

INSTRUCTIONS FOR FILING CUSTODY CONTINUANCE REQUEST

A request for a continuance should only be done when it is absolutely necessary. The Court does not like to continue cases and will deny your request unless you have a good reason and have followed the correct procedure.

1. You must use the form provided. If you need additional copies, you may get more forms from the Court Administration Custody Division Office (Custody Office Third Floor Suite 327).
2. Fill in the names of the parties, include addresses and phone numbers.
3. Fill in the Case Number. (Example _____ GN _____)
4. Write in the date, time, and location of the Conference.
5. Check the appropriate line under TYPE OF HEARING.
6. Print and clearly state the reason why you need the request.
7. If it is less than two weeks before the Conference/Hearing, you must state a good reason why.
8. Fill in the number of prior continuance. If zero, write in 0.
9. You are the requesting party. Write in your name on the line above NAME OF CLIENT.
10. Print your name, and sign below. As you are filing pro se (without an attorney) there is no need to fill in the line NOTIFIED CLIENT.
11. **YOU MUST CONTACT THE DEFENDANT AND ASK THEM THEIR POSITION ON THE REQUEST FOR CONTINUANCE.** If you discuss this in person, have the Defendant sign his/her name (OPPOSING PARTY) and circle: agrees with or objects to request. If he/she objects, attach a separate sheet of paper stating why. If you discuss this over the phone, note his/her position and state why if it is an objection. Also print "via telephone" along with the date and time.
12. **IF YOU FAIL TO NOTE THE DEFENDANT'S POSITION, THE REQUEST MAY BE DENIED.**
13. File the continuance form in the Custody Office Suite 327.
14. You will be notified by the Court Administration Custody Office if the continuance was granted or denied. If the continuance was granted there will be a new date issued on the bottom of the form. **IT IS YOUR RESPONSIBILITY TO NOTIFY THE DEFENDANT IF THE CONTINUANCE WAS GRANTED/DENIED AND THE NEW DATE AND TIME OF THE RESCHEDULE.**

**BLAIR COUNTY COURT OF COMMON PLEAS
Hollidaysburg, PA**

CUSTODY CONTINUANCE REQUEST

CAPTION:

PLAINTIFF: _____

CASE NO: _____

This case is presently scheduled:

DATE: _____
TIME: _____
COURTROOM: _____

DEFENDANT: _____

TYPE OF HEARING:
____ Intake Conference
____ Conciliation Conference
____ Pre-Hearing
____ Evidentiary
____ Special Relief
____ Contempt
____ Other _____

***Granting this continuance may result in a significant wait for the case to be rescheduled before the court**

REASON FOR REQUEST: _____

IF LESS THAN TWO WEEKS, REASON FOR UNTIMELY FILING: _____

NUMBER OF PRIOR CONTINUANCES _____ **PLAINTIFF** _____ **DEFENDANT**

REQUESTING PARTY (ATTORNEY or SELF REPRESENTED LITIGANT) FOR _____

(PRINT) _____ NOTIFIED CLIENT _____ (NAME OF CLIENT)
_____ Agrees with
(SIGN) _____ (DATE) _____ Objects to request

OPPOSING PARTY(IES) (ATTORNEY OR Self Represented Litigant) FOR: _____

_____ Agrees with
_____ Objects to request
(PRINT) _____
(SIGN) _____

ORDER

AND NOW, This _____ day of _____, 20____, the Motion for Continuance in the above captioned case is hereby:

_____ GRANTED to _____ / _____ / _____, at _____ a.m. / p.m. in Courtroom # _____ at the Blair County Courthouse, Hollidaysburg, PA

_____ DENIED

BY THE COURT:

J.

Cc: Original to Prothonotary File
Counsel – All parties listed
Custody