

COURT OF COMMON PLEAS
THIRTY-FIRST JUDICIAL DISTRICT
LEHIGH COUNTY COURTHOUSE
455 W. HAMILTON ST.
ALLENTOWN, PA 18101-1614

CAROL K. MCGINLEY
JUDGE

ARBITRATION CONTINUANCE POLICY

- A. A first continuance request (per case, not per party) will be granted IF:
1. A completed application form is submitted to Court Administration more than one (1) week before the scheduled date, unless the reason did not then exist. All continuances must be requested by a completed form, which must contain a **date certain** obtained from the Court Administrator and **to which all counsel have committed themselves and their clients**. Completed forms may be faxed to Court Administration.
 2. Continuance requests for lack of service must have a new date certain no more than 4 months from the date of the continuance request.
 3. All parties (including pro se litigants) must be contacted as to their positions regarding the continuance request.
- B. Subsequent and/or last minute continuance requests are unlikely to be granted.

CAROL K. MCGINLEY, J.

May 10, 2007