

Elk County Domestic Relations Office

P O Box 305
Ridgway, PA 15853

Phone: 814-772-5155

Fax: 814-772-4411

PROCEDURES FOR OBTAINING A CONTINUANCE OF A SUPPORT CONFERENCE/HEARING:

I. CONFERENCES

1. Obtain a "Request for Continuance of Support Conference/Hearing" form from the Domestic Relations Section.
2. Complete the form and return it to the Domestic Relations Section at least **SEVEN** days before the scheduled conference, unless both parties have agreed to the continuance and signed the request. If both parties have signed the request, a continuance may be approved with 3 days advance notice.
3. Conferences are held on Tuesdays, Wednesdays, and Thursdays. Include dates that you would be available and we will attempt to accommodate your schedule.
4. **BE SPECIFIC** as to reason for the request. Statements such as "other commitments" or "client unavailable" or "vacation" will not suffice.
5. If granted, the new date and time will be indicated on the completed continuance request form and a rescheduling order will be mailed to the parties. An order setting forth the new date and time will be mailed to you.

II. HEARINGS

1. Follow the above procedure for conferences, including time frames for filing. Hearings are held on Mondays. You must include a minimum of 2 days that you will be available between 2 to 4 weeks after the hearing date for which you are requesting a continuance. Failure to indicate these dates will result in disapproval from the DRS.

III. To request a continuance outside the allotted time frame or subsequent to disapproval by the DRS, a formal motion must be filed with the Court.

IV. Attorneys requesting a continuance must have filed a Praecipe for Appearance on behalf of one of the parties.

Plaintiff
Vs

IN THE COURT OF COMMON PLEAS
OF 59th JUDICIAL DISTRICT – ELK BRANCH
DOMESTIC RELATIONS OFFICE

Defendant

Docket #: _____

PACSES #: _____

REQUEST FOR CONTINUANCE OF SUPPORT CONFERENCE/HEARING

This is a request for continuance of the following proceedings scheduled for:

Date: _____

Time: _____

Type of Action:

- Conference before the Domestic Relations Officer

- Hearing before the Hearing Officer

Continuance requested by:

- Counsel for the Plaintiff
- Counsel for the Defendant
- Plaintiff
- Defendant

Reason(s) for Continuance: _____

DATES AVAILABLE in the following 2 to 4 weeks:

Conference (T, W, TH) _____

Hearing (M) _____

Plaintiff

Defendant

Please Print

Please Print

Attorney for Plaintiff

Attorney for Defendant

APPROVED/DISAPPROVED

DRS

DOMESTIC RELATIONS OFFICE USE ONLY

Date Received: _____

By Whom: _____

Rescheduled proceedings are set for: _____

Number of previous continuances for this matter: _____