
Plaintiff
vs

IN THE COURT OF COMMON PLEAS
OF BERKS COUNTY, PENNSYLVANIA
DOMESTIC RELATIONS SECTION

Defendant

Docket #: _____

Paces #: _____

APPLICATION FOR CONTINUANCE OF SUPPORT ACTION

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

Date: _____

Time: _____

Type of Action:

Continuance requested by:

___ Conference before the Domestic Relations Officer
___ Hearing before the Hearing Officer
___ Special Hearing before the Court
___ Contempt Hearing before the Court
___ Other (specify) _____

___ Counsel for the Plaintiff
___ Counsel for the Defendant
___ Plaintiff
___ Defendant
___ Other (specify) _____

Reason(s) for Continuance: _____

In order to avoid any further rescheduling, please note any dates that either party will be unable to attend due to significant unavoidable conflicts: _____

Attorney for the Defendant

Attorney for the Plaintiff

Please Print

Please Print

Defendant

Plaintiff

GRANTED

NOT GRANTED _____

For the Court

DOMESTIC RELATIONS SECTION USE ONLY

Date received: _____ By whom: _____

Rescheduled proceedings are set for: _____

Number of previous continuances for this matter: _____

This will serve as final notice of the Hearing, new notices will **NOT** be sent by the
Domestic Relations Section.

Court of Common Pleas of Berks County

Twenty Third Judicial District of Pennsylvania

Domestic Relations Section

633 Court Street, Sixth Floor

Reading, Pennsylvania 19601-4316

Phone: 610-478-2900

Fax: 610-478-6585 or 610-478-6583

Web Address: <http://www.drs.berks.pa.us>

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

I. CONFERENCES

1. Obtain an "Application for Continuance of Support Action" form from the Docketing Division of the Domestic Relations Section. (Requests without this form will delay the process).
2. Complete the form and return it to the Domestic Relations Section at least TWENTY-FIVE DAYS before the scheduled conference, except for emergencies which arise thereafter, or when less than a thirty day notice has been given of the conference.
3. If the other party (or counsel for the other party) has not signed the continuance form, you must indicate whether the party has been contacted and whether he/she agrees or does not agree to the continuance.
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 mailed to the parties. THIS WILL BE THE ONLY NOTICE OF THE CONTINUED CONFERENCE.

II. HEARINGS/SPECIAL LIST HEARINGS

1. Follow the above procedure for conferences, including time frames for filing. However, if the other party has agreed to the continuance of a *regular* hearing, the request can be submitted up to ONE WEEK prior to the hearing.

III. ARGUMENT ON EXCEPTIONS

1. Obtain the "Application for Continuance of Support Action" form from the Docketing Division, fill out and return to the Domestic Relations Section in accordance with the time frame for Hearings. Send a copy of the continuance request form to the assigned judge if the matter has been scheduled for a specific date.

Any requests which do not meet the above standards may be presented by Motion to the Administrative Judge or filed in the Docketing Division for transmittal to the assigned judge.