

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

- | You are the person asking for the order and are unable to have *Notice of Court Hearing to Allow Contact* (form EA-309) and other papers served in time before your court date.
- | You are the person said to be preventing contact and making your first request to reschedule your court date.
- | You have a good reason for needing a new court date. (The court may grant your request to reschedule on a showing of good cause.)

2 What does form EA-315 do?

Use *Request to Continue Court Hearing on Request to Allow Contact* (form EA-315) to ask the court to reschedule your court date.

3 Follow these steps:

- | Fill out all of form EA-315.
- | Fill out items ①, ②, ③, and ④ on *Order on Request to Continue Hearing on Request to Allow Contact* (form EA-316).
- | 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 grants your request, in item 5b of form EA-316, you will have a new court date. If the judge did NOT grant your request, you should go to court at the date, time, and location on form EA-309.
- | Next, file both forms EA-315 and EA-316 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 ⑦ on form EA-316.
- | 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 *Proof of Personal Service* (form EA-200). If service was by mail, use *Proof of Service—Civil* (form POS-040). 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.

4 Go to your court date

- | Take at least two copies of your documents and filed forms to your court date. Include a filed proof of service form. "Documents" may include exhibits and declarations, and the court may enter them into evidence at its discretion.
- | If you are the person preventing contact and you do not go to the hearing, the court can still make an order against you that can last for up to five years.

5 Need help?

Ask the court clerk about free or low-cost legal help that may be available in your county.