



## Request to Postpone Hearing

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*If you are having trouble accessing or filling out this form, please contact us for help.*

**PHONE:** (510) 981-7368 • **EMAIL:** [rent@berkeleyca.gov](mailto:rent@berkeleyca.gov) • **OFFICE:** 2000 Center St., Suite 400, Berkeley, CA 94704  
• **TTD:** (510) 981-6903 • **FAX:** (510) 809-3921 • **WEBSITE:** [rentboard.berkeleyca.gov](http://rentboard.berkeleyca.gov)

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### **PURPOSE**

Submit this form to request a new hearing date if there is a good reason you cannot make it to the hearing on the date that was originally scheduled (this is called a “continuance”). Good reasons include emergencies, illness, or pre-arranged travel. Inconvenience or a difficulty with attending are not considered good reasons. Before submitting this form, you must try and contact the opposing party and agree on alternative hearing dates. Your request must be made no later than 48 hours before the hearing unless it is not possible to do so ([Regulation 1224](#)), and you must give the opposing party a copy of the completed form.

### **PETITION AND HEARING DATE**

Petition No: \_\_\_\_\_ Current Hearing Date: \_\_\_\_\_

I am the  Petitioner (filed the petition)  Respondent (responding to the petition)

### **REASON FOR REQUEST**

Explain why you cannot attend the hearing as currently scheduled.

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*Attach copies of any documents that support the information you provided above.*

### **ALTERNATIVE DATES**

Provide other dates and indicate whether you’ve determined that all parties are available.

Date: \_\_\_\_\_ All parties are available:  YES  Unknown

Date: \_\_\_\_\_ All parties are available:  YES  Unknown

Date: \_\_\_\_\_ All parties are available:  YES  Unknown

### **ATTEMPTS TO CONTACT THE OPPOSING PARTY**

If you could not reach the opposing party or agree on alternative dates, explain the efforts you made to do so.

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Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (must be handwritten, not typed): \_\_\_\_\_