

13th Judicial District, City of Richmond Juvenile & Domestic Relations District Court, Oliver Hill Courts Building
Continuance Request

Current Hearing Date/Time: _____/_____/_____

(if two business days or less away, request will not be seen in advance)

Judge: _____

To request a continuance:

- Complete this form.
- Have **ALL** parties involved sign the form.
- Submit the form to the Clerk's Office.
- Upon notification by the Court (continuance not granted or new continuance date), **it is the MOVING PARTY'S responsibility to notify all involved in the case, to include probation officers, social workers, CASA volunteers, attorneys, guardian ad litem, etc.**

Name of Case _____ Case # _____

Moving Party's Name _____ Telephone # _____ FAX # _____

(If Joint Motion, Identify Responsible Party to be notified of Court's Decision)

Moving Party's E-mail Address if we may contact you via e-mail: _____

Case Status: Competency/Restoration Preliminary Trial Disposition Other (Explain) _____

Is defendant being held? Yes No Are there companion cases? Yes (if yes, list) No

Companion cases: _____

Do *witnesses* need to be subpoenaed by the Clerk's Office if continuance is granted? Yes (if yes, provide names & addresses on separate DC-325 and attach)

No

Reason for request: _____

Attorneys _____ for _____

_____ for _____

_____ for _____

_____ for _____

_____ for _____

_____ for _____

If you are *pro se* (i.e. not represented by an attorney), please check here and list all other parties involved in your case: _____

Continuance is by: Joint Motion
 Individual Request

Continuance is objected to by: _____
Hearing Requested? Yes No

Available dates agreeable to all parties and Court docket:

Number of prior continuances: _____ Requested by/Reason: _____

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

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

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

FOR CLERK'S USE

New Date: _____ Time: _____ Requesting Party Notified on date: _____
Via Fax Phone In Person Mail E-mail

Continuance Denied

Clerk's Initials: _____

Continuance Granted, Docket New Date

Hearing Ordered on Motion to Continue, Docket Hearing

Order Entered: _____ Judge: _____

(Eff. 9/1/08)