

## **PROCEDURE FOR OBTAINING A CONTINUANCE OF ARBITRATION HEARING**

### **Consented Continuance Requests:**

1. Contact all parties (or their lawyers) to explain you are requesting a continuance and offer them your reason for the request.
2. If all parties agree to your request, you must complete an Adjournment of Hearing form and Coversheet available online at [www.alleghencourts.us](http://www.alleghencourts.us) under the Arbitration tab. (Hard copies are also available in the Arbitration Office, 702 of the City County Building).
3. Enter your e-mail address and phone number on the Coversheet or the approved form will not be granted or returned to you for filing.
4. Chose a proposed hearing date from the Arbitration calendar and enter it on the Adjournment form.
5. Enter both parties' names into the stipulation lines which indicates to the court under penalty of perjury that all parties consent to the continuance.
6. E-mail the completed form and coversheet to the Arbitration inbox [civilarb@alleghencourts.us](mailto:civilarb@alleghencourts.us) and copy opposing parties/counsel of record when sending your e-mail. If the opposing party is not copied, the Arbitration Office cannot approve your adjournment request.
7. Once approved, the Adjournment will be e-mailed back to you for filing with the Department of Court Records. Note: ***the continuance is not in force until you pay for and file it with the Department of Court Records.***
8. You may either e-file online or go in person to file with the Department of Court Records, Civil Division, first floor City-County Building with a \$20 filing fee. Cash / money order / firm checks are acceptable payment methods.
9. Serve a copy of the approved Adjournment on all other parties by e-mail or, if unavailable, by regular mail.

### **Contested Continuance Requests:**

If your continuance is contested, follow the procedures for filing contested Motions with Calendar Control Judge Alan Hertzberg located at [www.alleghencourts.us](http://www.alleghencourts.us).