



# Adjournment Request Quick Reference Guide

1. In the My Appeals screen, select Request to Adjourn Hearing Date from the drop-down Action menu items

Date Filed	Appeal Status	Action
06/03/2024	ACTIVE	Select Action
06/03/2024		Select Action View Summary File Document File Application Materials Restore Appeal Schedule Appeal/Application Request to Adjourn Hearing Date
06/03/2024	ACTIVE	Select Action

2. Complete mandatory fields, upload your adjournment letter and click Proceed

Date of Hearing to be Adjourned\*

Type of Hearing to be Adjourned\*

Application Type to be Adjourned \*

Would you like to schedule a new hearing?\*  Yes  No

If Yes, when you select Proceed you will be directed to the Schedule Appeal/Application page where you can submit a request for a new hearing date.

Have all of the parties agreed to the matter being adjourned?\*  Yes  No

Document Type

Upload Letter \*  Adjournment Letter.pdf

**3. You will be redirected to the Schedule Appeal/Application page where you can request a new date (if applicable). If you are not requesting a new hearing date, then you may close out or navigate to a new webpage.**

• My Account  
• My Appeals  
• File a New Criminal Appeal/Permission to Appeal  
• File a New Civil Appeal/Permission to Appeal  
• File a Document or Application Materials on an Existing Appeal  
• File a Transcript on an Existing Appeal  
• Request Access to an Appeal  
• Log out

### View or Schedule Appeal/Application

This has been sent to the Registry for review. ✕

View Edit Grant

#### Appeal Information

Julie Antunes (A) v. Jed Natividad (R)  
Case Number: 2403-0501AC  
Filing Date: 2024-06-03 00:00:00  
Case Type: Civil  
Case Status: ACTIVE

#### View or Schedule Appeal/Application

Use this form to request a hearing date for an Appeal or an Application.

Hearing Type\*

[Proceed](#)

**4. You will receive a system generated email acknowledging that the adjournment letter has been received.**

**5. Once your request has been processed, you will receive another email notifying you that the adjournment letter has been filed. The adjournment request may be approved or denied, any details of the approval or denial will appear on the filed stamp on the letter or will be sent by email.**