ) |  |
| Petitioner |  | ) |  File No.: |       |
|  v. |  | ) |  |
|  |  | ) |  Petition No.: |       |
|       | , | ) |  |
| Respondent |  | ) |  |
|  |  | ) |  |
|  |  | ) |  |

**NOTICE OF MOTION**

TO:

|  |  |
| --- | --- |
| PLEASE TAKE NOTICE that the attached Motion for |       |

is herewith presented to the Court for consideration. If you are opposed to this motion, you must file a written response with the Court within ten (10) days of the service of this motion. If no response is timely filed, the motion may be decided without further opportunity for you to be heard on the matter. Family Court Rules, Rule 7(b)(2).

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Date |  | Movant/Attorney |
|  |  |  |
|  |  |       |
|  |  | Print Name |
|  |  |  |
|  Name and address of Movant/Attorney |
|       |
|  Street Address (including Apt)  |
|       |
|  P.O. Box Number |
|       |
|  City/State/Zip Code |
|       |

**The Family Court of the State of Delaware**

1. In and For [ ]  New Castle County [ ]  Kent County [ ]  Sussex County

 )

 **(2)**  \_\_\_ ) File No.: \_\_ **(4)** Petitioner )

 )

 v. ) Petition No.: **(5)**

 )

 **(3)** \_\_\_ )

 Respondant )

 )

 )

**NOTICE OF MOTION**

TO: **(6)**

 PLEASE TAKE NOTICE that the attached Motion **(7)** is herewith presented to the Court for consideration. If you are opposed to this motion, you must file a written response with the Court within ten (10) days of the service of this motion. If no response is timely filed, the motion may be decided without further opportunity for you to be heard on the matter. Family Court Rules, Rule 7(b)(2).

 **(8)**

 Petitioner/Attorney

|  |  |  |
| --- | --- | --- |
| **(9)** |  | **(10)** |
| Date | Movant/Attorney |
|  Name and address of Movant/Attorney |
|       |
|  Street Address  |
|       |
|  P.O. Box Number |
|       |
|  City/State/Zip Code |
|       |

**FAMILY COURT FORMS INSTRUCTIONAL MANUAL**

SUBJECT: Form 192, Notice of Motion (Motion Package)

 I. Definition

 Form 192 is one of two documents that must accompany a motion at the time it is filed in Family Court in accordance with Family Court Rule 7(b)(1). Its purpose is to act as an informational cover sheet which the movant attaches to the copy of the motion that he/she is sending to the other party(ies) in the matter. In this way, the other party(ies) are notified that a motion has been filed in Family Court on a matter in which they have an interest.

II. Preparation

 Form 192 is prepared by the movant, or party filing the motion. The original is submitted along with the motion (Form 191) and the form of order (Form 193) at the time of the filing of the motion in Family Court. It is the responsibility of the movant to send a copy of all three forms, completed as appropriate, to the other party(ies). Once it has been filed with the Court, the motion package is sent to Case Processing and then to a judge/commissioner for review. The notice of motion must be served according to Family Court Civil Rule 5(c).

III. Components

 The following is entered in the appropriately numbered area(s):

 1. An "x" to indicate the appropriate county of the Court.

 2. The name of the petitioner.

 3. The name of the respondent.

 4. The Family Court file number (if known).

 5. The Family Court petition number (if known).

6. The names and addresses of the parties to the case and of their attorneys, if applicable.

 7. The type of motion being filed.

 8. The signature of the attorney/party filing the motion.

 9. The date that the motion is being filed.

 l0. The name and address of the attorney/party filing the motion.

The Family Court of the State of Delaware

In and For [ ]  New Castle County [ ]  Kent County [ ]  Sussex County

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | ) |  |
|       | , | ) |  |
| Petitioner |  | ) |  File No.: |       |
|  v. |  | ) |  |
|  |  | ) |  Petition No.: |       |
|       | , | ) |  |
| Respondent |  | ) |  In Re: |       |
|  |  | ) |  |  |
|  |  | ) |  |

## ORDER

|  |  |
| --- | --- |
| Having considered the request of the movant, |      , |

|  |  |
| --- | --- |
| **IT IS SO ORDERED**, this date: |       |

|  |
| --- |
| That       |

|  |
| --- |
|       |
| Judge/Commissioner |

**CC**: [ ]  Petitioner [ ]  Petitioner’s Attorney

 [ ]  Respondent [ ]  Respondent’s Attorney

 [ ]  DAG [ ]  PD [ ]  Fiscal Services [ ]  DCSS [ ]  FC.Appointed.Attorneys@delaware.gov

 [ ]  Other