

Christina L. Zook
District Court Administrator

Angie Clouser
Deputy Court Administrator



PO Box 668
New Bloomfield, PA 17068

Office of Court Administration
41st Judicial District
Juniata and Perry Counties
(717) 582-5143, option 5
(717) 582-5166, Fax

January 17, 2012

Re: Motion for Continuance Form

Attached is a copy of a Motion for Continuance form. Please fill out the form and submit **an original and copy** of this Motion and Order to the Prothonotary's Office for Civil or Criminal matters along with a self-addressed stamped envelope. If the matter is scheduled before Domestic Relations, then you should file the motion with Domestic Relations along with a self-addressed, stamped envelope. Please be sure that you have filled out the entire continuance request. **You must attempt to contact the other party or parties to see if they agree with your request and put your efforts to contact them in the appropriate place on the form.** If your reason for the request is a scheduling conflict, please be sure that you follow the instructions on the form in detailing that conflict.

The motion will be given to the appropriate judge for review. In deciding whether to grant your request, the Judge will consider what efforts you have made to contact the other party and whether they agree with your request as well as the information you have given regarding any scheduling conflicts and the number of times the matter has been continued. Once the judge has made a decision regarding your motion, it will be returned to this office for rescheduling, if appropriate. It will then be sent to the appropriate office who will conform and return your copy to you for service on all interested parties.

If you have any questions, please contact me.

Sincerely,

Christina L. Zook
District Court Administrator

Enclosure
(Revised 03/22/10)

VS. : IN THE COURT OF COMMON PLEAS
: OF _____ COUNTY, PENNSYLVANIA
: NO.

.....

O R D E R

AND NOW, this _____ day of _____, 201__, upon consideration of the attached motion of _____ requesting a continuance:
(moving party)

the motion is denied.

the motion is granted and the matter scheduled for _____ at _____ m. before
(date) (time)

_____ is hereby continued until
(name of judge, master, etc.)

_____ at _____ m.
(date) (time)

The moving party shall promptly notify all interested parties of this order.

BY THE COURT:

KATHY A. MORROW, P.J
KENNETH A. MUMMAH, J.

VS. : IN THE COURT OF COMMON PLEAS
: OF _____ COUNTY, PENNSYLVANIA
: NO.

.....

MOTION FOR CONTINUANCE

AND NOW COMES _____, by and through his/her
(name of party requesting a continuance)

attorney, _____, and moves for a continuance as
(name of attorney)

follows:

1. The above-captioned matter is scheduled for

(nature of proceeding, i.e., argument, hearing, etc.)

on the _____ day of _____, 201__, at _____ m.,
before

(name of judge)

2. The moving party for said proceeding is

(name of party whose claim is to be heard)

3. The other parties in the case are:

_____ represented by: _____

_____ represented by: _____

_____ represented by: _____

4. The proceeding was scheduled by _____
(order or notice)

dated _____
(date)

5. The proceeding (has) (has not) been previously continued _____ time(s). The moving party has obtained a continuance _____ time(s).

6. A continuance is requested because _____

_____.

(If a continuance is requested because of a conflicting court matter, state: the name of the case; the court; the nature of the scheduled proceeding; the date, time and expected duration of the conflicting proceeding; the date of the order or notice scheduling the conflicting proceeding.)

7. The following parties have been notified of this request and have no objection: _____

_____.

The following parties have not been notified of this request: _____

_____.

Efforts to notify the above-named parties include:

_____.

The following parties objected to the
continuance for the reason stated herein:

8. I hereby certify that if a continuance is granted, the party moving for the continuance will be provided a copy of this motion forthwith and I will notify all witnesses who would be appearing at my request.

9. I specifically request a continuance

- of not less than _____
- of not more than _____ (or)
- to the next available date.

Respectfully submitted,
