

## APPENDIX O – Stop Card/Stay Card

These cards are used to alert clerks that the file needs special attention.

### I. **Stop Card (TF-320)**

- A. A stop card is required when:
  - 1. A case requires more than one volume. See Appendix K, Multi-Volume Files.
  - 2. A case has been consolidated with another.
  - 3. Venue has been changed to another court.
  - 4. A case has been removed to federal court.
  - 5. A file has been reconstructed from microfilm or other sources. The card indicates the break between copied and original filings.
  
- B. Prepare stop card:
  - 1. Enter case number.
  - 2. Check appropriate box and complete required information.
  - 3. Tie in stop card on top of all documents.
  
- C. If additional paperwork is received, follow directions on Stop Card. If directions are unclear, check with clerk of court or judge.

## II. Stay Card (TF-321)

To "stay" any legal procedures means to stop further action until the stay has expired or has been lifted by court order. A stay may affect one or more parties. A stay against one party does not necessarily affect the proceedings against other parties in the case.

A. A stay card is required when:

1. A stay is ordered by a judge.
2. A bankruptcy petition is filed in federal court.
3. Arbitration or mediation has been ordered.
4. A fee arbitration notice has been filed. Bar Rule 39(b).
5. A supersedeas bond on appeal has been filed.
6. A stipulation for installment payments has been approved by a judge or clerk.

B. Prepare stay card:

1. Enter case number.
2. Enter the names of parties to which stay applies.
3. Check appropriate box and complete required information.
4. Tie in stay card on top of all documents.

C. Terminate or recall any outstanding writs of execution, summonses, warrants or other process affected by the stay.

D. If additional paperwork is received, obtain instructions from clerk of court or judge.