



INSTRUCTIONS – RESERVING A LAW AND MOTION HEARING DATE

1. Select the case type
2. Enter the case number (Do not include the prefix e.g.RIC)
3. Select the Motion Type
4. Click on “I Agree – Next”
5. Select the desired available motion hearing date
6. Type a brief description of the motion hearing in the field provided.
Note: Some motion types will only allow you to select from a drop down menu
7. Type the name of the party on whose behalf the motion is being filed.
8. If you have paid your first paper fee click on “I have paid my First paper fee”; or
If you have not paid your first paper fee click on “I have not paid my first paper fee”
9. Verify that the case number is correct and click on “I have verified this is the correct case”
10. Click on “Next”
11. Enter all of the information on the payment screen; or
Government agencies should click on the “Fee exempt pursuant to GC 6103” and provide unique log in information
12. Print the receipt and save your confirmation number for postponements and expedited motion processing.