

## **Instructions for a Motion to Continue:**

This form may be used by someone that is seeking a continuance of a scheduled Court hearing, trial or pretrial.

1. Fill in the blanks in the caption with the case information. The case information may be obtained by searching with the case number or the property address on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.
2. Fill in your name wherever "Name of Defendant" appears.
3. Fill in the type of hearing and the date the hearing is scheduled in the appropriate blanks.
4. Provide your reasons for seeking a continuance under the "Reason for continuance" section. Often, a reason for a continuance is due to a work or other scheduling conflict.
5. Sign the Motion and include your contact information.
6. Sign and complete the Certificate of Service. See the form titled "Certificate of Service" for more information. The parties' addresses may be obtained by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Motion.
7. File your motion with the Cuyahoga County Clerk of Courts.
8. **If you fail to do any of the above, your Motion will likely be denied.**
9. The other parties in the case have ten days to respond to your Motion. Do not expect a ruling until after these ten days have passed. You may check the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us> for a ruling on your motion.
10. The party seeking the continuance should be prepared to appear in Court because there is no guarantee that the Motion for Continuance will be granted.

**COURT OF COMMON PLEAS  
GENERAL DIVISION  
CUYAHOGA COUNTY, OHIO**

\_\_\_\_\_  
Plaintiff

CASE NO. \_\_\_\_\_

vs.

JUDGE \_\_\_\_\_

\_\_\_\_\_  
Defendant

**MOTION TO CONTINUE**

Now comes Defendant, \_\_\_\_\_, and moves the Court for a  
[Name of Defendant]

continuance of the \_\_\_\_\_ scheduled for \_\_\_\_\_.  
[Type of hearing] [Date hearing is scheduled]

Defendant states that s/he is unable to attend the \_\_\_\_\_ due to  
[Type of hearing]

\_\_\_\_\_  
[Reason for continuance]

Defendant respectfully asks the Court to reschedule the \_\_\_\_\_ at the Court's  
[Type of hearing]  
convenience.

Respectfully submitted,

\_\_\_\_\_  
[Signature of Defendant]

\_\_\_\_\_  
[Printed name of Defendant]

\_\_\_\_\_  
[Address, phone number and email address  
of Defendant]

Certificate of Service

A copy of the foregoing Motion to Continue has been sent by regular U.S. Mail to the following parties or their counsel of record:

[Please list all parties in the case or their attorneys and their addresses]

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[Signature of Defendant]

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[Printed name of Defendant]

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[Date]