

NOTICE

- This form has been provided to you as a public service by the Butler County Juvenile Court.
- Although you may use this form and represent yourself in this case, you are cautioned that **if you choose to do so, you are continuing at your own risk.**
- If you have questions regarding this case, your legal rights, or your responsibilities, you are advised to contact an attorney.

INSTRUCTIONS FOR FILING FORM

- You must complete the forms before you file them. Other than telling you the time and date of the hearing, the clerk staff will **NOT** help you in completing the forms.
- You **WILL NEED** a separate motion for each child.
- There is no charge to file the motion to deny request for continuance.
- Incomplete, soiled, damaged, or illegible forms may be rejected. Forms that are incomplete may be rejected.
- Form should be neatly typed or printed in black ink. Forms filled out in colored ink or pencil may be rejected because they can not be adequately scanned.
- You must bring the original packet to be filed with the Clerk and copies of all documents for each party on the case: one copy for you to retain for your records and a copy for each additional party on the case.

INSTRUCTIONS FOR COMPLETING FORMS

MOTION TO DENY REQUEST FOR CONTINUANCE

Case Number: Case Number is located on previous orders issued by the court regarding the case. The clerk can help you find the case number if you need assistance

Case Caption: (name of the case) You should be able to find the name of the case on child custody, visitation, protection orders, abused child, neglected child, and dependent child cases. Most cases are usually captioned as "In the Matter of: Child's Name." Some child custody, parentage (paternity) and Support cases are captioned "Plaintiff's Name vs. Defendant's Name." If you are filing this motion on a delinquent child, and unruly child cases the caption is usually "In Re:". The clerk can give you assistance if you cannot find the name of the case.

Movant: Print your name on the form.

Hearing: Print the date and time of the hearing on the form in the line provided.

Memorandum: Checkmark the correct box. If the reason is not listed you must checkmark the last box and print your reason for the court to deny the continuance on the form in the space provided.

Movant: You must **Sign the Form and fill out the information below the signature line.** You will either be advised as to your hearing date by the clerk or you be contacted by the clerk's office.

Address: Print your street number and name

City, State, Zip Code: Print your city, state and zip code

Daytime Phone Number: Print telephone number including area code

Notice of Hearing will be filled out by the deputy clerk.