

How to Obtain a Motion Hearing Date

Please note that the Circuit Court Assignment/Scheduling Clerk will not give a hearing date until the motion is filed and any applicable fees are paid.

- 1) File the motion with the Circuit Court Clerk's Office and pay any applicable fees.
- 2) Contact the Circuit Court Assignment/Scheduling Clerk to obtain a hearing date.
- 3) Complete a notice of hearing and serve it with a copy of the motion on the other party at least 7 days prior to the hearing if you are serving them personally, or at least 9 days before the hearing if you choose to mail the documents.
- 4) File the proof of service with the Circuit Court Clerk's Office, showing that you have served the other party and how service was completed.
- 5) If you are unable to appear for the hearing date, you must contact the Court to request an adjournment.
- 6) Self-represented litigants may choose to contact the Allegan County Legal Assistance Center (ACLAC), located in the lower level of the Courthouse, for assistance with forms and the procedure. ACLAC is unable to provide legal advice and is unable to assist a person who is represented by an attorney.