

## Checklist for Motion to Waive Education Requirements

---

- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Check with your court about local requirements.

### (1) Motion to Waive Education Requirements

- Print your name and contact information at the top of the first page. Check whether you are the petitioner or respondent or the attorney for the petitioner or respondent.
- Complete the heading exactly as it appears in the Petition.
- Check which education requirements you are asking the court to waive and for which party.
- Describe the reasons the education courses are not needed.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the forms on the other party.
- File the forms with the judicial services representative.

### (2) Request to Submit for Decision

- The motion and other documents will not be given to the judge to decide until one of the parties completes and files a Request to Submit for Decision. Either party may file a Request, but someone must do so.
- Do not file the Request to Submit for Decision until after the Reply to the Statement Opposing the Motion has been filed or the time for filing has passed. (7 days after the Statement Opposing the Motion was served.)
- If the parties stipulate to the motion, file the Request to Submit for Decision with the Motion, Stipulation and proposed Findings of Fact, Conclusions of Law and Order.

- Print your name and contact information at the top of the first page. Check whether you are the Plaintiff/Petitioner or Defendant/Respondent or the attorney for the Plaintiff/Petitioner or Defendant/Respondent.
- Check the correct box to show whether the court is the District, Juvenile or Justice Court. Print the judicial district number, the county name and the court address on the blank lines. Complete the heading exactly as it appears in the complaint/petition.
- If you want to ask for a hearing, check the box next to “hearing requested.” If there is no hearing, the judge will decide the motion based on the papers that have been filed. If one party requests a hearing and the other party does not, both parties are still allowed an opportunity to present oral arguments, if a hearing is held.
- Paragraph (1): Print the name of the motion to be submitted for decision and the date the motion was served on the other party.
- Paragraphs (2) - (4): Check the correct boxes and print the dates to show which documents have been filed and served.
- Paragraph (5): Check the correct box to show whether you request a hearing.
- Date and sign the form.
- Attach the required documents.
- Complete the Certificate of Service.
- Serve the form and any attachments on the other party by one of the methods described in the certificate of service. [URCP 5](#) governs service.
- File the original form and certificate of service with the judicial services representative.

**(3) Proposed Order on Motion to Waive Education Requirements**

- Complete the heading exactly as it appears in the Petition.
- Do not complete the rest of the form. The judge will do this.
- File and serve the proposed Order with the Motion.
- You must serve the completed Order on the other party after it is signed.

**(4) After the judge signs the order**

- Serve a copy of the signed order on the other party.
- Complete the Certificate of Service.
- File the Certificate of Service with the court.