

# **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**

### **STEP 3: FILL OUT THE ORDER REGARDING CONTINUANCE**

### **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**

\_\_\_\_\_ Case Number: \_\_\_\_\_  
Plaintiff/Petitioner

**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

**ORDER REGARDING**  
**CONTINUANCE**

\_\_\_\_\_

Defendant/Respondent

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