

CITY OF OAKLAND



Housing and Community Development
Rent Adjustment Program
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612

(510) 238-3721
FAX (510) 238-6181
TDD (510) 238-3254

REQUEST TO CHANGE DATE OF PROCEEDING

IMPORTANT INFORMATION: A request for a change of the date of hearing or mediation must be submitted on this form as early as possible. You must sign this request. **Documentation verifying the reason for the request must be attached to this form.** A postponement may only be granted for good cause shown and in the interests of justice. The agreement of the parties to a postponement is not good cause, by itself. Only one postponement may be granted to a party unless the party shows extraordinary circumstances. The maximum postponement granted is usually 20 days. **Before submitting this request, you must** try to reach an agreement with the other party(ies) for a new date for the proceeding. If you provide two alternate hearing dates, the hearing will be set on one of the agreed dates, if the date is available on the hearing calendar. If it is not available, another date will be chosen.

Case Number(s): _____ **Date of Scheduled Hearing/Mediation:** _____

Lead Case Title: _____

Name of Party Requesting Postponement: _____

Contact Telephone Number: _____ **FAX Number (not required):** _____

I request postponement of the hearing stated above because:

[If you need more space, attach additional sheets.]

The parties agree that the hearing may be postponed to _____ or _____.
(Agreed dates will be honored by the Rent Adjustment Program if)

OR

I contacted the opposing party(ies) and we were unable to agree on a date for the re-scheduled hearing.

I declare under penalty of perjury pursuant to the laws of the State of California that the information provided in support of this request is true and correct.

Date: _____

(Signature)

THE HEARING DATE IS NOT CHANGED UNLESS THIS REQUEST IS GRANTED IN WRITING.