

INSTRUCTIONS FOR PRO SE MOTION FOR CONTINUANCE FORM

CITY OF LAWRENCE, KANSAS MUNICIPAL COURT

The Pro Se Motion for Continuance form may be filed by defendants who are not represented by counsel to obtain a continuance in their case without appearing in court and requesting a continuance. **It is important to note that merely filing a request does not guarantee your request will be granted. A defendant is not excused from an appearance until he or she has received an order of continuance signed by the presiding judge.**

Please strictly follow the instructions below to file your motion.

1. Fill in the defendant's name and the case number in the heading area of **both** the motion and order.
2. Fill in the date and time of the hearing that the continuance request is being made for.
3. Fully explain the reasons that the continuance is necessary in the space provided. Attach additional sheets if necessary.
4. Sign and date the request and provide your contact information so that the Court can notify you of the Judge's decision.
5. File the motion and order with the Court.

Requests filed within 24 hours of the scheduled hearing time will not be entertained in the absence of exceptional circumstances. **In no event will any request received after the scheduled hearing time be granted.**

The address of the Court is:

Lawrence Municipal Court
6 East 6th Street
Lawrence, KS 66044

(785) 832-6190 (phone)
(785) 832-6199 (fax)

You may submit a scanned application by email in PDF format at

courtinfo@lawrenceks.org

**IN THE MUNICIPAL COURT FOR THE CITY OF LAWRENCE,
DOUGLAS COUNTY KANSAS**

CITY OF LAWRENCE, Plaintiff

vs.

Case No. _____

Defendant

PRO SE MOTION FOR CONTINUANCE

COMES NOW the Defendant in the above captioned case, and respectfully requests that the hearing in this matter set for _____ at _____ be continued. In support of this request, the Defendant states that a continuance is needed because:

(Attach additional pages if necessary). The Defendant understands that the time of the continuance will not be counted for the purposes of determining whether his or her right to a speedy trial is violated.

Defendant

Date

Current Address: _____

Phone Number: _____ Email: _____

**IN THE MUNICIPAL COURT FOR THE CITY OF LAWRENCE,
DOUGLAS COUNTY KANSAS**

CITY OF LAWRENCE, Plaintiff

vs.

Case No. _____

Defendant

ORDER

NOW ON THIS _____ day of _____, _____ this matter comes on for hearing on the Defendant's Pro Se Motion for Continuance. After being duly and fully advised and hearing the position of counsel for the City, the Court finds that:

- ☐ The request for continuance is denied.
- ☐ The request for a continuance is granted, and the matter has been set for _____ at _____.
The Defendant is ordered to appear.

IT IS SO ORDERED,

Municipal Judge

Reviewed by:

City Prosecutor

- ☐ City does not object to continuance request.
- ☐ City objects to continuance request.