

# Henrico Juvenile and Domestic Relations District Court

## Continuance Request Form

Name of Case: \_\_\_\_\_ Case #: \_\_\_\_\_

Judge: \_\_\_\_\_ Date of Trial: \_\_\_\_\_ Time: \_\_\_\_\_

Requesting Party's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Case Status:  Preliminary  Arraignment  Trial  Disposition  Other \_\_\_\_\_

Is defendant being held?  Yes  No

Number of prior continuances: \_\_\_\_\_

Companion cases:  Yes  No Names: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorneys: \_\_\_\_\_ for \_\_\_\_\_

\_\_\_\_\_ for \_\_\_\_\_

\_\_\_\_\_ for \_\_\_\_\_

Pro Se: \_\_\_\_\_ Pro Se: \_\_\_\_\_

Continuance is by:  Joint Motion

Individual Request **AND** have made effort to contact other party via  Text  Phone  Email

Individual Request due to ACTIVE PROTECTIVE ORDER

Continuance is objected to by: \_\_\_\_\_ Hearing Requested  Yes  No

Available dates agreeable to all parties and Court docket: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_

**I certify that a copy has been sent to counsel of record, if any, and/or to any parties not represented by a lawyer if no protective order is in place.**

\_\_\_\_\_  
*Your signature*

\_\_\_\_\_  
*Date*

### **FOR COURT USE ONLY:**

Continuance denied  Continuance granted, docket new date

Hearing ordered on motion to continue, docket hearing with:  Appearances required  No appearances required

Judge: \_\_\_\_\_ Date: \_\_\_\_\_

New date: \_\_\_\_\_ Time: \_\_\_\_\_

Requesting party notified: Date: \_\_\_\_\_  
By:  FAX  Phone  Email  In person

Clerk \_\_\_\_\_

## INSTRUCTIONS FOR CONTINUANCE REQUEST

1. This form must be completed in its entirety.
2. ALL parties must sign the form unless a valid protective order from any jurisdiction is in effect
3. All requests should be submitted as early as possible, but no later than **\*3 business days** prior to the court date
4. Fully completed form may be submitted to the Clerk's office via:

**Fax:** (804) 501-4756

**Mail:** P.O. Box 90775

Henrico, VA 23273

**In person:** 4201 E. Parham Road  
Henrico, VA 23228  
Mon-Fri 8am-4pm

5. The Clerk's office will notify the REQUESTING party. The requesting party then shall notice all other parties to the case.

**\*Only a Judge may grant a continuance and excuse appearances. If no decision has been rendered by a judge, the Clerk's office will be unable to advise whether you must appear.**