

INSTRUCTIONS

1. Please print legibly. Please complete the application for continuance form by entering the information in the following fields:

Section I

- Plaintiff name VS. Defendant name
- Case Number and Companion Case if applicable
- Case Scheduled date and Judge
- Check the box for Type of Hearing

Section II

- Number of prior continuances for the Plaintiff and Defendant

Section III

- List the reason(s) why applying counsel or non-represented litigant is requesting a continuance.
- Applying counsel or non-represented litigant shall print and sign their name in the field "Applying Party", enter the date you signed the form, who you represent and your telephone and fax number.

Section IV

- Applying counsel or non-represented litigant must have opposing parties state their position to this request. If their written position cannot be obtained, indicate their position based upon telephone conversation, e-mail or fax.
Section IV must be completed in it's entirety.

Section V

- For **arbitrations**, applying counsel and/or non-represented litigants must obtain a **date certain from Court Administration** to which is agreed upon by all counsel and/or parties.
- The court will indicate the action taken in Section V.

2. **All continuance requests shall be submitted to Court Administration** by e-filing a proposed application for continuance through the Lehigh County Odyssey E-filing System.
<https://lehigh.tylerhost.net/ofswweb>
3. **Applying counsel and/or non-represented litigants must provide a telephone number.**