

## INSTRUCTIONS FOR MOTION TO CONTINUE AND ORDER

Clerk of Courts, Adult Division at the  
Common Pleas Court, 101 N. Limestone Street,  
Room 210, Springfield, Ohio 45502  
Phone: 937-521-1693  
Fax: 937- 328-2716

Clerk of Courts, Juvenile Division at the  
A.B. Graham Building, 31 N. Limestone Street,  
Lower Level, Springfield, Ohio 45502  
Phone: 937- 521-1679/937-521-1633  
Fax: 937-521-3202

Read all forms and instructions before starting.

Fill out forms by typing or printing in ink.

### STEP 1: FILL OUT THE MOTION TO CONTINUE

- (1) Enter Plaintiff/Petitioner's name as it appears on the Complaint/Petition.
- (2) Enter Defendant/Petitioner's name as it appears on the Complaint/Petition.
- (3) Enter the Case Number and Sets Number, If any, as it appears on the Complaint/Petition.
- (4) Enter the name, date, and time of the court proceeding you want rescheduled.
- (5) Explain why you want the court proceeding rescheduled.
- (6) Contact the other party (if the other party is represented by an attorney, contact that attorney) and ask whether they object to your motion to continue. Then check the appropriate box.
- (7) Check whether you will mail or hand deliver the copy of the motion to continue to the other party or their attorney and enter the date
- (8) Enter your name, address, city, state, zip code, and phone number.
- (9) Sign your name and enter the date.

### STEP 2: FILL OUT THE ORDER

- (1) Enter Plaintiff/Petitioner's name as it appears on the Complaint/Petition.
  - (2) Enter Defendant/Petitioner's name as it appears on the Complaint/Petition.
  - (3) Enter the Case Number and Sets Number, if any, as it appears on the Complaint/Petition.
  - (4) Enter the name, date, and time of the court proceeding you want rescheduled.
- DO NOT FILL IN ANY OTHER BLANKS ON THE ORDER. THE COURT WILL FILL IN THOSE BLANKS.

### STEP 3: SERVE THE MOTION TO CONTINUE ON THE OTHER PARTY OR PARTY'S ATTORNEY

- (1) On the same day you file the Motion with the court (see below), mail or hand deliver a copy of the motion to the other party. If the other party is represented by an attorney, deliver it to the attorney. Parties have longer to respond to forms that are mailed than to forms that are hand-delivered.

### STEP 4: FILE THE MOTION TO CONTINUE AND ORDER WITH THE CLERK OF COURT

- (1) Take the original Motion to Continue and Order, along with four (4) copies, to the Clerk of Court at the address above, or mail the original Motion to Continue and Order, along with four (4) copies, to the Clerk of Court at the address above and include a self-addressed stamped envelope. It is your responsibility to make sure the Court receives the Motion to Continue and Order prior to your scheduled hearing.
- (2) The Clerk will stamp one of your copies with the filing date and return it to you for your records.
- (3) If the Judge or Magistrate approves your continuance, the court will mail you a file-stamped copy of the Order along with the new hearing date.

IN THE COMMON PLEAS COURT OF CLARK COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION  
ADULT/JUVENILE SECTION

IN RE: _____ (name of child(ren))  or _____ (name of original plaintiff/petitioner)  vs.  _____ (name of original Defendant/Petitioner)	CASE NO. _____  SETS NO. _____  Judge Thomas J. Capper Magistrate _____  <i>MOTION TO CONTINUE HEARING OF</i>  Date: _____ Time: _____ ( ) AM/( ) PM
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I am requesting a continuance to: (check all boxes that apply)	
<input type="checkbox"/>	Retain an attorney
<input type="checkbox"/>	Other: (explain)

The other party or the other party's attorney: (check all boxes that apply)	
<input type="checkbox"/>	Does not object to this Motion
<input type="checkbox"/>	Objects to this Motion
<input type="checkbox"/>	I tried to contact the other party or the other party's attorney on _____, and have received no reply.
<input type="checkbox"/>	I have not tried to contact the other party or the other party's attorney because: (explain)
<input type="checkbox"/>	Other: (explain)

<b>CERTIFICATE OF SERVICE</b> I certify that a copy of this document was ( ) mailed/ ( ) hand delivered/( ) left in the CPC box; to (name) _____, (address) _____, (city) _____, (state) _____, (zip) _____, (phone number) _____, on (date) _____.
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Person requesting continuance: Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____	Signature of person requesting continuance _____ (signature) on _____ (date)
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IN THE COMMON PLEAS COURT OF CLARK COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION  
ADULT/JUVENILE DIVISION

IN RE: _____ (name of child(ren))  or  _____ (name of original plaintiff/petitioner)  vs.  _____ (name of original Defendant/Petitioner)	CASE NO. _____ SETS NO. _____  Judge Thomas J. Capper Magistrate _____  <i>ORDER IN RESPONSE TO MOTION TO CONTINUE HEARING OF</i>  Date: _____  Time: _____ ( ) AM/( ) PM
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The request by _____ for a continuance is:	
<input type="checkbox"/>	Granted for good cause shown and the hearing is rescheduled to:  Date: _____ at _____ ( ) AM/( ) PM
<input type="checkbox"/>	Denied for lack of good cause shown
<input type="checkbox"/>	Held under advisement pending
<input type="checkbox"/>	Other: _____

\_\_\_\_\_  
JUDGE/MAGISTRATE

CC:

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\_\_\_\_\_  
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