



YAVAPAI COUNTY JUSTICE COURTS

If you want to file a...

REQUEST TO CONTINUE A SMALL CLAIMS HEARING



YAVAPAI COUNTY JUSTICE COURTS

If for some reason you find that you are unable to appear on the date and time scheduled for hearing, you may file a **REQUEST FOR CONTINUANCE** with the court. The request must show good cause as to why you are unable to appear. The Judge will consider the merits of your request and will either grant or deny it. Continuances are granted only for the most serious reasons. The request for continuance must be in writing and should be filed timely (at least ten (10) work days prior to the trial date). You will be notified by mail of the date and time of the hearing if a new date is set.

Either a Justice of the Peace or a Small Claims Hearing Officer may hear your case. Any party may object to the use of a hearing officer prior to the hearing date. The court can provide you with a form to make this objection. The case will then be referred to and heard by the Justice of the Peace.

Please STOP...

If you have not yet received a hearing notice.

If you are attempting to request a continuance within ten days of the scheduled hearing.

Please PROCEED...

If you are making this request at least ten (10) days prior to the hearing.

FORMS Needed:

Small Claims Request for Continuance

INSTRUCTIONS

1. Complete the form. Be specific in your reasons for the requested continuance.
2. File the completed form with the court clerk.
3. Mail a copy of the form to the other party, via regular US mail.

If the court does not contact you to advise that your hearing has been continued, you must appear for hearing on the original date. You may wish to contact the court prior to appearing.

IT IS IMPORTANT THAT ALL PARTIES KEEP THE COURT APPRISED OF ANY CHANGE IN ADDRESS A NOTICE OF CHANGE OF ADDRESS form must be filed with the court when a party changes their address.



Yavapai County Justice Courts, Arizona

CASE NUMBER: _____

Plaintiff(s) Name / Address / Email / Phone

Defendant(s) Name / Address / Email / Phone

SMALL CLAIMS REQUEST FOR CONTINUANCE

[ARS 22-515](#) Continuances C. "Continuances of hearings shall be granted only for most serious of reasons."

I am the Plaintiff Defendant in this case. I request a continuance because:

Attached is supporting documentation for my request

Date: _____ Plaintiff Defendant

ORDER and NOTICE OF HEARING DATE

A request for continuance of the small claims hearing has been filed,

IT IS ORDERED Granting the request. **NOTICE OF NEW HEARING DATE:**

Date: _____ Time: _____

Be in court at least 15 minutes before the scheduled hearing.
YOU MUST CHECK IN AT THE FRONT COUNTER BEFORE ENTERING THE COURT ROOM.

(Esté en el tribunal por lo menos 15 minutos antes de la audiencia programada.)
(DEBE REGISTRARSE EN EL MOSTRADOR DELANTERO ANTES DE ENTRAR EN LA SALA DEL TRIBUNAL)

REQUESTS FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES SHOULD BE MADE TO THE
COURT AS SOON AS POSSIBLE.
*(LAS SOLICITUDES PARA ARREGLOS O ADAPTACIONES RAZONABLES PARA PERSONAS CON DISCAPACIDADES SE DEBEN PRESENTAR ANTE EL
TRIBUNAL LO MAS ANTES POSIBLE.)*

If an interpreter is needed, please contact the court listed above to request an interpreter be provided.
(En caso de necesitarse un intérprete, favor de comunicarse con el Tribunal antes mencionado para solicitar que se brinden los servicios de un intérprete.)

IT IS ORDERED Denying the request. The hearing date remains as previously scheduled.

Date: _____
Justice of the Peace

I CERTIFY that a copy of this document has been or will be mailed on _____ to:

Plaintiff at the above address Defendant at the above address

Date: _____ By _____
Clerk