

## INSTRUCTIONS FOR COMPLETING AND FILING THE MOTION FOR CONTINUANCE

If you wish to ask the Court to reschedule a hearing you must file a Motion for Continuance. The Court may reschedule a hearing upon the request of a party for good cause. The Motion for Continuance must be supported by an Affidavit stating the reason(s) why you need to have the hearing rescheduled. Please refer to [Rule 3](#) of this Court's Rules for other details about continuances.

**Caption:** On the line labeled "Plaintiff/Petitioner-01" write the name of the same person who was the original Plaintiff or Petitioner-01 when the case was first filed.

On the line labeled "Defendant/Petitioner-02/Respondent" write the name of the person who was the original Defendant, Petitioner-02 or Respondent when the case was first filed.

Use the same case number that was assigned by the Clerk of Courts when the case was first filed. The same Judge should also be written in.

**Paragraph 1:** Fill in your name and whether you are "Plaintiff", "Defendant", etc. on the first line, the date and time of the scheduled hearing on the second line, and the name of the Judge or Magistrate before whom the hearing is scheduled on the third line.

**Paragraph 2:** Prepare and attach a Notarized Affidavit (last page) specifically stating the reason(s) why you need to have the hearing continued.

**Paragraph 3:** Fill in the number of previous continuance(s) that have been granted at the request of the Plaintiff/Petitioner-01.

**Paragraph 4:** Fill in the number of previous continuance(s) that have been granted at the request of the Defendant/Petitioner-02/Respondent.

**Signature:** Print your name on the first line, sign it on the second line, and provide a current address and daytime telephone number.

## FILING THE MOTION FOR CONTINUANCE

File the motion with the Domestic Relations [Clerk of Court](#) located on the ground floor, room 35, of the Cuyahoga County Courthouse, 1 W. Lakeside Avenue, Cleveland, Ohio 44113. You will be required to pay a "filing fee" to the Clerk of Court at the time you file the motion. Please refer to [Local Rule 1](#) of this Court's Rules for the correct amount.

## CERTIFICATE OF SERVICE

You must mail a copy of the Motion for Continuance to the other party. If the other party has a lawyer who has appeared for him or her or filed papers on his or her behalf regarding the matter for which the hearing was scheduled, you must send a copy of the Motion for Continuance to that lawyer. To certify that you have done so, complete the Certificate of Service following the Affidavit. Fill in the name and address in the spaces provided, and sign the Certificate.



**CERTIFICATE OF SERVICE**

I certify that I mailed a copy of the attached Motion for Continuance by ordinary U.S. mail on \_\_\_\_\_, 20\_\_ to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

STATE OF OHIO )  
 )  
CUYAHOGA COUNTY )

SS: AFFIDAVIT

I, \_\_\_\_\_, having been first duly sworn according to law, hereby state and depose that:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FURTHER, AFFIANT SAYETH NAUGHT.**

\_\_\_\_\_  
SIGNATURE

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
NOTARY PUBLIC