



# Civil Harassment Restraining Order (CHRO) Continuance Packet

Sacramento Superior Court  
Civil Self-Help Services

To ask the court to push back the hearing date for your CHRO. 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.

CH-115 Request to Continue Court Hearing

CH-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  
CHRO 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 (**CH-110**) to **CH-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 9<sup>th</sup> Street. Copies cost 0.25 cents per page. The machine takes cash only.

**WHERE TO FILE:**

IN PERSON	BY MAIL
<p><b>Civil Filing Counter</b> 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](mailto: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

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 **CH-109**). Read *How to Ask for a New Hearing Date* (form **CH-115-INFO**) 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 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 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 the court date is rescheduled, the *Temporary Restraining Order* (form CH-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 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*

**This is not a Court Order.**

# CH-116 Order on Request to Continue Hearing

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 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 CH-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: \_\_\_\_\_  
\_\_\_\_\_

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:**

## 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 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 CH-110).

c.  Other (specify): \_\_\_\_\_

**Warning and Notice to  
the Restrained Party:**  
If ④ b is checked, a civil  
harassment 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-TCH)  
(Civil Harassment Prevention)**



**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

b.  Restrained party

c.  Court

(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.

(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.

(1)  Further notice is not required.

(2)  You must have the restrained party personally served with a copy of this order and a copy of all documents listed on form CH-109, item 6, by (date): \_\_\_\_\_

(2)  You must have the protected party personally served with a copy of this order by (date): \_\_\_\_\_

(2)  The court will mail a copy of this order to all parties 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): \_\_\_\_\_

(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): \_\_\_\_\_

(3)  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4)  The court gives you permission to serve the restrained party as listed on the attached form CH-117.

(4)  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5)  Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This is a Court Order.**



Case Number: \_\_\_\_\_

**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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 *Disability Accommodation Request (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-TCH)* is a true and correct copy of the original on file in the court.

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

**This is a Court Order.**

**Order on Request to Continue Hearing  
(Temporary Restraining Order) (CLETS-TCH)  
(Civil Harassment Prevention)**