



LEHIGH COUNTY COURT OF COMMON PLEAS
THIRTY-FIRST JUDICIAL DISTRICT
OFFICE OF THE COURT ADMINISTRATOR
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Hon. Michele A. Varricchio
Arbitration Supervisory Judge

Arbitration Hearing Continuance Policy

A. A first continuance request, that is per case and not per party, shall be granted only if:

1. A completed application for continuance is electronically filed with the Clerk of Judicial Records no less than five days prior to the scheduled arbitration hearing, unless the reason for the application did not then exist. See Leh. R.C.P. 1301.1.
2. An application for continuance is only considered completed if:
 - a. A reasonable attempt has been made to contact all parties, including self-represented litigants, as to their position regarding the continuance request; and
 - b. The parties have obtained from Court Administration and included on the application for continuance a date certain from Court Administration for the arbitration hearing, to which parties have committed themselves.
3. An application for continuance based upon lack of service shall be continued to a date certain not more than four months from the date of the continuance request.

B. Subsequent continuance requests and/or untimely continuance requests are unlikely to be granted.

Michele A. Varricchio, J. /pbw