

Continuance Form Instructions

Use this form:

1. If you need to ask the court for a new court date because you are unable to attend court the day your hearing is scheduled.

Before you get started

- All forms included in this form packet **are required** to file your Motion for Continuance with the court.
- If you want to file your paper documents at the courthouse, you will need to print them when you have finished filling them out. You can review the information about how to file your forms with the court in-person at this link: <https://indianalegalhelp.org/how-to-file-forms-with-the-court-in-person/>
- **If you choose to e-file**, instead of filing in-person, make sure you review the information at this link: <https://indianalegalhelp.org/how-to-electronically-file-forms-with-the-court/>

Who Should be Completing What?

Instructions: Fill out this top section to match the other court forms filed in this case

STATE OF INDIANA	IN THE _____ COUNTY _____ COURT
COUNTY OF _____	CASE NUMBER: _____
IN RE THE MATTER OF:	

v.	



The icon to the left is the **“Court Staff”** icon. Wherever you see the Court Staff icon, the court staff will fill in the blanks with the required information. **Do not complete** anything in areas where you see the Court Staff con.

There may be entire pages in this form packet that only the court staff or notary public will complete. These pages will only have the Court Staff icon and no Petitioner icons.

Forms Included in this Packet:

- 1.) Appearance
 - This is the form that tells the court how to contact you if they need to.
- 2.) Verified Motion for Continuance
 - This is the form that tells the court you can’t attend court on the date of your hearing and asks the court to move your hearing to another date and time.
- 3.) Order on Verified Motion for Continuance
 - This is the form that the judge must sign to grant your continuance request. If granted, the judge will schedule your hearing for a new date and time. You should show up to court on the date and time written on this order.

Terms You May Need to Know

Continuance- A "Continuance" is when a person asks the court to delay a trial or hearing. You can do this if you have a good reason, which you need to show by giving proof, like a written statement. These forms will give you the place to provide the written statement. The court will decide if it's okay to postpone the hearing.

Related Cases- Sometimes there can be other cases that have the same parties.

Here are some examples of "related cases":

In family law cases, like divorce or paternity, if the Department of Child Services is involved with the family. Also, it's possible that someone other than a parent(s) was responsible for caring for the child(ren), like in a Minor Guardianship case.

In an eviction case there might be a separate case that is about any damages owed.

In a probate/estate case, if there used to be an adult guardianship case related to the person that died.

Perjury- When a person makes a false statement under oath in the things they say in case documents or when they testify in court, when they know the statement is false or they don't believe the statement is true.

Certificate of Service- **Note***: You will need to know these options each time you have to tell the court how you served court papers to the other person in the case. Come back to this definition when you need to remember what your options are, like when you are completing the Certificate of Service sections in the forms included in this packet.

When a court case begins, it's important for both sides to know about it and receive official forms. This is called "service of process." These forms tell them about the case and their rights. You are required to give a copy of every form you file with the court to every other person involved in the case. You must say when you gave them the copies and how you gave them the copies. Here are the ways to get them their copies:

First Class U.S. mail- You can serve the court forms by paying to have them sent by certified mail. The clerk will ask you to complete the Certified Mail card. The clerk will serve the court forms by Certified Mail. Certified mail ensures that the court forms have been signed for and received.

Hand Delivery- You can serve the court forms by paying to have a sheriff or private company hand- deliver them to the other party. Ask the clerk for information on how to use the Sheriff's office to serve your court forms.

Indiana's E-Filing System- You can serve the court forms by filing your documents electronically. Ask the clerk for information on how to e-file your court forms.

Instructions: Fill out this top section to match the other court forms filed in this case

STATE OF INDIANA IN THE _____ COUNTY _____ COURT

COUNTY OF _____ CASE NUMBER: _____

IN RE THE MATTER OF:

v.

APPEARANCE BY SELF-REPRESENTED PERSON IN CIVIL CASE



1. My name is: _____.
2. I am representing myself in this case and I do not have a lawyer.
3. My address is (***Include your street name, city, state, and zip code***):

_____.

My email address, phone number, and fax number are (***An email address and a 10-digit phone number are required below; a fax number is not required if you do not have one***):

Email Address: _____

Phone Number: _____

Fax Number: _____

4. I would like to receive my court documents and case information (***Select One Below***):
 - at my street address.
 - at my email address.
 - at the Attorney General confidential address. (***This option is only available if you have used this address in another court case.***)
5. As defined in Administrative Rule 8(B)(3), this case type is a (***Type the two letters included in your case number***): _____.

6. **(Select One Below):**

- There are other cases related to this case. The case number(s) can be found below:

- There are no other cases related to this case.

7. **(Select One Below):**

- I am not aware of any additional information required by a local rule that I must provide.
- There is additional information required by local rule that is provided below: _____

Signature: _____

Date: _____

Certificate of Service



I certify that I got a copy of this Appearance form to the other party and any other interested parties in this case, as listed below. I sent this form to:

First and Last Name	Address	Type of Service Used	Date of Service

Signature: _____

Date: _____

Instructions: Fill out this top section to match the other court forms filed in this case

STATE OF INDIANA IN THE _____ COUNTY _____ COURT

COUNTY OF _____ CASE NUMBER: _____

IN RE THE MATTER OF:

v.

VERIFIED MOTION FOR CONTINUANCE



1. My name is: _____.
2. My court hearing has been scheduled for **(The date that the court has scheduled your hearing for (include the month, day, and year))**: _____.
3. I need to change the date of the hearing because **(Explain why you need more time or are not able to attend your hearing at the scheduled date and time)**: _____

_____.
4. I am asking the court for: **(write the number of days or weeks you need before your new court date (do not write a specific date))**: _____.
5. The name of the other party involved in this case is **(the first and last name of the other party involved in this case)**: _____.
6. I spoke to the other party involved in this case about filing this continuance with the court on **(the date you spoke to the other party about changing the court date. Include the month, day, and year)**: _____.

The other party (**Select One Below**):

- agreed to my continuance request.
- did not agree to my continuance request.

7. I respectfully ask the court for a continuance of this hearing and for all other necessary relief.

I affirm under penalties for perjury that the statements above are true.

Printed Name: _____

Signature: _____

Date: _____

Certificate of Service



I certify that I got a copy of this form to the other party, and any other interested parties in this case, as listed below. I sent this form to:

First and Last Name	Address	Type of Service Used	Date of Service

Signature: _____

Date: _____

Instructions: Fill out this top section to match the other court forms filed in this case

STATE OF INDIANA

IN THE _____ COUNTY _____ COURT

COUNTY OF _____

CASE NUMBER: _____

IN RE THE MATTER OF:

v.

ORDER ON VERIFIED MOTION FOR CONTINUANCE



This Verified Motion for Continuance is hereby GRANTED.

It is now ordered by this Court that this case is continued and scheduled to:

_____.

SO ORDERED: _____

Judicial Officer

Distribution:



Petitioner Name:

Petitioner Address:

Respondent Name:

Respondent Address:
