

# TO OBTAIN A CONTINUANCE

Continuances prior to a hearing may be approved only if all parties are **notified and agree**. Otherwise, a hearing must be conducted to determine whether the continuance will be granted.

You must contact the other side, either the attorney, if the party is represented, or the other party if they are not represented by an attorney. If there is a guardian ad litem on the case, make sure they are contacted as well.

If they agree to the continuance, it is the responsibility of the party requesting the continuance to prepare and submit the continuance entry.

When preparing the entry, make sure you have the following information:

1. **Case caption**
2. **The party requesting the continuance and the specific reason for the continuance**
3. **When the motion was filed**
4. **The number of previous continuances**

Prepare the continuance entry, with all the required information, and take it to either the court officer or the Magistrate for it to be approved and signed. If it is approved, you then take the continuance entry to the assignment office to obtain a new court date. Once the date is obtained, you must serve a copy of the continuance entry on the opposing party/attorney through the Clerk's Office, which is located on the 4<sup>th</sup> Floor.

**IN THE COURT OF COMMON PLEAS, FRANKLIN COUNTY, OHIO  
DIVISION OF DOMESTIC RELATIONS AND JUVENILE BRANCH**

Case Number \_\_\_\_\_

Plaintiff/Petitioner \_\_\_\_\_

Judge \_\_\_\_\_

Defendant/Respondent \_\_\_\_\_

Magistrate \_\_\_\_\_

**MOTION FOR CONTINUANCE**

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ request(s) to continue the hearing set for  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .m. in Ct. Room \_\_\_\_\_ for the following reason(s):

- |  |   |
|--|---|
| 1. <input type="checkbox"/> Engaged Counsel (verification attached) (H006) | 2. <input type="checkbox"/> Witness/Party Unavailable (H007)    |
| 3. <input type="checkbox"/> Illness: _____ (H008)                          | 4. <input type="checkbox"/> Vacation (H009)                     |
| 5. <input type="checkbox"/> To Obtain Additional Information (H012)        | 6. <input type="checkbox"/> To Obtain Counsel for: _____ (H015) |
| 7. <input type="checkbox"/> Other _____ (H010)                             |   |
| 8. <input type="checkbox"/> To Complete Discovery (H013)                   | 9. <input type="checkbox"/> To Perfect Service on: _____ (H011) |

Date complaint/petition/motion filed \_\_\_\_\_ Number of previous continuances \_\_\_\_\_

Plaintiff/Petitioner _____	Email Address _____	Telephone Number _____
Defendant/Respondent _____	Email Address _____	Telephone Number _____
Attorney for Plaintiff/Petitioner _____ Sup. Ct. No. _____	Email Address _____	Telephone Number _____
Attorney for Defendant/Respondent _____ Sup. Ct. No. _____	Email Address _____	Telephone Number _____
Prosecuting Atty/CSEA _____ Sup. Ct. No. _____	Email Address _____	Telephone Number _____
Guardian ad Litem _____ Sup. Ct. No. _____	Email Address _____	Telephone Number _____

**ENTRY/MAGISTRATE'S ORDER**

- ☐ *Decision at Time of Hearing*  
☐ *Decision Prior to Hearing*

It is therefore **ORDERED**:

The Court, being fully advised and for good cause shown, hereby continues this case, including any order(s) to appear and show cause, to a date and time certain as follows:

☐ In-person hearing at \_\_\_\_\_ .m. on \_\_\_\_\_, Courtroom: \_\_\_\_\_, Floor: \_\_\_\_\_,  
☐ 373 South High Street, ☐ 399 South Front Street, ☐ 345 South High Street, Columbus, OH 43215

☐ Video/telephone at \_\_\_\_\_ .m. on \_\_\_\_\_. Location: VT-\_\_\_\_\_. (For Scheduling Purposes Only)  
(a date and time certain must be included for all video/telephone hearings)

The web address to participate in the conference is: <http://www.zoom.us/join> (you do not need a Zoom account to appear).

The meeting ID is \_\_\_\_\_ and the password is \_\_\_\_\_.

The telephone number to participate is: \_\_\_\_\_ and the meeting ID is \_\_\_\_\_.

Please log into or call the conference 5 minutes in advance so you may resolve any technical issues before the conference begins.

☐ The Motion for Continuance is denied. (J224)

**Failure of parties to appear for any hearing may result in a judgment against them or dismissal of their action(s).**

**INSTRUCTIONS TO ASSIGNMENT**

- ☐ Schedule hearing within \_\_\_\_\_ days.  
☐ Schedule hearing on next available date.  
☐ Hearing Type Code(s) \_\_\_\_\_.

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