

All legal documents (called "pleadings") have this stuff in them. All have A "caption," a "heading," case number, body and certificate of service.

IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT,  
IN AND FOR CHARLOTTE COUNTY, FLORIDA

This part is called the caption.

JOHN JONES,  
Petitioner/Husband,

The Petitioner and Respondent always stay the same for all Pleadings filed under this case number. Petitioner and Respondent never switch places no matter what's filed.

JANE JONES,  
Respondent/Wife.

CASE NO.: 19000151DR  
DIVISION: FAMILY

MOTION FOR CONTINUANCE

This is called the "heading."

NOW COMES Jane Jones, representing herself, (Pro Se) files this, her Motion for Continuance and states: "Pro Se" means you represent yourself and do not have a lawyer.

1. A Petition for Dissolution of Marriage was filed on 01/01/2019.
2. Case Management is scheduled for 03/21/2019.
3. Respondent/Wife is unable to attend due to a conflict in work schedule with a previous obligation that she cannot avoid and requests a new Case Management date.

Wherefore, Respondent/Wife requests that this Honorable Court grant this request, reschedule Case Management. The "wherefore" clause makes the specific request for what you want the Judge to Order on your behalf.

This part is called the "body" and tells the Judge facts about what you are asking the Judge to order.

Jane Jones  
 Signature  
 Print Name: Jane Jones  
 Address 1121 South Street  
 City/State/Zip: Port Charlotte, Fl 33954  
 Tel No. 941-123-1234  
 Email: Jane100@gmail.com

CERTIFICATE OF SERVICE

I hereby swear and affirm I sent a copy of this document was [  one only ] (  ) mailed ( ) emailed and mailed ( ) emailed through E-Filing portal, to the person listed below on: (date) 2/12/19 .

Put down the date you filed this pleading.

Other party or his/her attorney:  
 Name: John Jones  
 Address: 4567 North Street  
 City/State/Zip: Port Charlotte, Fl 33954  
 Tel: 941-987-6543

Put the opposition, or his or her lawyer here and send a copy to them.

Date: 2/12/19

Jane Jones  
 Signature  
 Print Name: Jane Jones  
 Address 1121 South Street  
 City/State/Zip: Port Charlotte, Fl 33954  
 Tel No. 941-123-1234  
 Email: Jane100@gmail.com