



## REQUEST TO CONTINUE COURT HEARING (Private Postsecondary School Violence)

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**FILING FEE** None

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**NOTE** In order for this request to be considered, these forms must be completed and filed by 11:30 a.m. on the last Court day before your scheduled hearing date.

If your forms are completed and filed by 11:30 a.m. you will receive your Order at 4:00 p.m. the same day. If the forms are filed after 11:30 a.m., then the Order will be ready for pick-up at 4:00 p.m. the next business day. The forms will be returned to you in the 1<sup>st</sup> Floor Lobby outside of Room 102 at the Gordon D. Schaber Sacramento County Courthouse, 720 9<sup>th</sup> Street, Sacramento, CA 95814.

You may also request a continuance in Court at your scheduled hearing.

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**REQUIRED FORMS** **SV-115** – Request to Continue Court Hearing , with an attached copy of the signed SV-110 – Temporary Restraining Order

**SV-116** – Order on Request to Continue Hearing

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**COPIES** One (1) original and one (1) copy of all documents are required at the time of filing.

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**FILING** Present completed forms to the Civil Front Counter – Window 14 at the Gordon D. Schaber Sacramento County Courthouse, 720 9<sup>th</sup> Street, Room 102, Sacramento, CA 95814 The hours of operation are 8:30 a.m. to 4:00 p.m., Monday through Friday.

If you do not speak English, complete the next page and submit it with your paperwork to request an interpreter. The Court will make every effort to provide an interpreter. If an interpreter is available, they will be provided free of charge.



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO

720 NINTH STREET ~ ROOM 101  
SACRAMENTO, CA 95814-1380  
(916) 874-8455  
[WWW.SACCOURT.CA.GOV](http://WWW.SACCOURT.CA.GOV)

**Interpreter Request Form**

| To be completed by Requestor or Interpreter's Office:   |                                 |   |
|---|---------------------------------|---|
| <b>Case Name:</b>   | <b>Case Number:</b>             | <b>Language Needed:</b>   |
| <b>Date Interpreter Needed:</b>   | <b>Time Interpreter Needed:</b> | <b>Department/Address:</b>  |
| <b>Interpreter Needed for:</b> <i>(Check all that apply and provide name(s)):</i><br><input type="checkbox"/> Plaintiff (Name(s): _____)<br><input type="checkbox"/> Defendant (Name(s): _____)<br><input type="checkbox"/> Petitioner (Name(s): _____)<br><input type="checkbox"/> Respondent (Name(s): _____)<br><input type="checkbox"/> Witness (Name(s): _____)<br><input type="checkbox"/> Victim (Name(s): _____)<br><input type="checkbox"/> Parent (Name(s): _____)<br><input type="checkbox"/> Other: (Name(s): _____)  |                                 | <b>Interpreter Requested by:</b><br><input type="checkbox"/> Court<br><input type="checkbox"/> Public Defender<br><input type="checkbox"/> Criminal Conflict Defender<br><input type="checkbox"/> District Attorney/County Counsel<br><input type="checkbox"/> DCSS<br><input type="checkbox"/> Self-Represented Litigant<br><input type="checkbox"/> Private Attorney<br><input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> A Court Interpreter is Needed for:<br><div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> An Arraignment<br/> <input type="checkbox"/> A Further Proceeding<br/> <input type="checkbox"/> A Preliminary Hearing<br/> <input type="checkbox"/> A Trial<br/> <input type="checkbox"/> A Conference           </div> <div style="width: 30%;"> <input type="checkbox"/> An Office Interview<br/> <input type="checkbox"/> A Field Interview<br/> <input type="checkbox"/> A Telephone Interview<br/> <input type="checkbox"/> Court Mediation<br/> <input type="checkbox"/> Other _____           </div> <div style="width: 30%;"> <input type="checkbox"/> A Main Jail Interview<br/> <input type="checkbox"/> A Branch Jail Interview<br/> <input type="checkbox"/> A Juvenile Detention Interview<br/> <input type="checkbox"/> A Court Workshop           </div> </div><br><input type="checkbox"/> Need Interpreter to call _____ to set _____ |                                 |   |
| <b>Requested By (Name):</b>   |                                 | <b>Requestor Phone Number:</b>  |
| <b>Judicial Officer Will Not:</b><br><input type="checkbox"/> Accept Provisional Interpreter<br><input type="checkbox"/> Trail the Case Past (time) _____   |                                 |   |
| <b>Special Request/Other Information:</b>   |                                 |   |

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

- You are the petitioner and are unable to have *Notice of Court Hearing* (form [SV-109](#)) and other papers served in time before your court date.
- You are the respondent 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 your court date on a showing of good cause.)

**2 What does form SV-115 do?**

Use *Request to Continue Hearing* (form [SV-115](#)) to ask the court to reschedule your court date. If your court date is rescheduled and a *Temporary Restraining Order* (TRO; form [SV-110](#)) was granted, the TRO 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 [SV-115](#).
- Fill out items **1** through **2** on *Order on Request to Continue Hearing* (form [SV-116](#)).
- 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 [SV-116](#), the court will give you 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 [SV-109](#).
- Next, file both forms SV-115 and SV-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 with a copy of the court papers as described in item **6** on form [SV-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 *Proof of Personal Service* (form [SV-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.
- If the court reschedules your court date and extends the TRO to the new court date, the clerk will send the TRO to law enforcement. It will be entered into a statewide computer system that lets police know about the order so that it can be enforced.

**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, declarations, and financial statements, and the court may enter them into evidence at its discretion.
- If you are the petitioner and you do not go to your court date, the TRO will expire at the end of your new court date.
- If you are the respondent and you do not go to your court date, the court can still make orders against you that can last for up to three years.

**5 Need help?**

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

Clerk stamps date here when form is filed.

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

**1 My Information**

a. My name is: \_\_\_\_\_

b. I am the:

(1)  **Petitioner** (educational institution officer or employee)  
(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**

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 SV-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.**

Clerk stamps date here when form is filed.

Complete items ① and ② only.

**① Petitioner (Educational Institution Officer or Employee):**  
\_\_\_\_\_**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 [SV-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**  
\_\_\_\_\_  
\_\_\_\_\_

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 [SV-110](#)).c.  Other (specify): \_\_\_\_\_**Warning and Notice to the Restrained Party:**

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.**

**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**

(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 SV-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) Restrained Person**     **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**

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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](http://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    I certify that this *Order on Request to Continue Hearing (Temporary Restraining Order) (CLETS-TSV)* (form SV-116) is a true and correct copy of the original on file in the court.  
[seal]

Date: \_\_\_\_\_ Clerk, by \_\_\_\_\_, Deputy

**This is a Court Order.**