



Cover Sheet:	Request to Continue Hearing - Domestic Violence
Effective Date:	December 23, 2016
Last Revision Date:	January 6, 2021
Purpose:	These forms are used to continue the hearing and temporary orders for a Domestic Violence Restraining Order when more time is needed to serve or respond to the Request for Domestic Violence Restraining Order.
Assistance:	Parties who are acting as their own attorneys may receive help from the Self Help Center to complete these forms. You may contact the Self Help Center through the Court's website, by creating an e-Correspondence account.
Required Forms:	All forms are Judicial Council forms, unless otherwise indicated: <ul style="list-style-type: none">• Request for Court Hearing, DV-115• Order on Request to Continue Hearing, DV-116• Family Law Case Participant Enrollment Form (Party), local form FL/E-LP-665• Family Relations Courthouse – Document Drop-Off Sheet Required During Court Closure, local form FL-E/LP-668
Optional Forms:	This form is included for information only: <ul style="list-style-type: none">• How to Ask for a New Hearing Date, DV-115-INFO
Filing Fee:	None.
Copies:	The Court does not require additional copies of these forms.
Before You File:	The Court requires that you include an address on your forms where you can receive mail regarding the case you are filing. This address does not have to be the place where you live. Court documents and court files are public record and whatever address is included on your forms will be seen by the other party and anyone else who looks at the Court file.
Filing:	All forms must be typewritten or printed in blue or black ink. (See California Rules of Court, Rules 2.100-2.119) Email completed forms to dept127@saccourt.ca.gov or place them in the court drop-box located at the Family Court at 3341 Power Inn Road, Sacramento, CA 95826. Drop box hours are 8:00 am to 5:00 pm Monday through Friday, excluding Court holidays.
Next Steps:	After filing these documents, you will be contacted by telephone with instructions on how to retrieve the temporary order and attend the court hearing.

Sacramento Superior Court

Family Relations Courthouse – Document Drop-Off Sheet Required During Court Closure for the following:

- Domestic Violence and Elder Abuse Restraining Orders
- Emergency Family Law Applications (Ex Partes) – Monday through Friday, 8:30 am and 10:30am
- Ex Parte Emergency Petitions for Temporary Conservatorship and Guardianship

(A separate sheet must be completed and attached to each sorted bundle. The last page of the original and each copy of the filing must be time/date stamped on the **backside.**)

Filing Party's Name: _____

Filing Party's Contact Phone Number: _____

For Emergency Family Law Applications (Ex Partes) and Ex Parte Emergency Petitions for Temporary Conservatorship and Guardianship only:

Other Party's Name _____

Other Party's Phone Number _____

When filings and orders are ready for pick up the court will contact you by telephone or by email with instructions. If you would prefer to be contacted by email please provide information under filing party's contact phone number section of this form.

1 You may need to ask for a new court date if:

- You are the **protected party** and are unable to have form [DV-109](#), *Notice of Court Hearing*, and other papers served in time before your court date.
- You are the **restrained party** and it is your first time asking the court to reschedule your court date.
- You have a good reason for needing a new court date (the court may grant your request to reschedule your court date on a showing of “good cause”).

2 What does form DV-115 do?

Use form [DV-115](#) to ask the court to reschedule your court date. If your court date is rescheduled and a *Temporary Restraining Order* (form [DV-110](#)) was granted, that order will be extended until the end of your new court date, unless the court decides to modify or terminate it. “Extend” means to keep any temporary orders in effect until the new court date.

3 Follow these steps:

- Fill out all of form [DV-115](#).
- Fill out items ① through ② on form [DV-116](#), *Order on Request to Continue Hearing*.
- The judge will need to review your papers. In some courts, you must give your papers to the clerk. Ask the court clerk for information on how you ask the judge to review your papers.
- After you turn in your forms as required by your local court, check with the clerk’s office to see if the judge approved (granted) your request to reschedule your court date.
- If the judge signed form [DV-116](#), you will have a new court date. If the judge did NOT sign the form, you should go to court at the date, time, and location that is on form [DV-109](#).
- Next, file both forms [DV-115](#) and [DV-116](#) with the clerk. The clerk will make up to three file-stamped copies for you. Keep at least one copy to bring to your court date.
- The other party must be served a copy of the court papers as described in item ⑥ on form [DV-116](#).
- Ask the person who serves the papers to complete a proof of service form and give it to you. If service was in person, use form [DV-200](#), *Proof of Personal Service*. If service was by mail, use form [DV-250](#), *Proof of Service by Mail*. Make two copies of the completed forms.
- File the completed and signed proof of service form with the clerk’s office before your court date.
- If the court reschedules your court date and extends the expiration date of the temporary restraining order to the end of your new court date, the clerk will send the restraining order to law enforcement or CLETS for you. CLETS is a statewide computer system that lets police know about the order.

