

Clerk stamps date here when form is filed.

**Instructions:** Use this form to ask the court to reschedule the court date listed on *Notice of Court Hearing* (form [RT-109](#)).

## 1 My Information

a. My name is: \_\_\_\_\_

b. I am the:

(1)  **Petitioner** (*skip to ②*).

(2)  **Respondent** (*give your contact information below*).

Address where I can receive mail:

This address will be used by the court and other party to notify you in this case. If you want to keep your home address private, you can use another address like a post office box or another person's address, if you have their permission. If you have a lawyer, give your lawyer's address and contact information.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

My contact information (*optional*):

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lawyer's information (*skip if you do not have one*):

Name: \_\_\_\_\_ State Bar No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Fill in court name and street address:

**Superior Court of California, County of**

Fill in case number:

**Case Number:**

## 2 Information About My Case

a. The other party in my case is:

Retail Establishment       Respondent

Name (*see form RT-100*): \_\_\_\_\_

b. I have a court date currently scheduled for (*date*): \_\_\_\_\_

**This is not a Court Order.**



**3 Why Does the Court Date Need to Be Rescheduled?**

- a.  I am the petitioner, and I need more time to have the respondent personally served.
- b.  I am the respondent, and I have requested court-appointed counsel that has not been appointed yet.
- c.  Other reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_

*Type or print your name*



*Sign your name*

Date: \_\_\_\_\_

*Lawyer's name, if you have one*



*Lawyer's signature*

**This is not a Court Order.**