

State of Minnesota  
County

District Court  
Third District

Court File Number:

Case Title

- ☐ **Request for Continuance**  
(Made within 14 or 21 days)
- ☐ **Request for Continuance Needing  
Judicial Approval**

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**Request for Continuance (Administrative)**

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I hereby request continuance of the: *(must select one)*

- ☐ Trial (21 days), currently set for
- ☐ Other hearing (14 days), currently set for

Dated:

Name of Counsel  
Attorney Registration Number:

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**Request for Continuance Needing Judicial Approval**

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**PLEASE TAKE NOTICE** that \_\_\_\_\_ herein moves the Court for an Order continuing  
scheduled for this matter for \_\_\_\_\_ at \_\_\_\_\_ before Honorable \_\_\_\_\_ based on the following:

- a. Date notice was given: \_\_\_\_\_ and it was given ☐ in court or ☐ by mail;
- b. For the reason of (be specific): \_\_\_\_\_
- c. The need for the continuance was discovered on: \_\_\_\_\_
- d. The following measures were taken to avoid this continuance request: \_\_\_\_\_
- e. Notice to all parties has been given: ☐ Yes ☐ No
- f. Has there been a speedy demand? ☐ Yes ☐ No
- g. Choose one of the following:
  - ☐ Contact was made with the opposing party before filing this continuance request and the opposing party ☐ agrees or ☐ disagrees with this continuance request; or
  - ☐ Contact was attempted with the opposing party before filing this continuance request on the following date and time: \_\_\_\_\_ by the following method(s): \_\_\_\_\_ and no response has been received; or
  - ☐ Contact was not made with the opposing party before filing the continuance request for the following reason(s): \_\_\_\_\_

Dated:

Name of Counsel  
Attorney Registration Number: