

Motion and Order for Continuance Forms and Instructions Packet Number 18C

Instructions

The attached form is to be used by a Petitioner in a Dissolution, or other family law case who wants to ask for more time when a case is in jeopardy of being dismissed by the court because the Petitioner has been unable to serve the Respondent, pay the fees, or complete the appropriate action in the time required by trial court rule. Do not use this form if a response has been filed and/or the case is set for trial.

I. General Instructions

A. Use black ink and print or type when you fill out your forms.

B. Always file the original forms with the clerk. Be sure and make yourself an extra copy of any document before you file it with the clerk.

C. Case heading. On each document, fill out the case caption exactly as it appears in the original case filing, including the case number.

D. Address information. On the document you are asked for your address and telephone number. You must give a contact address and telephone, which may be your own. However if you do not wish the other side to know your address, you may give the address of some person who can be relied upon to get mail and messages to you promptly.

E. Representing yourself. We strongly recommend that you seek legal advice and representation to protect yourself. If you are unable to hire an attorney, an explanation of the process you will go through is described below.

II. Completing the form

Fill out the Motion completely. Stop at the bold line where the Order begins. The judge will complete this section. Make a copy of the document for your record.

III. Review of Document

You may contact the Family Court Assistance Office to review your document by calling 682-4302.

IV. Completion

You will need to attend an Ex parte hearing to have a judge make a decision on your motion. Ex parte takes place Monday through Friday from 8:30 to 8:50 a.m., it is a hearing where judges are available to sign documents and you do not need an appointment to attend. Check in first with the civil/domestic cashiers on the second floor of the courthouse.

If the judge grants your motion, you will need to complete the appropriate action within the time granted by the judge in the order.

