Request for Hearing Date - Blank preview

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[DRAFT NOTICE: Draft prepared with self-help software. Not legal advice. Have an attorney review before filing. Delete this note before you sign.]

[Name of court]
[County, district, or division, if your court's captions include one; otherwise delete this line]
Case No. [Case number]
[Name of first party], [Plaintiff or Petitioner]
v.
[Name of second party], [Defendant or Respondent]

REQUEST FOR HEARING

[Many courts use their own form or online system for scheduling requests; check with the clerk or the court's website. Delete this note before you sign.]

TO: [Clerk of court or calendar office, as your court directs]

1. [Your full name], [Your role in the case, such as Petitioner or Respondent], self-represented, requests that a hearing be scheduled on [title of the motion or matter, and the date it was filed].
2. Estimated time needed for the hearing: [estimate].
3. Dates on which I am not available: [dates, or write none].
4. [If you contacted the other party about available dates, state when and their response; otherwise delete this paragraph.]
5. [Add any other information your court's scheduling process asks for, such as whether you are requesting an in-person or remote hearing, or delete this paragraph.]

Submitted by:

[Your full name]
[Your role in the case, such as Petitioner or Respondent], self-represented
[Mailing address where you receive court papers]
[Phone number]
[Email address]
Date: [Date you sign]

Certificate of Service

I certify that on [date of service], I served a copy of this Request for Hearing on each person listed below by [method of service your court's rules allow, such as mail, hand delivery, email, or electronic filing service].
[Name of each person served, and the mailing address or email address used for service]

[Your full name]
Date: [Date you sign this certificate]