# List of Forms

**Mandatory Court Form (MCF)**

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| 2.6 | Motion to Sever Misjoined Cause of Action |
| 3.7 | Motion to Implead Necessary Party |
| 3.11 | Motion to Add or Drop Party |
| 3.16 | Notice of Death of Party |
| 3.16, 3.18 | Notice of Death/Incapacity of Representative |
| 3.17 | Motion to Substitute Public Officer |
| 3.18 | Motion to Continue Action due to Incapacity/Incapacity of Party |
| 3.19 | Motion to Continue Action for/against Transferee |
| 3.21 | Motion to Litigate as Pauper |
| 7.4 | Verification for Pleadings  |
| 7.5 | Certificate of Non-Forum Shopping |
| 8.4 | Secretary’s Certificate |
| 8.4SPA | Special Power of Attorney |
| 9.3 | Motion to Declare in Default |
| 9.3 B | Motion to Lift Order of Default |
| 10.2 | Notice of Amendment as Matter of Right |
| 10.3, 10.4 | Motion to Amend Pleading |
| 10.6, 11.9 | Motion to Admit Supplemental Pleadings |
| 11.11 | Extension of Time for Responsive Pleading |
| 13.13 | Affidavit of Service |
| 13.14 | Motion to Cancel *Lis Pendens* |
| 14.19 | Proof of Service by Publication |
| 16 | Motion to Dismiss |
| 17.1 | Notice of Dismissal of Complaint |
| 17.2 | Motion to Dismiss |
| 18.1 | Ex Parte Motion to Serve Judgments, Final Orders, and Resolutions by Licensed Courier |
| 19\* | Complaint in Intervention (Motion to Intervene) |
| 19(a) | RRSP Motion to Dismiss |
| 19B | Motion to Intervene |
| 21.2 | Request for Subpoena to a Prisoner |
| 21.1 JAR 5 | Request for Subpoena  |
| 21.4 | Motion to Quash Subpoena |
| 22.2A | Simultaneous Service of Affidavits & Evidence |
| 22.2G | Testimony by Narration |
| 23\* | Motion to Take Deposition |
| 23.15 | Notice of Taking Deposition Pending Action |
| 25.2\* | Motion for Extension of Time to File Answer to Written Interrogatories |
| 27.6 | Motion for Judgment |
| 27.12A | Motion to Dismiss |
| 28.3 | Motion to Furnish Report of Examination |
|  30.2\*\* | Motion to Postpone |
| 31 | Motion for Consolidation |
| 33\*\* | Demurrer to Evidence |
| 39 | Motion for Appointment of Special Sheriff |
| 39.1 | Motion for Execution |
| 34 | Motion for Judgment on the Pleadings |
| 40, 41 | Notice of Appeal |
| 44 | Motion for Time Extension for Appeal Brief |
| 57.1 | Application for Writ of Preliminary Attachment (attached to initiatory pleading) |
| 57.12\* | Motion to Discharge Writ of Preliminary Attachment |
| 57.14 | Affidavit of Third Party Claim |
| 58 | Application for Writ of Preliminary Injunction |
| 59\* | Verified Application for Appointment of a Receiver |
| 59.3\* | Motion to Discharge Receiver |
| 60 | Application for Writ of Replevin |
| 71 | Motion to Cite for Direct Contempt |
| AA | Table of Exhibits |
| BB | List of Witnesses |
| CC[[1]](#footnote-1) | E-Mail Coversheet |
| DD | Motion to Set for Hearing |
| CAM | Motion to Retain JDR |
| EE | Entry of Appearance |
| FF | Withdrawal of Counsel |
| JAR 10C | Motion to Allow Compliant Replacement Affidavits |
| GG | Request for Alias Summons |
| HH | Motion to Archive |
| II | Motion to Revive Archived Case |
| JJ | Motion for Appointment of Special Sheriff |
| KK\* (Judgment:OCF) | Motion for Judgment Based on Compromise Agreement |

\* Used to be OCF, converted to MCF

\*\* New Form, not in original list

### Optional Court Form (OCF)

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| 23.20 | Certificate of Officer Taking Deposition  |

1. OCA CIRCULAR NO. 01-2015 only covers subpoenas and notices [↑](#footnote-ref-1)