New Hampshire Employment Security
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"We're working to keep New Hampshire working"

APPEAL TRIBUNAL
45 SOUTH FRUIT STREET
PO BOX 2009
CONCORD, NH 03302-2009

REQUEST TO POSTPONE OR CONTINUE A HEARING

The claimant and certain employers are parties to a claim. A party may request to postpone a scheduled hearing or to continue a hearing that has already started. The request shall be granted if there is "good cause" to do so. Good cause includes reasons that a delay would help resolve the case fairly. A delay because parties, witnesses, or attorneys who are necessary for a hearing are not available would be good cause, unless the person is not available because of the party's action or inaction.

If the request is granted, the later date, time and place will either be stated at the hearing or issued in writing.

Requests shall be in writing unless it is in response to a situation brought up for the first time at a hearing or on the basis of information which was not received in time to prepare a written motion. The verbal request may need to be put in writing.

- Emp 207.20 Postponements and Continuances. and Emp 207.11 Motions; Objections.

CLAIMANT NAME: _____ LAST 4 OF SS#: _____

EMPLOYER NAME: _____ ACCT #: _____

REQUEST BY: ☐ Claimant or ☐ Employer DOCKET #(S): _____

REQUESTER'S (A) TELEPHONE #: _____ (B) EMAIL: _____

IF HEARING SCHEDULED, DATE: _____ CHAIRMAN: _____

I request for the hearing for the dockets listed above be POSTPONED or CONTINUED because (give reason):

I **am** available on the following days and times:		I **am not** available (list dates, days or times):
DAYS	TIMES	
☐ SAME DAY AT:	_____	
☐ MONDAYS	_____	
☐ TUESDAYS	_____	
☐ WEDNESDAYS	_____	
☐ THURSDAYS	_____	
☐ FRIDAYS	_____	

NAME AND TITLE _____ SIGNATURE _____ DATE _____

Office Use: GRANTED? ☐ No ☐ Yes, by _____

☐ Notify all parties, scheduler and Chairman
☐ Update Spreadsheet ☐ Update AHS
☐ Note NHUIS ☐ Edit docket ☐ Mark file

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Telephone (603) 223-6140 Fax (603) 223-6141 TDD/TTY Access: Relay 1-800-735-2964 Web site: www.nhes.nh.gov