

1 [COURT NAME]

2 [COUNTY OR DISTRICT] OF [STATE]

3
4 **Case No.: [Case Number]**

5
6
7
8 [Plaintiff/Petitioner Name],

9 Plaintiff/Petitioner,

10
11 v.

12
13 [Defendant/Respondent Name],

14 Defendant/Respondent.

15
16 **MOTION TO POSTPONE AND RESCHEDULE PROCEEDING**

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18
19
20 The Movant, _____, by and through undersigned counsel, if any, and
21 pursuant to the applicable rules of civil procedure, respectfully requests that this Court
22 postpone and reschedule the upcoming proceeding currently scheduled in this matter. In
23 support of this Motion, Movant states as follows:

24
25 **I. PROCEDURAL POSTURE**

26
27 1. The proceeding currently scheduled to be heard or completed is:

28 _____.

1
2 2. This proceeding is currently scheduled to take place on _____ at
3 _____ in [Courtroom/Division/Location].
4
5

6 **II. GROUNDS FOR REQUESTED POSTPONEMENT**
7

8 3. Movant respectfully requests a postponement of the scheduled proceeding due to the
9 following good cause:

10 [describe the specific, detailed reason for the requested delay, such as medical emergency, pre-
11 existing scheduling conflict, or need for additional discovery].
12

13 4. This request is made in good faith and not for the purpose of undue delay or to prejudice any
14 party to this action.
15

16 5. Movant has exercised due diligence in attempting to meet the scheduled date but is unable to
17 do so due to the circumstances described above.
18

19 **III. PROPOSED NEW DATES**
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21 6. Movant has reviewed the calendar and proposes the following alternative dates and times for
22 the rescheduled proceeding, subject to the Court's availability:

23 - Option 1: _____

24 - Option 2: _____

25 - Option 3: _____
26
27
28

1 **IV. POSITION OF OPPOSING PARTY**

2
3 7. Movant's counsel or Movant has contacted the opposing party or their counsel regarding this
4 request:

5 - [State whether the opposing party consents, objects, or if their position is unknown after
6 diligent attempts to contact them].

7
8 **RELIEF REQUESTED**

9
10 WHEREFORE, Movant respectfully requests that this Court:

- 11 a. Grant this Motion to Postpone and Reschedule Proceeding;
12 b. Vacate the proceeding currently scheduled for _____;
13 c. Reschedule the proceeding to one of the proposed dates listed above, or to another date and
14 time convenient for the Court and the parties; and
15 d. Grant such other and further relief as the Court deems just and proper.

16
17 **Dated:** _____

18
19 Respectfully submitted,

20
21 **Signature:** _____

22 **Printed Name:** _____

23 **Role / Capacity:** _____

24 **Bar Number:** _____

25 **Address:** _____

26 **Phone:** _____

27 **Email:** _____

1
2
3 **CERTIFICATE OF SERVICE**
4

5 I hereby certify that a true and correct copy of the foregoing Motion was served upon the
6 following parties or their counsel of record on _____ via
7 _____:
8

9 **Recipient Name:** _____

10 **Address/Email:** _____

11 **Service Method:** _____
12

13 **Signature:** _____

14 **Printed Name:** _____
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