MOTION FOR REDUCTION/MODIFICATION OF SENTENCE INSTRUCTIONS

- 1) All motions must be **legibly handwritten or typewritten**, and **signed by the movant** (defendant) under penalty of law.
- 2) Include **all grounds for relief and supporting facts**. Explain to the Judge, **in detail**, the specific relief requested. Fill in *all* blanks completely. Motions with blank forms are unacceptable, and will be returned without further consideration.
- All correspondence must include the correct Case ID Number or the correct Criminal Action Numbers. These numbers are available on your status sheet, which may be obtained from the Department of Correction Records Department. Any requests for status sheets should be directed to the DOC Records department. The Prothonotary Office neither produces nor distributes status sheets.
- 4) **List all case ID numbers (or Criminal Action Nos.)**, the date movant was sentenced, the sentencing Judge and the specific request desired. These are crucial to the timely and efficient processing of any motion filed.
- Motions for reduction of sentence must be filed within 90 days of the movant's sentencing date. A motion for reduction of sentence filed after 90 days must either state extraordinary circumstances that would entitle the movant to relief, or it must be filed by the Department of Correction, on behalf of the defendant, pursuant to 11 <u>Del. C.</u> §4217.
- Movant may attach **photocopies of documents (as exhibits)** to document the movant's claims for relief. **Do not** submit original documents (other than your Motion); they will **NOT** be returned.
- 7) **Submit 1 original of the motion to the Prothonotary in the county the defendant was sentenced. Do NOT** submit extra copies. Do not submit the motion directly to the judge. It will be returned without further consideration.
- 8) Mail a copy of the motion to the Office of the Attorney General. Fill out the attached Certificate of Service completely and sign it, under penalty of perjury. Please do not request the Prothonotary Office to make copies or forward copies to the appropriate parties. Please do not mail the original and the Attorney General's copy in the same envelope, as the Attorney General has a different address. It is the responsibility of the defendant to serve the Attorney General with a copy of the intended motion. The Prothonotary does not distribute copies to the parties involved, except for the assigned Judge.

Motion for Reduction/ Modification of Sentence Instructions Page Two 9) Any motions not conforming to these instructions will be returned with a notation as to the deficiency.

To return by mail:

New Castle County Prothonotary Office 500 N. King Street Suite 500, Lower Level 1 Wilmington, DE 19801

Sussex County Prothonotary 1 The Circle, Suite 2 Georgetown, DE 19947 Kent County Prothonotary 38 The Green Dover, DE 19901

IN THE SUPERIOR COURT OF THE STATE OF DELAWARE

	IN AND FOR	COUNTY		
State of	of Delaware)		
vs.)) ID No		
) Crim. Action Nos.		
Correct	t full name of Movant)		
 Movant	t's Alias(es), if any))		
DOB:)		
SBI:)		
	Motion for(Sent	tence Reduction/Modification)		
1.	The Court imposed Movant's sentence on the following date:			
2.	The judge who imposed the sentence was:			
3.	Offenses for which Movant was sentenced and length of sentence(s):			

Ground one:	
Supporting facts:	
C	
Ground two:	
Supporting facts:	
Ground three:	
Supporting facts:	
Ground four:	
Supporting facts:	
Supporting facts	

	
	
	Signature of attorney (if any)
I declare the truth of the above und	ler penalty of periury.
	- p 5 - p- 5- 9
Date signed	Signature of Movant (Notarization not required)

CERTIFICATE OF SERVICE

1,		, hereby certify that
have served a tr	rue and co	rrect copy of the attached motion upon the following party, or
the d	ay of	·
Deputy Attorney Department of J 820 North Frenc Wilmington, DE	ustice h Street	(Or other address if filed in a different county)
 Date signed		Signature of Movant (Notarization not required)

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