

# EX PARTE REQUEST TO CONTINUE HEARING

## This packet is for:

- A party who wants to move a hearing to a later date; AND
- The other party will not agree to change the date.

**NOTE:** You must try to get the other party's agreement to move the court date first. If the other party agrees to change the court date, you can both sign a Stipulation & Order to change the court date.

## **1. Fill out the paperwork:**

### ➤ **Ex Parte Motion for Continuance**

This form tells the Court why you want to move your hearing date. You have to explain how you tried to get the other party to agree to change the court date.

### ➤ **Order Granting Continuance**

The judge will sign this if the judge decides to give you a later hearing date. Fill out as much of the form as you can. The judge will fill in the new hearing date.

## **2. File the paperwork:**

**In person:** Bring the documents to the Family Courthouse and file the Ex Parte Motion.

**Online:** You can efile at <https://nevada.tylertech.cloud/OfsWeb/Home>.

Do not efile the Order Granting Continuance – it will be submitted in the step below.

## **3. Submit the Order to the Judge:**

You can submit the order in one of two ways:

**Mail:** Mail it to: Family Court, 601 N. Pecos Rd., Las Vegas, NV 89101

**Email:** Find the letter that your case is assigned to (for example, Dept C, Dept F, etc.). If you are not sure, you can look up your Dept here:

<https://www.clarkcountycourts.us/portal>. Insert the department letter where the \_ is in the following email format: dept\_inbox@clarkcountycourts.us and send it by email.

The judge will fill in a new court date if the judge agrees to change the hearing. The judge's staff will contact you after it is signed, or will send it to you in the mail. If there is a problem with your paperwork, the judge's staff will let you know.

## **4. After you get your signed Order:**

### ➤ **Fill out and File the Notice of Entry of Order** (the last page in this packet).

Attach a copy of the signed Order to the form before you file it.

### ➤ **Mail the Notice of Entry of Order to the Other Party the Same Day.**

Mail a copy of the Notice of Entry with the Order attached to the other party. This lets the other party know about the new court date.

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Questions? Call (702) 455-1500, email [flshcinfo@lacs.org](mailto:flshcinfo@lacs.org) or visit [www.familylawselfhelpcenter.org](http://www.familylawselfhelpcenter.org)

This packet includes basic, general information that may not fit all situations. It is your responsibility to know the court rules and the law that applies. The Self-Help Center cannot give you legal advice about your situation.

FILING CODE: EXMT

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

_____	CASE NO.: _____
Plaintiff,	
vs.	DEPT: _____
_____	
Defendant.	

**EX PARTE MOTION FOR CONTINUANCE**

(Your name) \_\_\_\_\_, the ( *check one*)  Plaintiff /  Defendant in proper person, requests a continuance of the court date above. This motion is brought in good faith and is based on the attached Points and Authorities, Declaration of Movant, the papers and pleadings on file herein, and such further evidence and argument that may be requested.

DATED \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) \_\_\_\_\_

(*print your name*) \_\_\_\_\_

**POINTS AND AUTHORITIES**

A party may request a continuance of a hearing through an ex parte motion. EDCR 5.5607(c). This ex parte motion seeks to continue a hearing on the court’s calendar.

**FACTS AND ARGUMENT**

1. **Current Court Date.** There is a court date set for (*date of hearing*) \_\_\_\_\_  
at (*time of hearing*) \_\_\_\_\_  am /  pm.

2. **Prior Requests.** ( *check one*)

This is my first request to change the court date.

This is my (*insert number, i.e., “2<sup>nd</sup>” “3<sup>rd</sup>” etc.*) \_\_\_\_\_ request to change the court date.

3. **Attempt to Resolve.** The other party will not agree to continue the hearing date because (*explain why the other party will not agree to change the court date*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Reason for Continuance.** I would like to change the court date because (*explain why you want to change the court date*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **New Date Requested.** If granted, I ask the court to reschedule the court date for (*give a month/week/date that you suggest for the new court date*) \_\_\_\_\_.

I respectfully ask the Court to continue the court date as requested above, and any other relief the Court finds appropriate.

DATED \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) \_\_\_\_\_

(*print your name*) \_\_\_\_\_

**DECLARATION IN SUPPORT OF MOTION**

I declare, under penalty of perjury:

- a. I have read this motion, and the statements it contains are true and correct to the best of my knowledge, except as to those matters based on information and belief, and as to those matters, I believe them to be true. The statements contained in this motion are incorporated here as if set forth in full.
- b. Any Exhibit(s) in support of this Motion will be filed separately in an Exhibit Appendix.

**I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.**

DATED \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) \_\_\_\_\_

(*print your name*) \_\_\_\_\_

ORDR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,  
vs.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

\_\_\_\_\_  
Defendant.

**ORDER GRANTING CONTINUANCE**

The Court having considered the ex parte motion for a continuance and good cause appearing,

**IT IS HEREBY ORDERED** that the hearing scheduled for (*current court date*) \_\_\_\_\_ at (*time*) \_\_\_\_\_ SHALL BE CONTINUED to (*judge will fill in new court date*) \_\_\_\_\_ at (*time*) \_\_\_\_\_:

Family Court, 601 N. Pecos Road Las Vegas, Nevada 89101, courtroom \_\_\_\_\_.

Regional Justice Center, 200 Lewis Avenue, Las Vegas, Nevada 89101, courtroom \_\_\_\_\_.

The moving party shall serve a copy of this order on the opposing party / opposing counsel and file a Notice of Entry of Order.

\_\_\_\_\_  
JUDGE

Respectfully Submitted:

(*Your signature*) \_\_\_\_\_

(*Your name*) \_\_\_\_\_

NEJ  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**NOTICE OF ENTRY  
OF ORDER / JUDGMENT**

PLEASE TAKE NOTICE that an Order and/or Judgment was entered in this matter on  
(date order was filed-on the upper right corner of the order) \_\_\_\_\_, 20\_\_\_\_,  
a copy of which is attached.

DATED (today's date) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (Your signature) ▶ \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I, (your name) \_\_\_\_\_ declare under penalty of perjury  
under the law of the State of Nevada that I served this *Notice of Entry of Order/Judgment* on  
(month) \_\_\_\_\_ (day) \_\_\_\_\_, 20\_\_\_\_, in the following manner: (check one)

- Mail:** By depositing a copy in the U.S. Mail in the State of Nevada, postage prepaid  
addressed to (print the name and address of the person you mailed the document to):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Electronic:** Through the Court's electronic service system.

DATED (today's date) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (Your signature) ▶ \_\_\_\_\_

**ATTACH A FILED COPY OF THE COURT'S ORDER TO THIS NOTICE**