

# SAMPLE CIVIL MOTION FORMAT

UNITED STATES DISTRICT COURT - NH  
SOME SUGGESTIONS FOR THE PERFECT MOTION FORMAT

1/1/10

[USUAL CASE CAPTION. MAY USE "1ST PLAINTIFF/1ST DEFENDANT, ET AL."  
INCLUDE JUDGE'S INITIAL(S) AFTER CASE NUMBER, e.g. 09-cv-1-JL]

*[SOME SAMPLE TITLES]*

(PARTY'S) ASSENTED-TO MOTION TO/FOR (RELIEF)  
(PARTY'S) MOTION TO/FOR (RELIEF) WITH MEMORANDUM  
(PARTY'S) MOTION TO EXTEND TIME TO (DATE) TO (RELIEF)

TEXT OF MOTION USING NUMBERED PARAGRAPHS
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PRAAYER FOR RELIEF
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## CONCURRENCE STATEMENT, LR 7.1(c)

Motion is dispositive; no concurrence has been sought.

- O R -

Despite good faith attempts (describe), I have been unable to contact (names), regarding concurrence.

- A N D / O R -

(Name(s)) has been contacted and has no objection to the relief sought.

- A N D / O R -

(Name(s)) has been contacted and will object to the relief sought.

- O R -

As this is an ex parte motion, concurrence was not sought nor a copy sent to opposing counsel.

## MEMORANDUM STATEMENT, LR 7.1(a)(2)

Due to the nature of the motion, no memorandum is required.

- O R -

Memorandum is attached hereto.

## SIGNATURE LINE, Fed. R. Civ. P. 11

Signature line must include an original signature, typed or handwritten name, mailing address, email address and telephone number.

## CERTIFICATE OF SERVICE, Fed. R. Civ. P. 5 & LR 5.1(d)

Certificate of service must include date and manner of service and what and to whom sent/served followed by another signature line.

**Sample offered for information only. Filings must be on 8 1/2 x 11" paper, font size no smaller than 10 cpi or 12 point, 1" margins, page-numbered bottom center, double spaced (except for quoted material, concurrence/memo statements, certificates of service), stapled but not permanently bound, may be top-punched.**