

INSTRUCTIONS FOR FILING A MOTION FOR CONTINUANCE

If you wish to reschedule a hearing or pretrial conference you must file a Motion for Continuance with the Court. The Court may reschedule a hearing or pretrial conference upon a showing of good cause. The Motion for Continuance must be supported by a Memorandum stating the reason(s) why you need to reschedule.

ATTENTION:

Filing a Motion for Continuance does not automatically result in a continuance. You are expected to be present unless the Motion for Continuance is granted and an Order has been signed by the Judge or Magistrate.

HOW TO FILE THE MOTION

- Van Wert County Juvenile Courthouse, 108 East Main Street, Van Wert, OH 45891
- E-file through the Court's website at www.vwprobjuvcourt.com
- Fax to (419)-238-7315
- E-mail at juvenile@vwprobjuvcourt.com

There is no fee required for filing the Motion. Costs will be applied to final court costs.

CERTIFICATE OF SERVICE

You must send a copy of the Motion for Continuance to the other party. If the other party has an attorney who has appeared on their behalf or filed papers on their behalf, you must send a copy of the Motion for Continuance to that attorney. To certify you have done so, complete the Certificate of Service attached to the Motion for Continuance.

STATUS OF MOTION

You may check the status of your Motion for Continuance by viewing the Court's docket which can be accessed through the Court's website at www.vwprobjuvcourt.com or contacting the Court at (419)-238-1118. The Court will contact you at the phone number provided on the Motion if the Continuance is granted.

