

### **Instruction Sheet For Motion to Continue**

Any party to a case in Juvenile Court who cannot attend a hearing for good reason may file a Motion to Continue.

All pleadings shall be delivered or mailed (with all necessary copies) to Ashtabula County Juvenile Court, 3816 Donahoe Drive, Ashtabula, Ohio, 44004.

Hours: Monday through Friday from 8:00 a.m. to 4:00 p.m.

1. The motion must clearly state the reason for the request for a continuance.
2. **Type or print** your responses in **blue or black ink**.
3. The filing fee of \$25.00 (cash or money order) must be paid when the papers are given to the Clerk's office. This does not include any court costs that may be assessed at the end of the case.
4. A Motion to Continue must be requested at least 7 days prior to the hearing. If the Court does not have time to notify the parties of the continuance, the person requesting the continuance must notify the parties.
5. If granted, the Court will send notice to all parties of the new hearing date.
6. All the names of parties and their addresses must be supplied at the time of the filing of the motion. A party is a parent to the child or anyone who has custody of a child. **A copy of the Motion to Continue must be supplied for each person you want served.**
7. If the new hearing notice for another party is returned as undeliverable as addressed, you will be contacted for a new address. It is your responsibility to supply a good address in writing to the Court as soon as possible. If you do not do so, and the motion is not served at the time of the hearing and the other party does not appear at the hearing, the motion will be dismissed without further action.
8. If you are unable to supply the address because the other party's location is unknown to you, and cannot be found with reasonable diligence, service by publication is provided for in Juvenile Rule 16(A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.

**IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
ASHTABULA COUNTY, OHIO**

**In Re:**

**Child**

**Case No.**

**Date of Birth**

**Child**

**Date of Birth**

**Judge Albert S. Campese**

**Child**

**Date of Birth**

**Child**

**Date of Birth**

**Motion to Continue**

Now comes movant, \_\_\_\_\_, and moves this Court for a  
continuance of the hearing scheduled for \_\_\_\_\_ at

Specifically, the reason for the request for continuance is:

\_\_\_\_\_  
Signature

Address:

Telephone Number

**IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
3816 DONAHOE DR.  
ASHTABULA COUNTY, OHIO**

**In Re:**

**Child**

**Case No.**

**Date of Birth**

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**Date of Birth**

**Judge Albert S. Campese**

**Child**

**Date of Birth**

**Child**

**Date of Birth**

**Instructions for Service**

To the Clerks:

Please serve the following individuals with a copy of the Motion to Continue by regular mail:

Name:

Address:

Name:

Address:

Name:

Address:

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Signature

Address:

Telephone Number: