

INSTRUCTIONS FOR FILING A MOTION FOR CONTINUANCE

A request for continuance of a case set for trial in the Small Claims Division shall be filed not less than seven (7) calendar days prior to the trial date unless there is unforeseen circumstances.

All requests shall be made in writing and must include:

1. The case caption and case number
2. The reason for the request
3. The date and time the case is set for
4. A certificate of service indicating the other parties to the case have been notified of the request and the date by which notification was mailed

IN THE HOCKING COUNTY MUNICIPAL COURT

Plaintiff(s),

vs.

Case No. _____

Motion for Continuance

Defendant(s)

Now comes, _____ and moves this Honorable Court for an order continuing the hearing scheduled on _____ at _____ am/pm. The reason for this request is stated below:

Signature

Print Name

Street Address

City State Zip Code

Telephone number

Email address

CERTIFICATE OF SERVICE

I certify that I mailed a copy of this Motion for Continuance by ordinary mail on _____ to:

Name _____

Address _____

City, State, Zip Code _____

Signature