

**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 in an attempt to obtain a continuance in their cases 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 in filing your application.

1. Fill in the defendant's name and the case number in the heading area of both the motion and the 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.
5. File the request with the Court. Please ensure that the Court has your current mailing address 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:

Municipal Court  
City of Lawrence  
1006 New Hampshire  
Lawrence, KS 66044  
(785) 832-6190 (voice)  
(785) 832-6199 (fax)

You may submit a scanned application by email, in PDF format at:  
[courtinfo@lawrenceks.org](mailto:courtinfo@lawrenceks.org)

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

<b>CITY OF LAWRENCE,</b>	)	
	)	
<b>Plaintiff,</b>	)	
	)	
<b>vs.</b>	)	<b>Case No.</b> _____
	)	
_____	)	
<b>Defendant.</b>	)	

**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 \_\_\_\_\_ be continued. In support of this request the Defendant states that a continuance is needed because:

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(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

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

<b>CITY OF LAWRENCE,</b>	)	
	)	
<b>Plaintiff,</b>	)	
	)	
<b>vs.</b>	)	<b>Case No.</b> _____
	)	
_____	)	
	)	
<b>Defendant.</b>	)	

**ORDER**

NOW ON THIS \_\_\_\_ date 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 is set on \_\_\_\_\_ for \_\_\_\_\_.

The Defendant is ordered to appear.

IT IS SO ORDERED,

Reviewed by:

\_\_\_\_\_  
Scott J. Miller  
Municipal Judge

\_\_\_\_\_  
City Prosecutor

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