	SC-150	Request to Postpone Trial	Clerk stamps here when form is filed.
See i	nstructions on other	r side.	
1	My name is:		
	Phone:		
	I am a (check one)): plaintiff defendant in this case.	
(2)		heduled for (date):	Fill in the court name and street address:
2	Wiy tital is now sc	meduled for (unite).	Superior Court of California, County of
3	I ask the court to p	postpone my trial until (approximate date):	
4 5	I am asking for this postponement because (explain): ☐ Check here if there is not enough space for your answer. Put your		
		attached sheet of paper and write "SC-150, Item 4" at	Fill in your case number and case name:
	the top.		Case Number:
			Case Name:
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): ☐ Check here if there is not enough space for your answer. Put your answer on an attached sheet of paper and 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: 		
			was served on:
	name	, who lives in:	date
	(2)	, who lives in:	, was served on:
			date
		arties listed below have not been served (list names): (2)	
	for these p	ow. The court clerk mailed my claim, and I do not know arties (list names):	if the court received the signed receipt
	(1)	of perjury under the laws of the State of California that t	<u> </u>
I dec	lare under penalty of	of perjury under the laws of the State of California that t	he information above is true and correct.
Date	:		
	Type or p	orint 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:

Or visit selfhelp.courts.ca.gov/small-claims-advisor.