

**Department of Children and Families
Office of Appeal Hearings**

_____,
Petitioner,

vs.

Appeal No.: XXN-XXXXX

[Name of LTCO]

_____/

MOTION TO CONTINUE HEARING

Undersigned Counsel, _____, pursuant to Rules 28-106.210 & 65-2.059, F.A.C., requests that the hearing in this matter, now scheduled for _____, 20XX, be continued. As grounds, therefore, Counsel states:

1. On _____, 20XX, Petitioner filed a request for a fair hearing in this case to challenge the proposed discharge from [Name of LTCO] scheduled for _____, 20XX.
2. On _____, 20XX, [Name of the petitioner, family member, local LTCO program, etc.] contacted _____ Legal Services, Inc. (_____) for assistance.
3. On _____, 20XX, Undersigned Counsel contacted Petitioner and determined that _____ Legal Services would undertake representation of Petitioner.
4. Undersigned Counsel has not yet been able to review any records specific to Petitioner's potential claims for improper discharge and will not have the time needed to undertake preparation necessary for Petitioner's fair hearing, which is currently scheduled less than _____ away.
5. Undersigned Counsel for Petitioner respectfully requests a continuance to have the time necessary to conduct formal discovery and otherwise prepare for Petitioner's administrative hearing.

6. **Optional:** While Counsel has not formally entered a Notice of Appearance in this matter, Counsel conferred with [Name of LTCO administrator/counsel], _____, on _____, 20XX, and [Name of LTCO] does not object to a continuance.

WHEREFORE, undersigned respectfully requests that the Honorable Hearing Officer in the above-captioned matter order that the hearing scheduled on _____, 20XX, be continued to allow recently retained counsel to prepare.

Dated: _____, 20XX

Respectfully Submitted,

_____/s/_____
[Attorney Name]
Attorney for Petitioner

CERTIFICATE OF SERVICE

I hereby certify that copies of the foregoing have been sent via electronic mail [or, if email unavailable, by fax or first class mail] to the following on this ___ day of _____ 20XX:

[Insert name of LTCO/administrator

LTCO Mailing Address

LTCO Telephone Number

LTCO Fax NUMBER

LTCO Email Address]

_____/s/_____
_____, Esq.

[Organization]
[Address]
[Phone number]
[Fax number]
[Email address]