



REQUEST TO POSTPONE OR CONTINUE A HEARING

An Appeal Tribunal Chairman shall postpone a scheduled hearing or adjourn or continue a hearing that has already started for up to 30 days if required to 1) hold a pre-hearing conference, 2) provide proper notice to an interested party, 3) obtain the presence of a witness, 4) avoid fraud or mistake, 5) provide due process, or 6) similar reasons. 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 201.02 (h) of Appeal to and Hearing by Appeal Tribunal 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 docket(s) listed above be POSTPONED or CONTINUED because (give reason):

I **am** available on the following days and times:

| | |
|---------------------------------------|-------|
| DAYS | TIMES |
| <input type="checkbox"/> SAME DAY AT: | _____ |
| <input type="checkbox"/> MONDAYS | _____ |
| <input type="checkbox"/> TUESDAYS | _____ |
| <input type="checkbox"/> WEDNESDAYS | _____ |
| <input type="checkbox"/> THURSDAYS | _____ |
| <input type="checkbox"/> FRIDAYS | _____ |

I **am not** available (list dates, days or times):

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