

MOTION FOR CONTINUANCE

To request a continuance, the MOVING PARTY SHALL:

Complete this form in its entirety,

Have ALL parties involved sign the form. It is the Court's policy that all parties sign the form unless a valid protective order from any jurisdiction is in effect,

Submit form to the Clerk's office in person, by mail (P.O. Box 630, Gloucester, VA 23061) or via fax (804-693-7904). Form should be received by the Clerk's office preferably no later than 72 hours prior to the scheduled hearing date,

UPON NOTIFICATION BY THE COURT (granted, not granted, new date); NOTIFY ALL INVOLVED IN THE CASE, to include attorneys, guardian ad litem, probation officers, witnesses, etc.

Upon the granting of a continuance, the Clerk's office will re-summon those persons summoned for the original hearing date. The Clerk's office will not subpoena witnesses without a completed subpoena request form. It is the attorneys' or the pro se litigant's responsibility to notify the Court of the names of those witnesses who do not need to be subpoenaed for the new hearing date.

MOVING PARTY: _____ Tel: _____ Fax: _____

(If Joint, (1) Identify Responsible Party to ascertain Court's decision, (2) Responsible party shall notify all involved of said decision.)

Name of Case: _____ Case #(s): _____

Hearing Date: _____ Time: _____

Case Status: Preliminary Arraignment Adjudication Disposition Review Foster Care

Is Defendant being held? Yes No

Is there a companion case? Yes No If yes, name of companion(s): _____

Number of prior continuances: _____ Continuance is by: Individual Request Joint Motion

Good Cause Constituting Basis for Request: _____

Attorneys: _____ for _____
_____ for _____
_____ for _____

Pro Se: _____ Pro Se: _____

SIGNED: _____ DATE: _____ SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____ SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____ SIGNED: _____ DATE: _____

OBJECTED TO BY: _____

HEARING REQUESTED? Yes No If Yes, by Whom: _____

Available date(s) agreeable to all parties & the Court's docket for Continuance Or Hearing addressing Objection to Continuance: _____

ONLY THE JUDGE MAY GRANT A CONTINUANCE AND EXCUSE YOUR APPEARANCE. UNLESS YOU ARE NOTIFIED THAT YOUR CONTINUANCE HAS BEEN GRANTED YOU MUST APPEAR ON THE DATE AND TIME YOUR HEARING WAS ORIGINALLY SCHEDULED.

FOR JUDGE'S USE ONLY:

Continuance: Denied Granted, Docket New Date Hearing On Motion To Continue, Docket Hearing

Appearance: Required Not Required

Judge: _____ Date: _____

Requesting Party Notified/Date: _____ Via: Phone Fax Mail In Person

New Date: _____ Time: _____ Clerk/Deputy Clerk: _____