

INSTRUCTIONS FOR FILING CIVIL CONTINUANCE REQUEST

A request for a continuance of the Intake or Conciliation Conference 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 Suite 228)..
2. Fill in the names of the parties, include addressess and phone numbers.
3. Fill in the Docket Number (Case No.).
4. Write in the date, time , and location of the Conference.
5. Write either Intake Conference or Conciliation Conference 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, you must state a good reason why.
8. Fill in the number of prior continuances, 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 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, or circle objects. If he/she object, attach a separate sheet of paper stating why he/she object. If you discuss this over the phone, note his/her position, you must state why if he/she objects and print "via phone _____" stating the date.
12. IF YOU FAIL TO NOTE THE DEFENDANT'S POSITION, THE REQUEST MAY BE DENIED.
13. File the continuance form with the Court Administration Custody Division Office.
14. You will be notified by the Court Administration Custody Division Office if the continuance was granted or denied. If the continuance was granted there will be a new Conference date on the bottom. IT IS YOUR RESPONSIBILITY TO NOTIFY THE DEFENDANT IF THE CONTINUANCE WAS GRANTED, IF SO ALSO THE NEW CONFERENCE DATE AND TIME, OR DENIED.

CUSTODY CONTINUANCE REQUEST

CAPTION: _____

CASE NO. _____

THIS CASE IS PRESENTLY SCHEDULED
FOR: DATE: _____
TIME: _____
COURTROOM: _____

VS.

TYPE OF HEARING:
___ INTAKE CONFERENCE
___ CONCILIATION CONFERENCE
___ PRE HEARING
___ EVIDENTIARY
___ CONTEMPT
___ SPECIAL RELIEF
___ OTHER _____
(PLEASE SPECIFY)

REASON FOR REQUEST (ATTACH EXTRA SHEET, IF NECESSARY) _____

IF LESS THAN TWO WEEKS, REASON FOR UNTIMELY FILING _____

NUMBER OF PRIOR CONTINUANCES ___ BY THE PLAINTIFF ___ BY THE DEFENDANT

REQUESTING PARTY (ATTORNEY OF PRO SE PARTY) FOR _____
(NAME OF CLIENT)

(PRINT) _____ NOTIFIED CLIENT: _____ (AGREES WITH)
(SIGN) _____ (DATE) (OBJECTS TO) THE REQUEST

OPPOSING PARTY(IES) (ATTORNEY OF PRO SE PARTY) FOR _____, CLIENT
(PRINT) _____ (AGREES WITH) (OBJECTS TO) THE REQUEST

(SIGN) _____

(PRINT) _____ FOR _____, CLIENT (AGREES WITH)
(SIGN) _____ (OBJECTS TO) THE REQUEST

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
Counsel - All Parties Listed
Custody File