

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY  
OFFICE OF THE CLERK  
MARTIN LUTHER KING JR. FEDERAL BUILDING AND U.S. COURTHOUSE  
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NEWARK, NEW JERSEY 07101

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Clerk

TRENTON OFFICE  
CLARKSON S. FISHER  
U.S. COURTHOUSE  
402 EAST STATE STREET  
ROOM 2020  
TRENTON, NJ 08608

REPLY TO:

### MOTION GUIDE

(Please note, these instructions are being provided as a guide only and you should consult the Federal Rules of Civil Procedure, as well as the Local Rules for the District of New Jersey prior to filing a Notice of Motion.)

**\*\*\*\*\*Any request for court action shall be set forth in a motion, properly filed and served\*\*\*\*\***

In order to have any motion listed before the Court, it must comply with Local Civil Rules 7.1, 37.1, and/or 78.1 of this Court:

(1) At the time of filing your motion with the Court, you must also serve your motion papers on the opposing parties by serving their counsel, if so represented. You must file a certification indicating the method of service.

(2) Each Notice of Motion must have a motion date and must be filed at least 24 days prior to the motion date. **(Motion days are the first and third Monday of each month and can be found on our website at - [www.njd.uscourts.gov](http://www.njd.uscourts.gov).)**

(3) A Brief must be submitted in support of each motion, **or a Statement that a Brief is not necessary and the reason therefore.** (Briefs are submitted as separate documents, and should not have affidavits, certifications, or exhibits attached.)

THE LOCAL RULES MAY BE ACCESSED AT NO CHARGE ON THE COURT'S WEBSITE  
- [www.njd.uscourts.gov](http://www.njd.uscourts.gov)

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY

(Title of Action)

	:	
Plaintiff,	:	Civil Action No.
v.	:	NOTICE OF MOTION
	:	
Defendant.	:	

PLEASE TAKE NOTICE \_\_\_\_\_

(Name of Moving Party)

will move before the Honorable \_\_\_\_\_, U.S.D.J. on \_\_\_\_\_

(Motion days are the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month)

for an Order \_\_\_\_\_.

(describe type of relief being sought)

In support of my motion, I will rely on the attached brief (if necessary).

\_\_\_\_\_  
Name  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address

Date: \_\_\_\_\_