

MOVING A COURT DATE TO A LATER DATE

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

STEP 1: FIND OUT IF THE OTHER PARTY OBJECTS TO A CONTINUANCE

Contact the other party (if the other party is represented by an attorney, contact that attorney) and ask whether they object to a continuance. If you do not find out, or if the other party objects, the court must give the other party ten days to respond before signing an order.

STEP 2: FILL OUT THE MOTION TO CONTINUE

The motion is not granted until the judge signs the order.

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Plaintiff/Petitioner's name as it appears on the Complaint/Petition.
- (3) Enter Defendant/Respondent's name as it appears on the Complaint/Petition.
- (4) Enter the case number as it appears on the Complaint/Petition.
- (5) Enter the name, date, and time of the court proceeding you want rescheduled.
- (6) Explain why you want the court proceeding rescheduled.
- (7) Check the box indicating whether the other party or the other party's attorney objects to the Motion. If you check "I don't know", explain what you did to try to find out.
- (8) Enter the date.
- (9) Read the Motion and make sure that you understand everything in it and that everything is true. Sign your name.
- (10) Check the box indicating whether you will mail or hand-deliver the copy to the other party.
- (11) Enter the date you will file the Motion.
- (12) Enter the other party's name and address (if the other party is represented by an attorney, enter that attorney's name and address).
- (13) Sign your name.

STEP 3: FILL OUT THE ORDER REGARDING CONTINUANCE

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Plaintiff/Petitioner's name as it appears on the Complaint/Petition.
- (3) Enter Defendant/Respondent's name as it appears on the Complaint/Petition.
- (4) Enter the case number as it appears on the Complaint/Petition.
- (5) Enter your name.
- (6) Enter the name, date, and time of the court proceeding you want rescheduled.
- (7) Check the box indicating whether the other party or the other party's attorney objects to the Motion.

STEP 4: SERVE THE FORMS ON THE OTHER PARTY

On the same day you file the Motion and Order with the court (see below), mail or hand-deliver a copy to the other party. If the other party is represented by an attorney, deliver it to the attorney. Parties have longer to respond to forms that are mailed than to forms that are hand-delivered.

STEP 5: FILE THE FORMS WITH THE COURT

Take or mail the original and two copies of the Motion and Order to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001. The Clerk will stamp one of your copies with the filing date and return it to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copy to you in it.

STEP 6: THE COURT WILL MAIL YOU THE SIGNED ORDER

Once the judge signs it, the court will mail you your other copy stamped with the judge's signature.

Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

Plaintiff/Petitioner Case Number: _____

MOTION TO CONTINUE

Defendant/Respondent

I ask the Court to move the following court date to a later date:

What is the court date for? (*examples: Resolution Management Conference, trial, evidentiary hearing, etc.*) _____

Date and Time of the Court Date: _____

1. I am asking for this continuance because:

2. I make this Motion for the reasons above and not to cause the other party delay or prejudice.

3. ☐ The other party/The other party's attorney does not object to this Motion.

☐ The other party/The other party's attorney objects to this Motion.

☐ I don't know whether the other party/the other party's attorney objects to this Motion.
I tried to find out whether the other party objects to this Motion by:

Certificate of Service: I will ☐ mail or ☐ hand-deliver a copy of this document on the day I file it to the other party/the other party's attorney at this address:

Date: _____ Signature: _____

Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

_____ Case Number: _____
Plaintiff/Petitioner

Defendant/Respondent

ORDER REGARDING
CONTINUANCE

The ☐ Petitioner or ☐ Respondent filed a Motion to Continue for the following court date:
What is the court date for? (*examples: Resolution Management Conference, trial, evidentiary hearing, etc.*) _____
Date and Time of the Court Date: _____

- ☐ The other party/The other party's attorney does not object to the Motion.
- ☐ The other party/The other party's attorney objects to the Motion.
- ☐ Movant doesn't know whether the other party/the other party's attorney objects to the Motion.

Leave the rest of the form blank. This is for the court to fill in.

☐ The court proceeding is continued to: Date: _____
Time: _____ a.m./p.m. Division: _____

☐ The Motion is denied.

Dated: _____
Judge of the Superior Court