



## **Preparing Petition, Order & Motions Docket Praecept:**

The Petition explains the nature of the mistake and provides the correct information. It also specifically asks the Court to enter an Order making the correction.

The Petition must include the following information:

- Names of the Petitioners (Groom should use his full name; Bride her maiden name).
- The book, page and license number of the Marriage License.
- The incorrect information.
- The correct information.
- A request that the Marriage License be corrected.
- Notarized signatures of both the Petitioners (Groom and Bride).

The Order is a separate document, prepared for the judge to sign. In general, the Order will briefly restate the facts contained in the Petition and then Order that the Marriage License be corrected.

A sample Petition and Order are available for reference. If you use the samples as a guideline, please note that the information which is underlined in italics should be completed with the information specific to your Petition or Order.

The matter must be noticed for a hearing on a 9:00 a.m. (with Judge) Friday Motions Docket. The Friday Motions Docket Praecept must be filed with the court at least one (1) week prior to the Friday the Motion is to be heard. The deadline for filing is the Friday prior to the Friday the case is to be heard.

The Petitioners are responsible for making sure that the documents are complete when filed with the Clerk. Petitioners are strongly encouraged to engage an attorney in this matter. These forms are not provided as/or intended to replace legal assistance.