

How to Request a CONTINUANCE

Continuances may be granted only for good cause, upon written request from any of the parties or on the Rent Board's (Board) own motion. Inconvenience does not constitute good cause. (Regulation 1224). Continuances may also be granted upon consent of all parties.

The following procedure must be followed in order for the Board to consider your request to have the hearing rescheduled:

- The continuance request must be made in writing;
- The reason for the request must be clearly stated;
- The requesting party must contact all opposing parties and ascertain their position regarding the request for a continuance. Attempt to determine acceptable alternate dates upon which all parties agree. If you cannot reach the opposing parties, you must include an explanation of the efforts made to ascertain their position, and then provide your acceptable alternate dates.
- The request must include a Proof of Service showing that a copy was mailed to all opposing parties.

A continuance request should be filed as soon as possible and at least 48 hours prior to the scheduled hearing, unless good cause is shown for a later request. Do not consider a continuance request granted unless you have received confirmation from the Board.

Rent Board Regulation 1224. Continuances

(A) The date and time of the hearing may be continued, if the Senior Hearing Examiner (before the hearing) or the hearing examiner (at the hearing) finds good cause to do so. Such good cause shall be stated in the record and may include, but is not limited to, the failure of a party to receive notice, the illness of a party or witness or other emergency which makes it impossible to appear on the scheduled date, or the failure of a party to provide the hearing examiner with required pertinent information in a timely manner. Mere inconvenience or difficulty in appearing shall not constitute good cause. Continuances may also be granted upon consent of all parties.

(B) Requests for continuances shall be made as soon as possible. A written request for a continuance and the reasons for it must be received by the Board and all other parties at least 48 hours prior to the scheduled hearing, unless good cause is shown for a later request. The written request shall contain acceptable alternative dates and an explanation of what efforts were made to ascertain the position of the other parties regarding the request for a continuance. The request shall be served on both the Board and all opposing parties in accordance with the requirements of Section 1210.

(C) The hearing examiner or Senior Hearing [Examiner, may deny a request for a continuance if it has not been made in compliance with subsection (B) or where a continuance has previously been granted to the requesting party in the same case.

(D) The Board shall notify the parties if a continuance is granted, and the time, date and place of the rescheduled hearing.