



THE CITY OF  
**OXFORD**

MARC BOUTWELL  
MUNICIPAL COURT JUDGE

NICKIE DENLEY  
MUNICIPAL COURT CLERK

## **REQUESTING A CONTINUANCE**

If you need to request a continuance for an upcoming court date, or if you were directed to this page by a court clerk to submit a continuance request, please follow the steps below.

### **1. Access the Motion Form**

- On the court's webpage, select [\*\*MOTION FOR CONTINUANCE\*\*](#).

### **2. Complete the Motion Form**

- Fill out the top portion of the form, including:
  - Your full name, address, phone number and email address
  - Ticket/Citation or Case Number
- Provide a brief explanation of the reason for your request.
- Sign and date the motion.

### **3. Submit Your Motion**

- Email the completed MOTION to the court clerk **before your scheduled court date**.  
Nickie Denley at [nickie@oxfordms.net](mailto:nickie@oxfordms.net).

### **4. Court Review and Response**

Once the court receives your request, it will be reviewed. If your request is approved, a new court date will be scheduled and emailed to you. If your request is denied, you will be notified by email. Please monitor your email for a response from the court. If you do not receive a reply, contact the clerk's office at **662-232-2320**.

### **5. In-Person Filing Option**

A motion for continuance may also be filed in the Clerk's Office **Monday through Friday, 8:00 a.m. to 5:00 p.m.**

If you have questions about this process, please contact the court for clarification **before** submitting any documents by email.