



# 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:

Or visit [selfhelp.courts.ca.gov/small-claims-advisor](https://selfhelp.courts.ca.gov/small-claims-advisor).