

**INFORMATION ABOUT A REQUEST TO POSTPONE OR
RESCHEDULE A SCHEDULING CONFERENCE**

A. PROCEDURE TO REQUEST A RESCHEDULING OR POSTPONEMENT

1. **Written Request:** The party or lawyer who initiates a postponement and rescheduling of a conference must provide a written request to the case manager by fax, mail or hand delivery that clearly states on its face the date of the request, case number(s), the parties in the case, the date and time of the scheduled conference, the case manager's name, reasons for the request, the date on which the requesting party first learned of the need to ask for a postponement, and any other information deemed material to the request.
2. **Copy to other side:** The party or lawyer who requests the postponement must show on the face of the written request that a copy was mailed, delivered, or faxed to the other party or attorney, and the date the copy was so provided.

B. REASONS FOR POSTPONEMENT AND TIME REQUIREMENTS FOR REQUEST:

1. **Requests made more than two (2) weeks before the scheduled conference date:** A conference may be postponed or rescheduled 2 weeks in advance for the following reasons:
 - a) Mediation or arbitration in the case is scheduled,
 - b) A party or a lawyer has a planned vacation, Continuing Legal Education, religious or other holiday, or other significant personal event such as graduation, a wedding, etc.
 - c) Another court event such as a hearing, trial, or deposition is already scheduled and/or takes priority pursuant to the Uniform Superior Court Rules.
2. **Request made less than ten (10) days before the scheduled conference:** A conference will not be postponed or rescheduled with less than ten (10) days advance notice except for the following reasons:
 - a) Another court appearance that was **set within the ten (10) days before the conference** and that takes priority pursuant to the Uniform Superior Court Rules.
 - b) An **unexpected event** occurs that affects or involves a party, lawyer, or immediate family member, such as serious illness, serious accident, death or unexpected emergency.

C. CONSEQUENCE OF FAILURE TO APPEAR AT A CONFERENCE:

If request for postponement or rescheduling is denied or not approved before the scheduled conference and a party or lawyer fails to appear at a conference as scheduled, sanctions or penalties as noted in the Order to Appear at the 30-Day Scheduling Conference may be imposed, including final disposition of the case.