

Flagstaff Municipal Court Coconino County, State of Arizona

INSTRUCTIONS FOR FILING A MOTION TO CONTINUE

1. Type in all necessary information on the form.
2. Save the form and file it with the court.
3. To file with the Court, you must submit the completed motion to the Court in person, by mail, or email.
 - a. **If filing in person:**

Print the completed form and bring it to the customer service counter at the Courthouse located at 101 W. Cherry Avenue, Flagstaff, Arizona 86001.
 - b. **If filing by mail:**

Print the completed form and mail it to the Flagstaff Municipal Court, 101 W. Cherry Avenue, Flagstaff, Arizona 86001
 - c. **If filing by email:**

Attach the completed form to an email and send to ContactFMC@courts.az.gov. Submit the form by clicking the “Submit” button at the bottom of the second page. This will open a new email with the form attached. Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted because their quality is too low.
 - d. **If filing a motion on a criminal case:**

A copy of the motion must also be submitted to the City of Flagstaff Prosecutor’s Office at 211 W. Aspen, Flagstaff, Arizona 86001
4. After the Court receives and processes your motion, and a ruling has been made by the Judge, the Court will send the ruling to you by mail.

Notice to defendants: Motions to continue are not automatically granted. Your court date is still valid unless you have received a decision by the Judge in your case to allow it to be continued. Failure to appear at court dates may result in a warrant being issued for your arrest.

