

JUVENILE COURT APPLICATION FOR CONTINUANCE FORM AND INFORMATION PACKET

**IT IS STRONGLY RECOMMENDED THAT YOU CONSULT YOUR
ATTORNEY**

DISCLAIMER

The Court Administration staff and the staff in any court office are unable to give you legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. If you have a court appointed attorney, discuss your need for a continuance with you attorney. If you do not have a court appointed attorney, you can petition for one to be appointed by filling out a financial affidavit and petition. The documents are available at Court Administration. If you want to obtain services of an attorney, at your own expense, but do not know whom to obtain, you may call the York County Lawyer Referral Service at (717) 854-8755.

INSTRUCTIONS

If you are not available on the date and time of the hearing or if you require more time to prepare for a hearing, you must ask the Judge to continue the hearing. The hearing may be held in your absence if you simply don't show up. Use these instructions to successfully complete the application for continuance. If you have an attorney, consult your attorney before filing any documents on your own. Your attorney will file the required documents on your behalf.

Application for Continuance:

Fill in the name(s) of the child(ren) involved in this action, enter the docket number for each dependency action and also include any delinquency case if the hearings are combined. Use the following instructions to complete each section:

1. Enter the scheduled date and time of the hearing, the name of the Judge or Hearing Officer who is hearing the case and the courtroom or hearing room where the hearing is scheduled to take place.
2. If previous continuances were granted, list the dates of any previous continuances and the reason for previous continuances.
3. Enter your name as the person making the application for continuance and check the box that matches the reason for the continuance. If none of the reasons are reflected, select other and give an explanation.
4. Indicate whether the application is opposed or unopposed by the other parties. If opposed, indicate the reason for the opposition.

Read the statement carefully before dating and signing the form.

Filing the Application and Receiving the Order:

1. Once you complete and sign the form, you must file it in the Clerk of Courts Office located on the first floor of the York County Judicial Center, 45 N. George Street, York, PA 17401. Keep in mind:
 - a. Each child has his or her own case number and the application must be filed on each case.
 - b. When filing documents on multiple cases, you can write all case numbers and names on the same document or you can prepare a separate document for each case number/name. In either case, you must file one (1) physical copy for each case number with the Clerk of Courts.

- c. You are responsible for serving timestamped copies on the other parties on all applicable cases. Take enough copies of each document with you when you file the original for all other parties. The Clerk of Courts clerk will time-stamp your copies and return them to you for you to send to the other parties.
 - d. A pay by the page copier is available in the Self Help Center on the Fourth Floor or the Clerk of Courts Office will make a copy for you for a fee.
2. Clerk of Courts staff will cause the application to be delivered to the Chambers of the assigned Judge. If the hearing is scheduled within **seven (7) days**, complete a Rush Form in the Clerk of Courts Office to expedite the application through the scanning and filing process.
 3. Once your application has been reviewed by the Judge, he/she will sign and file an order with the Clerk of Courts. The Clerk of Courts will mail you a copy of the order.

Note: The hearing is still scheduled to occur until the Judge signs an order granting the continuance request. Call your attorney or, if you don't have an attorney, call Court Administration if you haven't received the order the day before the hearing.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE INTEREST OF: : CP-67-DP-_____ - _____
_____ a Minor : CP-67-DP-_____ - _____
: CP-67-JV-_____ - _____

JUVENILE COURT APPLICATION FOR CONTINUANCE

Application is hereby made to continue the above captioned matter:

1. A hearing is scheduled for _____ at _____ before _____ in _____.
2. List the dates and reasons for any and all previous continuances: _____

3. Application is made by _____ for the following reason(s):
 - I object to a hearing officer presiding over the hearing.
 - There is not enough time allotted for the hearing – it should be scheduled for at least _____ hours.
 - I need more time to prepare for the hearing – I would like a continuance for _____ days. The hearing is due by _____.
 - I am not represented and require time to secure an attorney.
 - Other: _____

4. My application is opposed / unopposed. If opposed, state who opposes and the reason(s): _____

I certify that I have notified all parties as well as the Court of my intent to continue this matter and have also served a time-stamped copy of this application on each party. I understand that service on the Court is performed by leaving a copy of this application with the Clerk of Courts.

Date: _____

Signature