

**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. As of today, _____, Undersigned Counsel has been unable to meet with Petitioner.
4. Undersigned Counsel respectfully requests a continuance to have the time to meet with Petitioner and, if a decision is made by _____ Legal Services to represent Petitioner in the matter, a continuance is further necessary to prepare for Petitioner's administrative hearing, as required.
5. **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 Petitioner to retain counsel and 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 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]