

Christina L. Zook  
District Court Administrator



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Angie Clouser  
Deputy Court Administrator

## Office of Court Administration

41<sup>st</sup> Judicial District  
Juniata and Perry Counties  
(717) 582-5143, option 5  
(717) 582-5144, Fax

12:04

Re: Motion for Continuance Form

Attached is a copy of a Motion for Continuance form. Please fill out the form and submit **an original and copy** of this Motion and Order to the Prothonotary's Office for Civil or Criminal matters along with a self-addressed stamped envelope. If the matter is scheduled before Domestic Relations, then you should file the motion with Domestic Relations along with a self-addressed, stamped envelope. Please be sure that you have filled out the entire continuance request. **You must attempt to contact the other party or parties to see if they agree with your request and put your efforts to contact them in the appropriate place on the form. If the other person is represented by an attorney, you must contact the attorney. If the other party is self-represented, then you must contact the party directly.** If your reason for the request is a scheduling conflict, please be sure that you follow the instructions on the form in detailing that conflict.

The motion will be given to the appropriate judge for review. In deciding whether to grant your request, the Judge will consider what efforts you have made to contact the other party and whether they agree with your request as well as the information you have given regarding any scheduling conflicts and the number of times the matter has been continued. Once the judge has made a decision regarding your motion, it will be returned to this office for rescheduling, if appropriate. It will then be sent to the appropriate office who will conform and return your copy to you for service on all interested parties.

If you have any questions, please contact my office.

Sincerely,  
**Christina L. Zook**  
Christina L. Zook  
District Court Administrator

Enclosure  
(Revised 06/15/17)

: IN THE COURT OF COMMON PLEAS

V. : OF \_\_\_\_\_ COUNTY, PENNSYLVANIA

: NO.

MOTION FOR CONTINUANCE

AND NOW COMES \_\_\_\_\_, by and through his/her  
(name of party requesting a continuance)

attorney, \_\_\_\_\_, and moves for a continuance as follows:  
(name of attorney)

1. The above-captioned matter is scheduled for \_\_\_\_\_  
(nature of proceeding, i.e., argument, hearing, etc.)

on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ m., before

\_\_\_\_\_  
(name of judge, conciliator, or master)

2. The moving party for said proceeding is \_\_\_\_\_  
(name of party whose claim is to be heard)

3. The other parties in the case are:

\_\_\_\_\_ represented by: \_\_\_\_\_

\_\_\_\_\_ represented by: \_\_\_\_\_

\_\_\_\_\_ represented by: \_\_\_\_\_

4. The proceeding was scheduled by Order or Notice dated \_\_\_\_\_

5. The proceeding (has) (has not) been previously continued \_\_\_\_\_ time(s).

The moving party has obtained a continuance \_\_\_\_\_ time(s).

6. A continuance is requested because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(If a continuance is requested because of a conflicting court matter, state: the name of the case; the court; the nature of the scheduled proceeding; the date, time and expected duration of the conflicting proceeding ;and the date of the order or notice scheduling the conflicting proceeding.)

7. The following parties have been notified of this request and have no  
objection: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following parties have not been notified of this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Efforts to notify the above-named parties include:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following parties have been notified of this request and objected to  
the continuance for the reason stated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. I hereby certify that if a continuance is granted, the party moving for the  
continuance will be provided a copy of this motion forthwith and I will notify all  
parties and all witnesses who would be appearing at my request.

9. I specifically request a continuance

of not less than \_\_\_\_\_

of not more than \_\_\_\_\_ (or)

to the next available date.

Respectfully submitted,

\_\_\_\_\_

: IN THE COURT OF COMMON PLEAS

V.

: OF \_\_\_\_\_ COUNTY, PENNSYLVANIA

: NO.

**ORDER**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the attached motion of \_\_\_\_\_ requesting a continuance:  
*(moving party)*

the motion is denied.

the motion is granted and the matter scheduled for

\_\_\_\_\_ at \_\_\_\_\_ m. before \_\_\_\_\_  
*(date) (time) (name of judge, master, etc.)*

is hereby continued until

\_\_\_\_\_ at \_\_\_\_\_ m. in \_\_\_\_\_.  
*(date) (time)*

The moving party shall promptly notify all interested parties of this order.

**BY THE COURT:**

\_\_\_\_\_  
**KENNETH A. MUMMAH, P.J**  
**ANDREW J. BENDER, J.**