

# SC-150

# Request to Postpone Trial

Clerk stamps here when form is filed.

See instructions on other side.

① My name is: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

I am a (*check one*):  plaintiff  defendant in this case.

② My trial is now scheduled for (*date*): \_\_\_\_\_

③ I ask the court to postpone my trial until (*approximate date*):

\_\_\_\_\_

④ I am asking for this postponement because (*explain*):

If your answer will not fit in the space below, check this box and attach your answer on a separate sheet of paper. Write "SC-150, Item 4" at the top.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

⑤ If your trial is scheduled within the next 10 days, explain why you did not ask for a postponement sooner.

If your answer will not fit in the space below, check this box and attach your answer on a separate sheet of paper. Write "SC-150, Item 5" at the top.

\_\_\_\_\_

\_\_\_\_\_

⑥ **Has your claim been served by a method allowed by law?** (See form SC-104B, What Is "Proof of Service"?, for information about how the claim can be served. Check and complete all that apply):

If your answer will not fit in the space below, check this box and attach your answer on a separate sheet of paper. Write "SC-150, Item 6" at the top.

a.  No. I am a defendant and have not filed a claim in this case.

b.  Yes. The parties listed below have been served:

(1) \_\_\_\_\_, who lives in: \_\_\_\_\_, was served on: \_\_\_\_\_  
*name county date*

(2) \_\_\_\_\_, who lives in: \_\_\_\_\_, was served on: \_\_\_\_\_  
*name county date*

c.  No. The parties listed below have not been served (*list names*):

(1) \_\_\_\_\_ (2) \_\_\_\_\_

d.  I do not know. The court clerk mailed my claim, and I do not know if the court received the signed receipt for these parties (*list names*):

(1) \_\_\_\_\_ (2) \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name

▶ \_\_\_\_\_  
Sign here

# 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:  
[local info here]

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