4 Go to your court date

- Take at least two copies of your documents and filed forms to your court date. Include a copy of the filed proof of service form. Your documents may include exhibits, declarations, and financial statements, and the court may enter them into evidence at its discretion.
- If the protected party does not go to the court date, the temporary domestic violence restraining orders will expire on the date and time of the court date. If the restrained party does not go to the court date, the court can still make orders against them that can last for up to five years.

5 Need help?

Ask the court clerk about free or low-cost legal help. For a referral to a local domestic violence or legal assistance program, call the [National Domestic Violence Hotline](#): 1-800-799-7233 (TDD: 1-800-787-3224). It’s free and private. They can help you in more than 100 languages.

Clerk stamps date here when form is filed.

Instructions: Use this form to ask the court to reschedule the court date listed on form **DV-109**, *Notice of Court Hearing*. Read form **DV-115-INFO**, *How to Ask for a New Hearing Date*, for more information.

1 My Information

a. My name is: _____

b. I am the:

(1) **Protected party** (skip to **2**).(2) **Restrained party** (give your contact information below).

Address where I can receive mail:

This address will be used by the court and other party to notify you in this case. If you want to keep your home address private, you can use another address like a post office box or another person's address, if you have their permission. If you have a lawyer, give your lawyer's address and contact information.

Address: _____

City: _____ State: _____ Zip: _____

My contact information (optional):

Telephone: _____ Fax: _____

Email Address: _____

Lawyer's information (skip if you do not have one):

Name: _____ State Bar No.: _____

Firm Name: _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:**2 Information About My Case**

a. The other party in this case is (full name): _____

b. I have a court date currently scheduled for (date): _____

This is not a Court Order.

3 Is a Temporary Restraining Order in effect?

- Yes. Date the order was made, if known: _____
Please attach a copy of the order if you have one.
- No.
- I don't know.

Notice: If your court date is rescheduled, the *Temporary Restraining Order* ([form DV-110](#)) will remain in effect until the end of the new court date, unless otherwise ordered by the court.

4 Why does your court date need to be rescheduled?

- a. I am the person asking for protection, and I need more time to have the restrained party personally served.
- b. I am the restrained party, and this is my first request to reschedule the court date.
- c. Other reason: _____

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: _____

Type or print your name

▶ _____
Sign your name

Date: _____

Lawyer's name, if you have one

▶ _____
Lawyer's signature

Clerk stamps date here when form is filed.

Complete items ① and ② only.

① **Protected Party:** _____

② **Restrained Party:** _____

_____ **The court will complete the rest of the this form** _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number:

Case Number:

③ Next Court Date

a. The request to reschedule the court date is **denied**.

Your court date is: _____

(1) Any *Temporary Restraining Order* (form DV-110) already granted stays in full force and effect until the next court date.

(2) Your court date is not rescheduled because: _____

b. The request to reschedule the court date is **granted**. Your court date is rescheduled for the day and time listed below. See ④–⑧ for more information.

Name and address of court, if different from above:

New Court Date

Date: _____ Time: _____
Dept.: _____ Room: _____

④ Temporary Restraining Order

a. **There is no Temporary Restraining Order (TRO) in this case until the next court date** because:

(1) A TRO was not previously granted by the court.

(2) The court terminates (cancels) the previously granted TRO because: _____

b. **A Temporary Restraining Order (TRO) is in full force and effect** because:

(1) The court extends the TRO previously granted on (date): _____

It now expires on (date): _____

(If no expiration date is listed, the TRO expires at the end of the court date listed in 3b).

(2) The court changes the TRO previously granted and signs a new TRO (form DV-110).

c. Other (specify): _____

Warning and Notice to the Restrained Party:
If ④ b is checked, a domestic violence restraining order has been issued against you. You must follow the orders until they expire.

This is a Court Order.



5 Reason Court Date Is Rescheduled

- a. There is good cause to reschedule the court date (*check one*):
 - (1) The protected party has not served the restrained party.
 - (2) Other: _____

- b. This is the first time that the restrained party has asked for more time to prepare.
- c. The court reschedules the court date on its own motion.

