

Continuance Request

All continuances have to be in writing. Continuances will NOT be granted over the phone. This form needs to be filed with the court prior to the hearing date with enough time to be able to notify all parties on the case. Fill in the blanks.

1. The caption is exactly as it appears on the summons
2. Be sure to include the case number
3. Sign the form on the line just above the "Certificate of Service" area
4. Complete the "Certificate of Service" by stating who you are mailing a copy to (the other party or their attorney) and on what day you mailed/will be mailing it
5. Do not put anything in the section under the * * * * * (Judgment Entry area)
6. Mail 3 copies to the court with a self addressed stamped envelope
7. Mail a copy to the other party or their attorney and keep a copy for your records

**IN THE FINDLAY MUNICIPAL COURT
FINDLAY, OHIO**

Plaintiff

Case No. _____

vs.

CONTINUANCE REQUEST

Defendant

This day comes _____, plaintiff/defendant and hereby respectfully requests a continuance of the above captioned case currently set for hearing on _____ at _____

Reasons for said request are:

Signed

CERTIFICATE OF SERVICE

This is to certify that a copy of the foregoing request was forwarded to _____ on _____ by regular mail.

JUDGMENT ENTRY

This matter coming on this day, and it appearing that, due to the circumstances and reasons, said request is hereby GRANTED/OVERRULED, and that said cause is hereby continued to the _____ day of _____ 20____ at _____ p.m.

FINDLAY MUNICIPAL COURT JUDGE