

Superior Court of Placer County

CRIMINAL LAW DIVISION

Defendant's Motion

Instructions

Step 1: Fill out the attached form

Be sure to put your court case number on the first page. You must explain what exactly you are asking the judge to do. It is very important that you also explain **why** you are asking for the orders. Sign and date both pages.

Step 2: Make copies of the form

If you are on Formal Probation, make 3 copies. If you are on Informal Probation, make 2 copies.

You should then have:

If you are on Formal Probation: 1 original plus 3 copies

If you are on Informal Probation: 1 original plus 2 copies

Step 3: File the motion at the court clerk's office

The court clerk will retain the original motion. The court clerk will return the copies to you file stamped with your hearing date assigned. Retain 1 copy for your records. See Step 4 for instructions on the remaining copies.

You may also mail your motion to the clerk's office. The mailing address for the clerk's office in Roseville is P.O. Box 619072, Roseville, CA 95661. For the clerk's office in Tahoe City, the mailing address is P.O. Box 5669, Tahoe City, CA 96145.

Step 4: Serve the filed motion

You must serve the District Attorney's Office with the filed motion. If you are on Formal Probation, you must also serve the Probation Department.

If your case has been designated a Roseville case, the District Attorney's Office and Probation Department are located at 10810 Justice Center Drive, Roseville, CA 95678.

If your case has been designated a Tahoe City case, the District Attorney's Office (Tahoe) is located at P.O. Box 5609, 2501 N. Lake Blvd. Tahoe City, CA 96145. The Probation Department (Tahoe) is located at P.O. Box 363, 7252 N. Lake Blvd. #201 Tahoe Vista, CA 96148.

Step 5: Go to your court date