

IN THE COMMON PLEAS COURT OF PUTNAM COUNTY, OHIO

Name

Case No. _____

Plaintiff/Petitioner 1

Judge _____

vs.

Name

REQUEST FOR CONTINUANCE

Defendant/Petitioner 2

The person who has signed below requests that the hearing or pre-trial conference that is now scheduled for _____ (date) at _____ (time) be re-scheduled for the following reason: _____

I have ____ or have not ____ attempted to contact the opposing party or his/her attorney about my request for the continuance or re-scheduling of the hearing.

If I attempted to contact the other party or his/her attorney, I got the following response:

- _____ That person consented.
- _____ That person objected.
- _____ I left at least one message for that party or attorney and have had no response.

Signature of Requesting Party

Address

YOU MUST FILE THE ORIGINAL REQUEST WITH THE CLERK OF COURTS AND SEND A COPY OF THE REQUEST TO THE OTHER PARTY'S ATTORNEY OR TO THAT PARTY IF THAT PARTY DOES NOT HAVE AN ATTORNEY. You must sign below to verify that you sent the copy:

PROOF OF SERVICE

I do verify that I sent a copy of this Request for Continuance to

_____ (name of attorney or party) by (check one):

_____ regular U.S. mail postage prepaid.

_____ hand delivery to his/her office (if attorney) or home (if party).

_____ certified mail, return receipt requested.

_____ other means (tell what):_____.

Signature of Requesting Party