- 1. <u>Motion</u> Each motion must include the statement required by <u>Local Form #541.7</u>.
- Notice of *FINAL* Hearing on Motion The moving party shall <u>COMPLETELY fill out Local Form #541</u> [NOTE: LOCAL FORM #541 REQUIRES YOU TO OBTAIN THE DATE, TIME AND ADDRESS OF HEARING FROM THE COURT <u>BEFORE</u> SERVICE!]
- 3. <u>Service of Motion AND Notice</u> The moving party shall SIMULTANEOUSLY serve copies of <u>BOTH</u> the motion AND the NOTICE (Local Form #541) on all of the parties listed in pt. 5 of the Notice.

NOTE: THIS SERVICE SHALL BE MADE WITHIN 2 BUSINESS DAYS AFTER RECEIVING THE HEARING DATE, ETC., <u>OR ELSE</u> THE COURT SHALL BE NOTIFIED AND A NEW DATE, ETC. REQUESTED. SANCTIONS MAY BE IMPOSED FOR FAILURE TO COMPLY!

 Filing of Motion AND Notice with Clerk's Office - On the same date as copies are served as provided in pt. 5 of the Notice, the moving party will mail to, or directly file with, the Clerk of Court <u>BOTH</u>: (a) the completely filled out original Notice of Motion WITH (b) the original Motion <u>attached</u> thereto.