



Workplace Violence Restraining Order (WVRO) Continuance Packet

Sacramento Superior Court
Civil Self-Help Services

To ask the court to push back the hearing date for your WVRO. If you need more time for the Sheriff to serve, or have a scheduling conflict.

The following forms are required to ask for a continuance and are included in this packet.

WV-115 — Request to Continue Court Hearing

WV-116 — Order on Request to Continue Court Hearing

**At the LATEST, forms must be filed before 11:30 AM the Court day BEFORE your hearing. Otherwise, you may ask for a continuance at the hearing.

We do not have a form-filler for WVRO Continuance. The attached forms are fillable PDFs.

There is no fee to ask for a continuance.

You may need forms that are *not* included in this packet. If you...

ARE THE PETITIONER AND A TEMPORARY RESTRAINING ORDER (TRO) WAS GRANTED: The forms ask that you attach a copy of the TRO (**WV-110**) to **WV-115**. Because the TRO is only valid until the existing hearing date, the Court needs to make note that it should protect you until the NEW hearing date, if a continuance is granted.

HAVE ASKED FOR SEVERAL CONTINUANCES ALREADY: You may need to provide documents (evidence) that show there is good cause for the Court to continue the hearing again. This might be copies of non-refundable plane tickets, or a surgery scheduled the same day as a hearing.

The Court is not required to grant a request to continue, but MAY if good cause to do so is shown.

FILING FEE: There is no fee to request a continuance.

COPIES: The original plus one (1) copies of all documents are required at the time of filing (2 total). The court cannot make copies for you at the filing window. A public copy machine is available in Room 102 at 720 9th Street. Copies cost 0.25 cents per page. The machine takes cash only.

WHERE TO FILE:

IN PERSON	BY MAIL
<p>Civil Filing Counter 720 9th Street, Rm. 102, Window 10 Sacramento, CA 95814</p> <p>Monday – Friday 8:30 am – 4:00 pm</p>	<p>Sacramento Superior Court 720 9th Street, Rm. 102, Sacramento, CA 95814</p>

If you file your forms before 11:30 AM, you can see what the Court decided on the same day at 4:00 PM. Forms filed after 11:30 AM are ready the next business day at 4:00 PM.

If you need help filling out these forms, contact Civil Self-Help Services.

✉ civilselfhelp@saccourt.ca.gov ☎ 916-874-1421

MON	TUE	WED	THU	FRI
8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon
1:30 PM- 4:00 PM	1:30 PM- 4:00 PM	1:30 PM- 4:00 PM	CLOSED PM	1:30 PM- 4:00 PM

WV-115 Request to Continue Court Hearing

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

Clerk stamps date here when form is filed.

1 My Information

a. My name is: _____

b. I am the:

(1) **Petitioner** (employer) (skip to **2**).

(2) **Respondent** (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 Sacramento

720 9th Street
Sacramento, CA 95814

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 hearing 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 the court date is rescheduled, the *Temporary Restraining Order (form WV-110)* will remain in effect until the end of the new court date unless otherwise ordered by the court.

4 Why does the court date need to be rescheduled?

a. I need more time to have the respondent personally served.

b. I am the respondent, 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

This is not a Court Order.

WV-116 Order on Request to Continue Hearing

Clerk stamps date here when form is filed.

Complete items ① and ② only.

① **Petitioner (Employer):** _____

② **Respondent:** _____

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

③ **Next Court Date**

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

Your court date is: _____

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

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

Fill in court name and street address:

Superior Court of California, County of Sacramento

720 9th Street
Sacramento, CA 95814

Fill in case number:

Case Number:

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 still in full force and effect.

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

It now expires on (date): _____

(If no 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 WV-110).

c. Other (specify): _____

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

This is a Court Order.

**Order on Request to Continue Hearing
(Temporary Restraining Order) (CLETS-TWH)
(Workplace Violence Prevention)**



5 Reason Court Date Is Rescheduled

a. There is good cause to reschedule the court date (*check one*):

(1) The petitioner has not served the respondent.

(2) Other: _____

b. This is the first time that the respondent 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. **Petitioner (Employer)**

(1) You do not have to serve the respondent because they or their lawyer were at the court date or agreed to reschedule the court date.

(2) You must have the respondent personally served with a copy of this order and a copy of all documents listed on form WV-109, item 6, by (date): _____

(3) You must serve the respondent with a copy of this order. This can be done by mail. You must serve by (date): _____

(4) Other: _____

b. **Respondent**

(1) You do not have to serve the petitioner because they or their lawyer were at the court date or agreed to reschedule the court date.

(2) You must have the petitioner personally served with a copy of this order by (date): _____

(3) You must serve the petitioner 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 (Notify) Respondent **Ordered** **Not Ordered**

The sheriff or marshal will serve this order for free because:

- a. The order is based on unlawful violence, a credible threat of violence, or stalking.
- b. The person in **1** is entitled to a fee waiver.

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-TWH)* (form WV-116) is a true and correct copy of the original on file in the court.

Date: _____ Clerk, by _____, Deputy

This is a Court Order.