



## Instructions for Form SC-150, *Request to Postpone Trial*

(This page is **not** part of Form SC-150 and does not need to be copied, served, or filed.)

### Who can use this form?

- Anyone who filed a small claims case and wants to postpone or reschedule the trial for any good reason, including because he or she has not served all of the defendants
- Anyone who was sued in a small claims case and wants to postpone or reschedule the trial for any good reason

### Do I have to use this form?

No. You may write a letter instead of using this form. Your letter should explain why you want to change your court date and include the other information that is requested on this form.

### How do I ask for a postponement?

- Fill out Form SC-150, *Request to Postpone Trial*, (on the other side of these instructions), or write a letter that includes the information requested on this form.
- Have all other parties in your case served with a copy of your request. You may serve by mail or in person. Use Form SC-104, *Proof of Service*, or Form SC-112A, *Proof of Service by Mail*.
- File your request and the completed *Proof of Service* with the small claims court clerk. You may have to pay a \$10 fee, depending on when (or if) the claim was served. If you cannot afford to pay a required fee, see Form FW-001-INFO, *Information Sheet on Waiver of Superior Court Fees and Costs*.

### How will I know the court's decision?

**If the court postpones the trial**, the court will mail a notice with the new hearing date to all plaintiffs and defendants in this case.

**If the court does not postpone the trial**, the trial will be on the date when it is currently scheduled. The court will notify the person who filed the *Request*.

**If you do not hear from the court**, you should go to court on the scheduled trial date.



### Need help?

For free help, contact your county's small claims advisor:

Or go to "County-Specific court Information" at [www.courtinfo.ca.gov/selfhelp/smallclaims](http://www.courtinfo.ca.gov/selfhelp/smallclaims)

