

Instruction Sheet For Motion to Continue

Any party to a case in Juvenile Court who cannot attend a hearing for good reason may file a Motion to Continue.

All pleadings shall be delivered or mailed (with all necessary copies) to Ashtabula County Juvenile Court, 4717 Main Ave., Ashtabula, Ohio 44004.

Hours: Monday through Friday from 8:00 AM to 4:00 PM.

1. The motion must clearly state the reason for the request for a continuance.
2. **Type or print** your responses in **blue ink**.
3. The filing fee of \$25.00 (cash or money order) must be paid when the papers are given to the Clerk's office. This does not include any court costs that may be assessed at the end of the case.
4. **A Motion to Continue must be requested at least Seven (7) days prior to the hearing.** The party requesting the continuance **must serve the opposing parties through acceptable means of service**, (i.e., U.S. mail, postage prepaid; email) and indicate such service upon the **Motion in the Proof of Service**.
5. If granted, the Court will send notice to all parties of the new hearing date.
6. All names of parties and their addresses must be supplied at the time of the filing of the motion. A party is a parent to the child or anyone who has custody of a child.
7. If the new hearing notice for another party is returned as undeliverable as addressed, you will be contacted for a new address. It is your responsibility to supply a good address **in writing** to the Court as soon as possible. If you do not do so, and the motion is not served at the time of the hearing and the other party does not appear at the hearing, the motion will be dismissed without further action.
8. If you are unable to supply the address because the other party's location is unknown to you and cannot be found with reasonable diligence, service by publication is provided for in Juvenile Rule 16(A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
ASHTABULA COUNTY, OHIO**

IN RE:)
Child _____) **CASE NO:** _____
DOB _____)
) **JUDGE ALBERT S. CAMPLESE**
) **MOTION FOR CONTINUANCE**

Now comes _____, and respectfully requests this Honorable Court to continue the above-captioned matter set for _____ on _____ at _____ a.m. / p.m. in front of Judge / Magistrate _____, for the reason that

_____.

Wherefore, _____ respectfully requests this matter be continued,
and asserts that this request is not done for purposes of delay.

Respectfully submitted,

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

PROOF OF SERVICE

A copy of the foregoing Motion for Continuance was sent on this _____ day of _____, 20____ by regular U.S. mail, postage prepaid, or by email to:

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Signature