

Instructions for Attorneys: Electronically Filing 9A Motions - Check List

How to Submit a 9A Motion Packet and the Order of Documents when Electronically Filing through Tyler Odyssey File & Serve

All civil motions electronically filed in Superior Court must conform to Superior Court Rule 9A. Below, you will find two checklists, one for standard motion filings, and one specifically for summary judgment motions. When preparing a 9A packet for electronic filing, all documents must appear in the order they appear on the applicable checklist below.

NOTE: Rule 9A (e) notes exceptions to the Rule 9A packaging provisions. Exceptions include emergency motions, ex parte motions, motions for special process server, and motions filed by incarcerated parties. Upon review, emergency motions and ex parte motions may be denied without prejudice to be refiled pursuant to 9A.

(NOTE: [The procedure for Summary Judgment motions is addressed in the subsequent section](#)).

STANDARD PROCEDURE

If filing:	Select Tyler Filing Code:
<input type="checkbox"/> Motion	Motion - other
<input type="checkbox"/> Memorandum in Support	Memorandum (options)
<input type="checkbox"/> Affidavit(s) in Support	Affidavit
<input type="checkbox"/> Opposition(s) to Motion (if any)	Opposition
<input type="checkbox"/> Memorandum(s) in Opposition (if any opposition)	Memo
<input type="checkbox"/> Affidavit(s) in Opposition (if any opposition)	Affidavit
<input type="checkbox"/> Reply to Opposition (if any)	Reply
<input type="checkbox"/> Cross-Motion(s) (if any)	Motion (other)
<input type="checkbox"/> Memorandum(s) in Support of Cross-Motion (if any Cross-Motion)	Memorandum
<input type="checkbox"/> Affidavit(s) in Support of Cross-Motion (if any Cross-Motion)	Affidavit
<input type="checkbox"/> Oppositions to Cross-Motion (if any Cross-Motion)	Opposition
<input type="checkbox"/> Memorandum(s) in Opposition (if any opposition to Cross-Motion)	Memorandum

E-Filing Instructions for 9A Package

- | | | |
|--------------------------|---|---------------------------|
| <input type="checkbox"/> | Affidavit(s) in Opposition (if any opposition to Cross-Motion) | Affidavit |
| <input type="checkbox"/> | Reply to Opposition to Cross-Motion (if any) | Reply/Sur-reply |
| <input type="checkbox"/> | A 9C Certificate, confirming that the 9C conference has taken place in person or by phone, and that a good faith effort has been made to resolve the dispute, must accompany all motions to settle discovery disputes under Rule 26 or Rule 37.
(NOTE: Rule 9C(b) requires the filing of a brief as to each interrogatory request or document request along with the opponent's response and an argument). | Certificate/Certification |
| <input type="checkbox"/> | 9A Affidavit (if any party who has appeared in the case has not filed an opposition) | Affidavit |
| <input type="checkbox"/> | Request(s) for hearing/oral argument | Request |
| <input type="checkbox"/> | Notice of Filing | Notice |
| <input type="checkbox"/> | List of Documents | Notice |
| <input type="checkbox"/> | Certificate of Service | Certificate |

SUMMARY JUDGMENT PROCEDURE

- | | | |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Motion | Motion |
| <input type="checkbox"/> | Memorandum in Support | Memorandum |
| <input type="checkbox"/> | Affidavit(s) in Support | Affidavit |
| <input type="checkbox"/> | Opposition (if any) | Opposition |
| <input type="checkbox"/> | Memorandum in Opposition (if any opposition) | Memorandum |
| <input type="checkbox"/> | Affidavit(s) in Opposition (if any opposition) | Affidavit |
| <input type="checkbox"/> | Reply to Opposition (if any) | Reply/Sur-reply |
| <input type="checkbox"/> | Statement of Material Facts, <i>(including all opposing parties' responses to each separately numbered fact; including all Opposing Parties' Additional Statement(s) of Material Fact (if any); including all material facts that apply to any cross-motion for summary judgment (if any) – ONE DOCUMENT, CONSECUTIVELY NUMBERED</i> | Statements/Response |

E-Filing Instructions for 9A Package

<input type="checkbox"/>	Cross-Motion(s) (if any)	Motion
<input type="checkbox"/>	Memorandum(s) in Support of Cross-Motion(s) (if any Cross-Motion)	Memorandum
<input type="checkbox"/>	Affidavit(s) in Support of Cross-Motion(s) (if any Cross-Motion)	Affidavit
<input type="checkbox"/>	Oppositions to Cross-Motion (if any)	Opposition
<input type="checkbox"/>	Memorandum(s) in Opposition (if any opposition to Cross-Motion)	Memorandum
<input type="checkbox"/>	Affidavit(s) in Opposition (if any opposition to Cross-Motion)	Affidavit
<input type="checkbox"/>	Reply to Opposition to Cross-Motion (if any)	Reply/Sur-reply
<input type="checkbox"/>	List of Exhibits	Exhibits/Appendix
<input type="checkbox"/>	Joint Appendix of Exhibits	Exhibits/Appendix
<input type="checkbox"/>	9A Affidavit (if any party who has appeared in the case has not filed an opposition)	Affidavit
<input type="checkbox"/>	Notice of Filing	Notice
<input type="checkbox"/>	List of Documents	Notice
<input type="checkbox"/>	Certificate of Service	Certificate/Certification

CONCLUSION

Every document listed in the checklists may not be necessary for your filing purposes. Please note that the required documents for an opposed motion filing include a motion, memorandum, affidavit, opposition motion, memorandum and affidavit, accompanied by the List of Documents, Notice of Filing, and Certificate of Service. A 9A Affidavit is required when any party who has appeared in the case has not filed an opposition. A 9C Certificate is required for any discovery disputes involving Rules 26 and 37. The above information provides checklists for the electronically filing attorney to follow, along with the proper order of filing.