

INSTRUCTIONS FOR PRO SE MOTION FOR CONTINUANCE
CITY OF MANHATTAN, KANSAS MUNICIPAL COURT

The Pro Se Motion for Continuance form may be filed by defendants who are not represented by counsel in an attempt 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 judge.**

Please strictly follow the instructions below in filing your motion:

1. Fill in the defendant's name and the case number in the heading area of the motion.
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.
5. File the request with the Court. Please ensure that the Court has your current mailing address and phone number so that it may respond to your request.

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:

Manhattan Municipal Court
610 Colorado Street
Manhattan, KS 66502
785-587-2450 (voice)
785-587-2459 (fax)

You may also email to court@cityofmhk.com

COURT USE ONLY:

- Received by US Mail
- Fax
- Email
- In Person

IN THE MUNICIPAL COURT OF THE CITY OF MANHATTAN, KANSAS

CITY OF MANHATTAN,

Plaintiff,

vs

Case No. _____

Defendant,

MOTION FOR CONTINUANCE

COMES NOW the Defendant in the above captioned case, and respectfully request that the hearing in this matter set for _____ be continued. In support thereof, Defendant advises the Court of the following reasons for a continuance:

Submitted by: _____
Defendant Signature

Defendant Print

Defendant Contact Information:

Address: _____

Phone #: _____

Email: _____

IN THE MUNICIPAL COURT OF THE CITY OF MANHATTAN, KANSAS

CITY OF MANHATTAN,
Plaintiff

VS

Case No.: _____

_____,
Defendant

ORDER

NOW ON THIS ____ day of _____, 20__ this matter comes on for consideration 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 continuance is granted, and the matter is set on _____ for _____.

The defendant is ordered to appear.

IT IS SO ORDERED

Sarah Smith Barr
Municipal Judge

Reviewed by:

City Prosecutor

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

Office Use Only
Notified by:
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