

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	
REQUEST TO RESCHEDULE HEARING	CASE NUMBER:

Notice: Read *How to Reschedule a Hearing in Family Court* before you complete this form.

Notice: Do not use this form to ask to change the date of a domestic violence restraining order hearing. For more information, read , *How to Ask for a New Hearing Date*.

CASE INFORMATION

1. Name of person asking to reschedule the hearing (*specify*):
 - a. ☐ I am the party who filed the *Request for Order* (form FL-300), order to show cause, or other moving paper in item 2.
 - b. ☐ I am the party who is responding to the *Request for Order* (form FL-300), order to show cause, or other moving paper in item 2.
2. I ask that the court reschedule the hearing date for the (*select one*)
 - a. ☐ *Request for Order* for (*specify*):
 - b. ☐ *Order to Show Cause* for ☐ contempt. ☐ seek work.
 - c. ☐ Other (*specify*):
3. The item in 2 was filed on (*date*):
4. The hearing is currently set for (*date*):
5. The court did not issue temporary emergency (ex parte) orders with the item in 2.

REQUEST

6. I request that the hearing be rescheduled as follows:
 - a. ☐ After (*specify date*):
 - b. ☐ On a date I am available, which does not include (*specify dates*):
 - c. ☐ Other (*specify*):

REASON FOR RESCHEDULING

7. The hearing needs to be rescheduled because (*select all that apply*)
 - a. ☐ the papers were not served before the hearing date.
 - b. ☐ the parties need to attend child custody mediation or child custody recommending counseling before the hearing.
 - c. ☐ other good cause as stated ☐ below:

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SPECIAL PROCEDURES MAY APPLY

- The procedures in items 8 and 9 apply only if the documents in item 2 were served on the parties.
8. Unless the court determines that there are exceptional circumstances, the other parties must first be
 - a. notified that you are going to ask the court to reschedule the hearing; and
 - b. served with copies of the request to reschedule at the first reasonable opportunity.
 9. You must then submit to the court a proof of the notice and service in items 8a and 8b, along with the request to reschedule. You may use *Declaration Regarding Notice and Service of Request for Temporary Emergency (Ex Parte) Orders* (form FL-303) to comply with the proof of notice and service.
 10. You should submit the documents in item 9 to the court no later than five court days before the hearing date set on the *Request for Order* (form FL-300), order to show cause, or other moving paper, unless you have a very good reason to submit them later.

PROPOSED ORDER REQUIRED

11. I have submitted a proposed *Order on Request to Reschedule Hearing* (form FL-309).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME)



SIGNATURE