

MEMO TO: VENANGO COUNTY BAR ASSOCIATION
FROM: LYNN
DATE: JULY 25, 2007

Enclosed please find copies of two (2) Administrative Orders – one governing Motions for Continuance and the other regarding argument/hearing via telephone or videoconference.

A Motion for Continuance form is also attached for your use.

Thanks!

IN THE COURT OF COMMON PLEAS OF
VENANGO COUNTY, PENNSLVANIA

Administrative Order

IN THE MATTER OF

MOTIONS FOR CONTINUANCES

CIV No. _____ - 2007

ORDER OF COURT

AND NOW, July 25, 2007, effective immediately, the Court hereby adopts the following procedures for filing Motions for Continuances in the Criminal, Civil, Orphans' Court and Juvenile Divisions and the Domestic Relations Section. Said procedures shall also apply to matters scheduled for hearings before a Master, Mediator, and Board of Arbitrators.

- 1) The Motion shall be in writing and shall be docketed in the appropriate office before being transmitted or hand-delivered by the attorney to the Judges' Chambers.
- 2) The Motion shall include the court, caption, term, and number of the case.
- 3) The motion shall state with particularity the grounds for the motion, the facts that support each ground, and the type(s) of relief requested and shall include a proposed Order.
- 4) The motion shall contain the name, telephone and telefax numbers of opposing counsel and a certification from moving counsel on the position of opposing counsel. This Court will not contact opposing

counsel to secure their position on the Motion; it will take no action on the Motion if the position of other counsel is not specified.

- 5) A second or subsequent Motion for Continuance shall state that it is a second or subsequent Motion and shall state whether or not the client of the attorney requesting the continuance agrees to the continuance.
- 6) Counsel shall inform the Court in the Motion to Continue of any dates he or she is unavailable for hearing.
- 7) Moving counsel shall provide a copy of the executed Order of Court to all counsel or parties.
- 8) All Motions for Continuance which are based upon a calendar conflict due to an appearance in another Court must include a copy of the scheduling Order or notice issued by the other Court.

This Order is intended to supplement Pa. R.C.P. 575 and to amend the Administrative Order of this Court dated December 9, 1998.

Cc: Court Supervision Services
Domestic Relations Section
Prothonotary/Clerk of Courts
Register & Recorder
Bill Kresinski, MIS
Judicial staff

_____ : IN THE COURT OF COMMON PLEAS OF
: VENANGO COUNTY, PENNSYLVANIA
:
vs. :
:
: _____ No. _____ - _____

Motion to Continue

AND NOW, _____, Counsel for
_____ moves for a continuance of the hearing/trial
scheduled for _____ in the above-
captioned case for the reason that _____

A copy of this Motion has been provided to _____

Name of Opposing Counsel: _____
Phone: _____ Fax _____

Opposing counsel: _____ Does not oppose _____ Opposes continuance

The hearing/trial _____ has _____ has not been continued before

Client of the moving counsel consents to the continuance ___ yes ___ no

Counsel is unavailable on the following dates: _____

Signature of Attorney

If Motion to Continue is based on calendar conflict, a copy of the scheduling Order or notice issued by the other Court is attached.

