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## Motions to Continue Hearing

### Rules to Remember:

- Link the Motion to Continue Hearing to the original pleading or document which was set for hearing (e.g., Motion to Avoid Lien, Motion for Relief, or the Objection to Claim.)
  - **DO NOT** link the Motion to Continue Hearing to the hearing or to an order scheduling or continuing the hearing.
1. Under the Motions/Applications category, select Continue/Cancel Hearing and click Next.
  2. Check mark the box Joint Filing with Other Attorney if applicable, otherwise just click Next.
  3. Select your client and click Next.
  4. Browse and attach the Motion to Continue Hearing noting that the Certificate of Service may be part of the same PDF as the Motion or may be filed as an attachment during this step.
  5. A screen will appear asking “Refer to Existing Event(s)?” Check the box and click Next to continue.
  6. Select the category for the original pleading the hearing is scheduled for (e.g., Motion to Avoid Lien, Motion for Relief, or an Objection to Claim) and click Next to continue. Do Not select the hearing or the order scheduling or continuing the hearing.
  7. Check the box for the correct event and click Next to continue.
  8. Modify the text as necessary and click Next.
  9. Click Next on the Final Text screen to complete the filing.