

UNOPPOSED MOTION CHECKLIST FOR ATTORNEYS

Including Rule 43 and Divorce

Attorney: _____

Case no: _____

Tel No: _____

Plaintiff: _____

Reference: _____

Defendant _____

DESCRIPTION	CHECK	YES	NO	N/A
Case File Status	Created on Court User template			
	Case properly prefixed			
	Sections marked appropriately			
Unopposed Date Application	Motion Application uploaded			
	Compliance Declaration Affidavit/Certificate uploaded?			
	Date Request Form (J188) uploaded			
	Provisional Enrolment office profile invited			
Unopposed - Final Enrolment	"FINAL NOTICE OF SET DOWN" section created			
	Final Computerized Notice of set down (J188) uploaded			
	Final Enrolment office profile invited between 9AM-3PM No later than noon 7 clear court days preceding the date of hearing			
	Enrol and invite separately for each allocated provisional date			
Return Dates	Date applied for prior to court hearing			
	Date request form uploaded			
	Widely shared case note advising date sought is a return date			
	Provisional Enrolment office profile invited			
	Final enrolment by noon 7 clear court days preceding the date of hearing			
Other (provide description)				
	Date required while in court? <ul style="list-style-type: none"> • Judge's Secretary will source the date. • Practitioner will have the sourced date updated through the office profiles in line with paragraphs 98.1, 98.2, 98.3, 98.4 and 98.5 • Take note of the date forfeiture consequence in paragraph 98.3 			