6 Serving (Giving) Order to Other Party

The request to reschedule was made by the:

a. **Protected party**

- (1) You do not have to serve the restrained party because they or their lawyer were at the court date or agreed to reschedule the court date.
- (2) You must have the restrained party personally served with a copy of this order and a copy of all documents listed on form [DV-109](#), item **6**, by (date): _____
- (3) You must have the restrained party served with a copy of this order. This can be done by mail. You must serve by (date): _____
- (4) The court gives you permission to serve the restrained party as listed on the attached form DV-117.
- (5) Other: _____

b. **Restrained party**

- (1) You do not have to serve the protected party because they or their lawyer were at the court date or agreed to reschedule the court date.
- (2) You must have the protected party personally served with a copy of this order by (date): _____
- (3) You must have the protected party served with a copy of this order. This can be done by mail. You must serve by (date): _____
- (4) Other: _____

c. **Court**

- (1) Further notice is not required.
- (2) The court will mail a copy of this order to all parties by (date): _____
- (3) Other: _____

This is a Court Order.



7 No Fee to Serve

The sheriff or marshal will serve this order for **free**.
Bring a copy of all the papers that need to be served to the sheriff or marshal.

8 Other Orders

Date: _____

Judicial Officer



Request for Accommodations

Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least five days before the hearing. Contact the clerk’s office or go to www.courts.ca.gov/forms.htm for Request for Accommodations by Persons With Disabilities and Response (*form MC-410*). (Civ. Code, § 54.8.)

Instructions to Clerk

If the hearing is rescheduled and the court extended, modified, or terminated a temporary restraining order, then the court must enter this order into CLETS or send this order to law enforcement to enter into CLETS. This must be done within one business day from the day the order is made.

—Clerk's Certificate—

Clerk’s Certificate
[seal]

I certify that this *Order on Request to Continue Hearing (Temporary Restraining Order)* (CLETS-TRO) (form DV-116) is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by: _____, Deputy

This is a Court Order.

Important Notice about Access to Your Case

Due to the court closure and significant reduction in services, the court is unable to provide court orders, minute orders, and child custody mediation reports in person or by mail; they are only available online using our Public Case Access System. The court is also unable to provide you with access to your court file.

Access to court orders and minute orders is the only way to obtain instructions on how to appear for hearings and trials, and to know what the court ordered in your case. Access to child custody mediation reports is necessary so that you know what child custody, visitation, or other requirements that the mediator recommended to the court.

To get secure access to your case online, you must complete and submit to the court the attached Family Law Case Participant Enrollment Form - Party, along with a copy of your driver's license to get an account to our Public Case Access System. A separate form must be filed for each case or when you change your email address.

Once you complete the form, you must submit it in person at the courthouse (Monday through Friday 8:00 a.m. to 5:00 p.m.) using the Drop Box, or by US Mail at 3341 Power Inn Road, Sacramento, CA 95826.

Submitting the form immediately is important because it takes:

- Three working days for the court to process it if filed by Drop Box
- Seven working days for the court to process it after mailing using US Mail

Once your access is set up you will receive an email letting you know that you are subscribed to your case. If you do not receive an email notifying you that you are subscribed to your case during the timeframes identified above, please inform the court using our Contact Us page at:

<https://www.saccourt.ca.gov/contact.aspx>.

CONFIDENTIAL

CASE PARTICIPANT NAME: _____ STATE BAR NO: _____ FIRM NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS: <i>(must be legible)</i> _____ TELEPHONE NO.: _____ ATTORNEY FOR <i>(Name)</i> : _____ FAX NO. <i>(Optional)</i> : _____	FOR COURT USE ONLY
NAME OF COURT: _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER/PLAINTIFF: _____ RESPONDENT/DEFENDANT: _____ CLAIMANT: _____	
FAMILY LAW CASE PARTICIPANT ENROLLMENT FORM PARTY	CASE NUMBER: _____

You may access orders for law and motion hearings, and mediation reports prepared by Family Court Services using the court's online Public Case Access System. Free access is available for 72 hours from the time the order is issued or the report is prepared, or from the time the court creates your case subscription. After 72 hours, you may pay for copies.

INSTRUCTIONS

To setup your account you must:

- File this form with a copy of your **driver license or a state or federal issued photo identification card.**
- A separate form must be filed for each of your Family Law cases.
- Once the court has created your subscription to your case, you will receive a confirming email. You must follow the instructions in that email to complete the process.
- Once your subscription is completed, you will receive an email notification each time an order or report is added to your case.

I, _____, request that the court create an account and/or subscription to my Family Law case.

I, _____, request that the court update my account with a new email address.

I declare that my private email address is *(must be legible)*:

(Please use Ø for zero, 1 for one and clearly differentiate i, L, S, 5, 3 and 8's).

I understand, if I change my email address I must file a new enrollment form with the court.

I acknowledge that confidential mediation reports contain private information that is not part of the public court file. I understand that without a court order, I must not disclose any contents of the Report to anyone (including any minor children) other than the parties to my case (Petitioner/Respondent/Claimant) and their attorneys and court professionals. I acknowledge that the court may impose a penalty for any unauthorized disclosure of any content of the Family Court Services report.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)